

Application for Exhibit Space

EXHIBITOR # _____



PLEASE PRINT CLEARLY - If any preprinted information is incorrect please strike through and correct

COMPANY _____

ADDRESS _____

CITY, STATE _____
ZIP _____

January 17 - 19, 2025
Meadow Event Park
Doswell, VA

PHONE _____

CELL _____

EMAIL _____

PRODUCTS / SERVICES TO BE DISPLAYED _____

THINGS TO KNOW

- All exhibiting companies are required to have and maintain general liability insurance coverage during the event listing Southeast Productions, Inc as additional insured. Proof of insurance (COI) is required before first move-in day. Temporary Show Insurance is available as a very reduced rate in interested. Please contact show management if you have any questions concerning this
- Submission of application does not guarantee acceptance to show. Acceptance based on relevance of product to show and current inventory of booths.
- Booth is to be used for applying company only. Subletting or sharing of display is not allow unless prior approval from show management.
- Tables & Chairs **are not provided** with booth rental. Order forms from show decorator will be sent out prior to show.
- Displays are expected to be occupied all hours of the show beginning opening hour on opening day unless approved by show management. If booth has not be installed by opening day show management reserves the right to exclude exhibitor and reassign booth

READ ADDITIONAL "RULES OF EXHIBITING" ON REVERSE OF APPLICATION

Booth Size Requested (If you are a new exhibitor and are requesting larger than a 10 x 30 booth please call to confirm availability)

| | | | |
|----------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Space Size Requested X | 10 x 10 (100 sq. ft.) - 700.00 | 10 x 20 (200 sq. ft.) - 1300.00 | 10 x 40 (400 sq. ft.) - 2500.00 |
| | 10 x 15 (150 sq. ft.) - 1000.00 | 10 x 30 (300 sq. ft.) - 1900.00 | 20 x 20 (End Cap) - 2600.00 |

Electricity - \$60 per single 110 outlet . If you require more than 110 service, please contact us for pricing.

Booth Fee *Adj if applicable* **Booth Total** **Electric** **Account Total**

_____ + _____ = _____

50% Dep Required

(50% of Total Cost Required)

Balance Due

Balance Due **Dec 1, 2024**

Comments or Special Requests

Payment Options

A 50% deposit is required with returned application. Applications received without deposit will not be accepted. Exhibitor information packets will be mailed approximately 45 days before show and will include invoice for Balance Due.

Make checks payable to : **S E P P O Box 7282 Greensboro, N C 27417**

| | |
|---|---|
| <p>Credit Card # _____</p> <p>Visa - M / C - Amex - Discover</p> <p>\$ _____ EXPIRE _____ CARD CODE _____</p> <p>Amount / Deposit to Process _____</p> <p>NAME ON CARD _____ BILLING ZIP CODE _____</p> <p><small>Initial</small> I authorize Southeast Productions to process the above credit card for the amount indicated based on the terms of this exhibit application.</p> <p><small>Initial</small> I authorize Southeast Productions to process the above credit card for the Balance Due on Nov 15, 2024 based on the terms of this exhibit application.</p> | <p>Office Use Only :</p> <p>Chg Amount _____</p> <p>Trans # _____</p> <p>Date _____</p> |
|---|---|

It is mutually agreed that there is no other conditions of this agreement other than those printed on the front and reverse side of this application. As an acting authorized agent of the applying company I confirm that I have read all of the "Rules of Exhibiting" and agree to abide by said rules. I acknowledge that any violation of "Rules of Exhibiting" can cause closure of display without recourse or refund.

Signature _____ **Date** _____

TERMS & RULES OF EXHIBITING

In our effort to make this event successful for all parties, we present these Terms & Rules to each participating Exhibitor as our uniform policy and guidelines. Although, we recognize that all exhibitors are unique in their needs - we feel that these guidelines set a good frame work for the success of the exhibitor and show. It is Southeast Productions desire to assure every exhibitor large or small that they are the most important element to a successful event.

