

Fairfax Community Home and Remodeling Expo

Sat. March 13, 2010 10AM-6PM

Sun. March 14, 2010 11AM-5PM

Northern Virginia Community College Annandale Campus

8333 Little River Turnpike, Annandale, VA

VENDOR CONTRACT FOR 2011

Contact: _____

Company: _____

Services/Products: _____

Address: _____

City: _____ St. _____ Zip _____

Office Phone: _____ FAX: _____

e-mail: _____ Web site: _____

We would like to reserve:

_____ Standard booth @ \$1175 (10' wide x 10' deep)

_____ Double booth @ \$2275 (20' wide x 10' deep)

Total # of Booths _____ Total Booth Fees _____

Booth Rental includes: standard 8' high back drop, 3' high side rails, one 6' or 8' table, two chairs, booth placard, up to 6 name badges (provided at check in) and 10 show tickets for clients. Vendor will be listed on event website. Carpet and table linens are optional and the responsibility of the vendor.

Additional Items needed:

_____ Electric \$50.00 - **Call about 220V needs**

_____ Additional tables \$10.00

_____ Additional Chairs \$5.00

Total Extra Items: _____

Total Booth Fees: _____

Total Extras: _____

Total Cost: _____

Deposit with contract: _____

Balance Due: _____

Please return with \$200 per space deposit to confirm space. Final payments are due Feb. 15, 2011

This agreement constitutes your contract with STC Marketing and Media, producers of the Annapolis Home and remodeling Expo. Space is assigned on a first come, first served at time of receipt of contracts and deposits. Vendor agrees to abide the show guidelines, rules and regulations as provided by show management.

Please Charge \$ _____ to my Credit Card: VISA MC AMEX for my deposit.
(circle one)

Credit Card # _____ Ex. Date: _____

Cardholder name _____

_____ I authorize STC Marketing and Media to process the final payment on my credit card.

_____ Please invoice me for the final payment

Agreed by: _____ Date: _____

Cancellations/Refunds:

Cancellations received in writing 60 days prior to the event will be refunded in full, minus \$100 fee. No refunds will be issued within 60 days of the event.

Mail contracts and checks to:

STC Marketing and Media

3325 Bittersweet Ct.

Oak Hill, VA 20171

Make Checks to: STC Marketing

703 476 8422 Fax: 703 476 8423

Move in will take place from 12 noon to 8PM on Friday March 11. Move out on Sunday March 13 from 5PM- 9PM and Monday March 15 from 8AM- 11 AM. All vendors agree to be present during the operating hours. All displays are subject to approval of the local fire department. Product give aways are subject to the approval of show and venue management. Please see attached exhibitor guidelines.

Delmarva Home Shows- Fairfax March 12-13, 2011

Exhibitor Rules and Guidelines

Location: Northern Virginia Community College Gymnasium. 8333 Little River Turnpike, Annandale, VA 22003.

Load-In: Friday , 12 noon-8PM.

Please check-in at the Exhibitors Check-In table on arrival for credentials and other important documents. There is a large roll up door at the rear of the armory that is very easy to back up to for load in and load out. There is not a loading dock at the facility.

Load-Out: Sunday night, 5PM-9PM and Monday 8AM-11AM.

Name Badges: We will provide business card name badges for **up to 6** people per booth when you check in. Additional badges are available for \$5.00 each. Vendors and employees working the show may enter through the back entry to the armory or the front door. Name badges must be displayed. We do not need the names of individual employees.

Additional Tickets: If you need additional tickets for clients/friends/family, they may be purchased for \$5.00 each from our ticket sellers. If you need to leave tickets at the ticket office, we will have envelopes available.

Parking: Please leave parking room in the main lot for our patrons. A map with available parking areas for vendors will be provided on arrival

Venue protection and limitations. All booths are required to be carpeted before set up. **DO NOT TAPE ANYTHING TO THE FLOOR UNLESS YOU USE REMOVABLE PAINTERS TAPE.** For landscapers, please put a plastic mat or tarp on the floor before pavers are set. Exhibitors are liable for any damage to the facility and /or property of other Exhibitors they may damage. Exhibitors are responsible for their own insurance to cover all contingencies including but not limited to fire, theft, property damage, public and private liabilities and worker's compensation.

There is a loading dock at the rear of the venue. The back doors are small. (83" high x 67" wide) Forklifts and pallet jacks are not permitted on the floor of the venue.

Food and Beverage:

The Facility will sell food and beverages during the event.

Booth Set up and operation: All booths are subject to the approval of the local fire marshal. Each booth will be set up with 3' high side curtains and an 8' high back curtain. If you have side walls in your booth, please make sure that they do not extend any further than 4 feet from the back of the booth. Carpet is not provided in the booth, and it is up to each vendor to provide carpet if they need