- Submission of **Application for Exhibit Space** does not guarantee acceptance into event. Show management reserves the right to deny application based on relevance of product to show and/or current inventory of booths. Show management also reserves the right to limit or exclude categories at it's discretion.
- **All exhibiting companies are required to have and maintain general liability insurance coverage during the event...NO EXCEPTIONS. A Certificate of Insurance (COI) must be provided listing Southeast Productions, Inc. as additional insured before company's display can be set. Liability Coverage is available for the event as a very discounted rate. Please contact us at 336-855-0208 for information or any questions concerning this requirement.**
- Person signing this "**Application for Exhibit Space**" (**Agreement**) acknowledges he/she is an authorized agent of applying **Company (Exhibitor)** and is entering into a binding financial agreement with Southeast Productions, Inc. (**Show Management**). Terms of this agreement requires **Exhibitor** to pay a deposit to **Show Management** with submitted application to reserve exhibit space and becomes nonrefundable after **December 1st prior to the event year. (All cancellation requests must be made in writing and postmarked prior to Dec 1st.)** Unless vendor officially cancels from event, agreement also requires and **binds Exhibitor** to submit **Payment In Full** of account balance to **Show Management** by indicated deadline. **Exhibitor** acknowledges if Payment in Full has not been satisfied prior to deadline Show Management reserves the right to access a late fee of 2% of remaining balance (\$50.00 minimum) or cancel Exhibit Space reservation and reissue booth without recourse or refund of deposit unless prior arrangements have been made with Show Management, **If, due to state and/or local mandates . the event should have to be rescheduled or cancelled. All exhibitors in good standing with their accounts will be given the option of either carrying the monies over to the rescheduled date or having a full refund issued**
- Once accepted, exhibit space is to be used for applying company only. If applying company is Parent Company to another business entity please indicate D/B/A on application . Subletting , sharing or re-assigning of exhibit space is not allowed unless prior approval from show management.
- State and local taxes are the responsibility of each exhibitor. State tax licenses are required.
- Exhibits must be maintained within the dimensions of the contracted space size and Booth Exhibits should not extend higher than 8 feet. Exhibits cannot be secured, hung or supported by facility walls, columns or rafters. Exhibits cannot extend or "Hang out" over the aisle or neighboring displays. If by the nature of your product your booth display structure extends higher than 8 feet or needs the support of a solid wall..... please notify Show Management prior to move in for approval. Show Management reserves the right to relocate an exhibitor at anytime provided space size is comparable to original contracted space size.
- Tables & Chairs are not supplied with display. All decoration materials (Curtains, carpet, tables, chairs, etc.) are owned , maintained and rented by the contracted Show Decorator - Not Show Management. Damage or removal of any of these materials can and will result in the Exhibitor being charged for replacement either directly from the show decorator or through show management. **Nothing can be attached directly to the display curtains...ie pins, staples, fabric hooks.** Please notify Show Management or Show Decorator staff if you have any questions about securing display material to Pipe & Drape.
- All business must be conducted within the dimensions of your display. Distributing brochures and/or pamphlets while standing outside your display, walking up and down aisles or placing in common areas of the show floor is prohibited. Disturbing noises or forms of attracting attention to your display which are objectionable to Show Management will not be allowed. Distributing helium balloons or adhesive backed promotional items are prohibited by Building Management.
- After hours security will be provided beginning on first move-in day. It is the responsibility of each exhibitor to secure items in their booth to deter theft. Covering tables at closing and lockable display cases (if possible) are recommended. This Event, its Sponsors, Show Management and Building Management shall not in any way be held liable for damage or loss to property or person of the Exhibitors. Unless staff is still working with a customer or prior arrangement are made, all exhibitors are required to exit the facility within 30 minutes of closing.
- Displays are to be installed and removed at the expense of the Exhibitor and shall remain in place until closing on the last day of event. Exhibitors leaving prior to closing without approval of show management will automatically lose renewal option for the next years event. Exhibits left beyond the official move-out dates will be removed by show management. Exhibitor will be billed for any labor and/or costs associated with the display removal.
- Show Management will make every effort to operate on scheduled hours in the event of inclement weather but cannot be held responsible for adjustments in show hours or days. Refunds and/or credits can not be offered to exhibitors unable to attend because of weather.

Again, we recognize that each exhibitor is unique in needs and nature, so if you should have a concern or conflict with any of these Exhibitor Rules please contact us and we'll assist in anyway possible.

**Southeast Productions, Inc.
PO Box 7282
Greensboro, NC 27417
Office - 336-855-0208 Fax - 336-855-0249**

Signature Required _____

By indication of signature I have read and agree to rules set forth by show management for this event.

Exhibit Rates

Booths

Indicated by numbers on layout

- 10 X 10 \$ 700.00
- 10 X 15 \$ 1000.00
- 10 X 20 \$ 1300.00
- Each Additional 10 x 10 \$600.00
- 20 X 20 \$ 2500.00 (end cap)

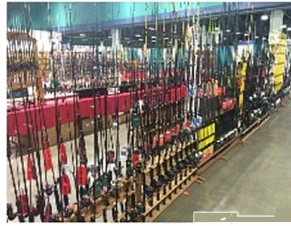
No Additional Charge For Corner Booths

Marine Dealers

Indicated by letters on layout

Bulk Floor Space
\$2.65 square foot

600 sq. ft minimum



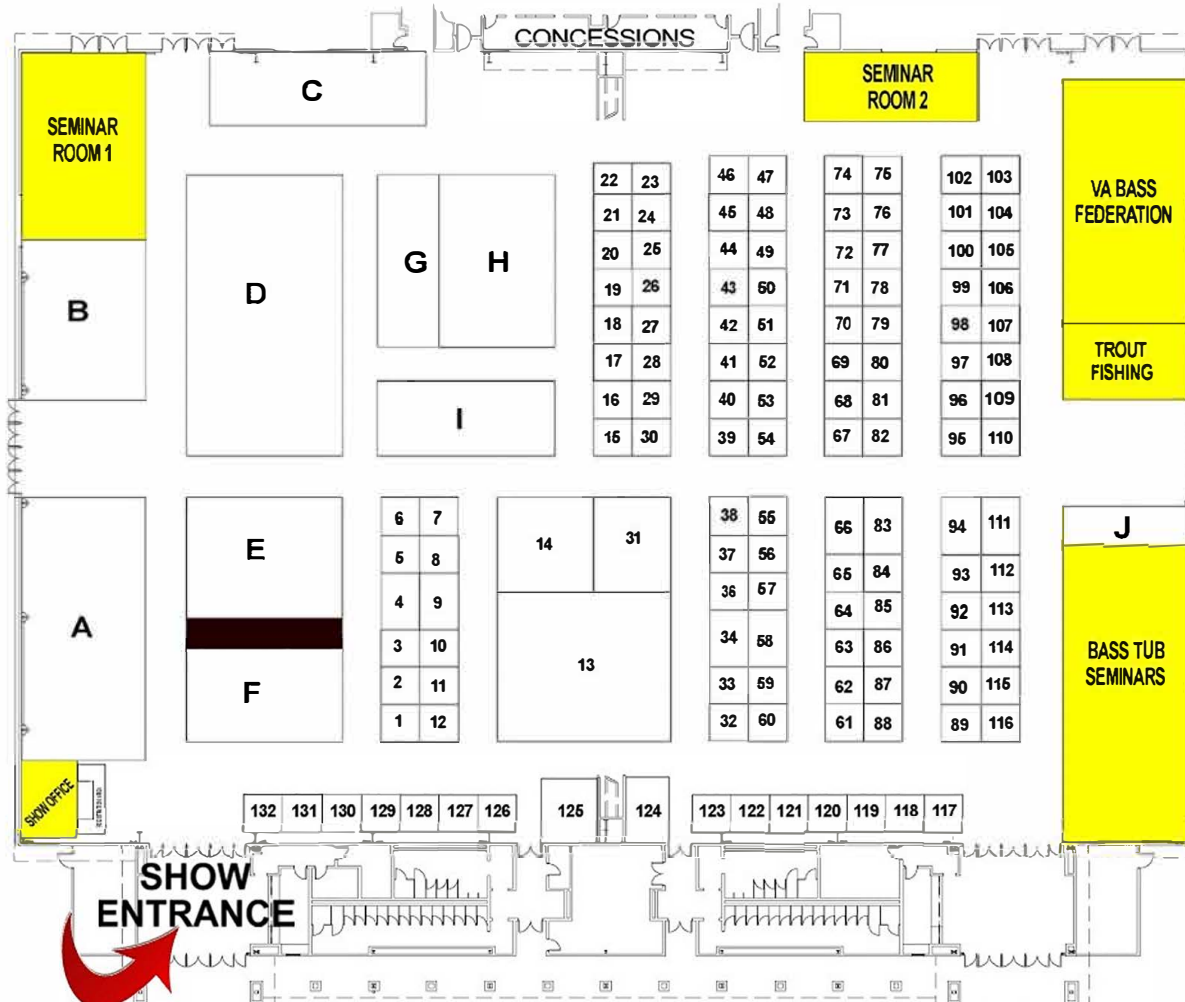
- 18th Annual Event
- Largest Annual Fishing product sales event in Virginia -
- Extensive All Media Advertising Budget including Billboard, Magazine & Social
- Over 10,000 attendees each year
- 4 show floor vehicle doors for easy exhibitor move-in / out process
- Non-union facility - Install and dismantle your display at your leisure. 2 full days move-in
- On site stock trailer parking - no fee
- Fork Lift's available for exhibitor use - no fee
- Free exhibitor parking with designated entrance
- Free Secure Wi-Fi throughout facility
- Full Service concessions all hours of event

Other Associated Costs

- Electricity - \$60 per outlet in advance
- Exhibitor Parking - Exhibitor Vehicle and Trailer Parking Free
- Wireless Internet - Free access. (If demand is excessive, it can be limited at times)
- Tables, Chairs, etc... - Available from Hollins Expo at current rates.
- Phone - Digital Phone service available from facility at current rates
- Camping - On-Site Full Hook-up Camping available \$35.00 per night

RICHMOND FISHING EXPO

January 17 - 19, 2025
Meadow Event Park
Doswell, Va.



Show Hours

Friday 9 - 7
Saturday 9 - 6
Sunday 10 - 5

Move-In Schedule

Wednesday 10am - 7pm
Thursday 9am - 8pm

Move-Out Schedule

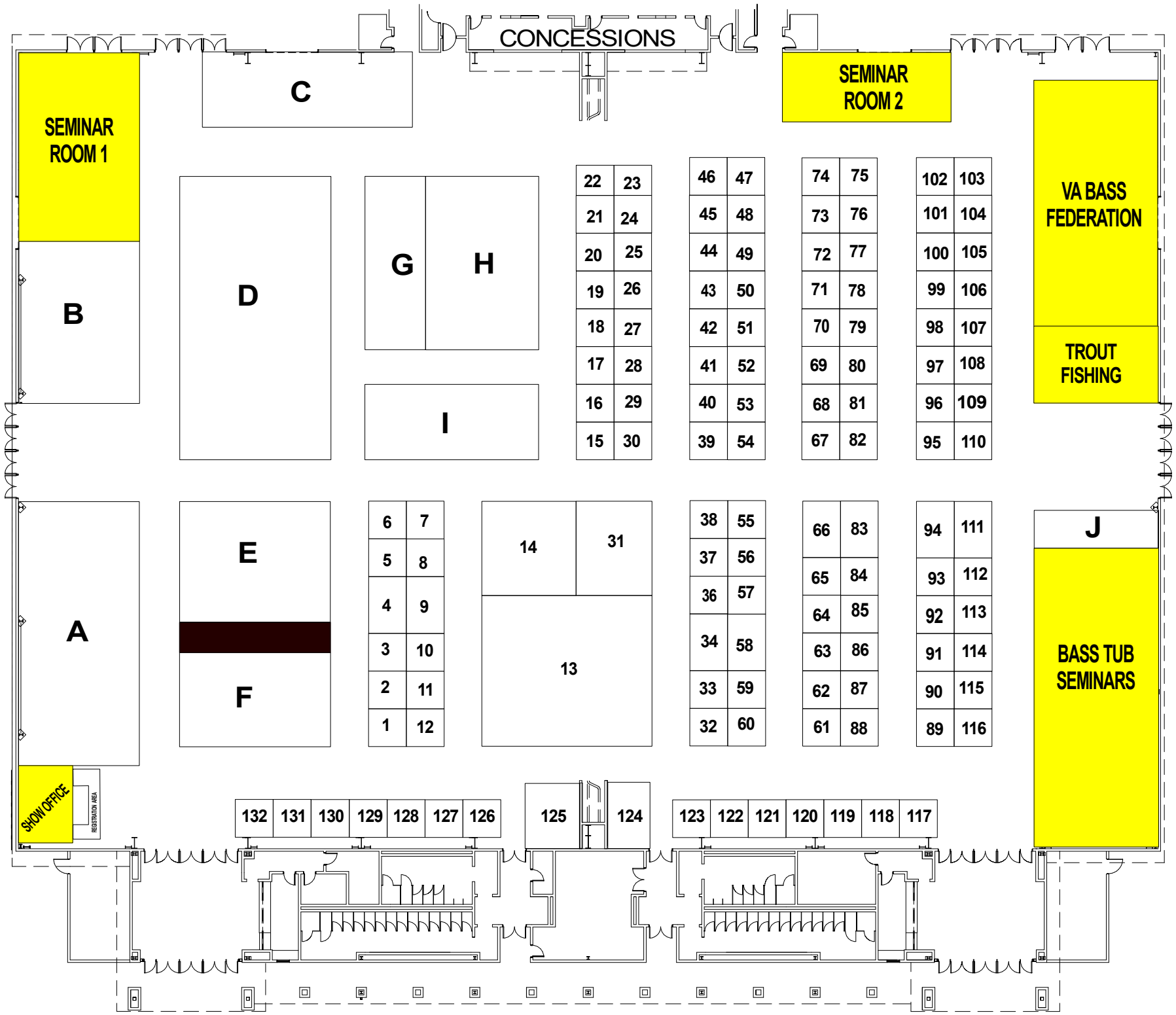
Jan 19 (Sun) 5pm - 11pm

For More Information
Southeast Productions, Inc
www.ncboatshows.com

info@ncboatshows.com

Office - 336-855-0208

Fax - 336-855-0249





Liability Insurance Requirements

Due to changes in event liability insurance requirements, **ALL** participating exhibitors are required to have business liability insurance coverage for the dates of the event including all move-in days. If you currently have business liability insurance, you will just need to request a Certificate of Insurance (COI) from your agent or agency to be emailed or mailed to us before the first move-in day of the event. **COI's must list Southeast Production, Inc and its agents as additional insured.**

If interested Temporary Exhibitor Event Liability Insurance will be available for a reduced premium of \$65. This is great value and will cover you and your business for the entire time while at the event. If you choose this coverage, you will not need to do anything beyond a simple sign-up online. Your COI will automatically be sent to us indicating required coverage. Use the Link below to the sign-up portal. If you have any questions or issues with the link, please let us know.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=L1|8PYweE3A\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=L1|8PYweE3A$)

If providing a COI from your current liability policy, please include the following additional insured information on the COI

Southeast Productions, Inc, its management, and agents.

3534 McCuistion Rd

Greensboro, NC, 27407

Email required COI to info@vaboatshows.com,

Fax to **336-55-0249**

or mail to

SEP

P.O. Box 7282

Greensboro, NC 27417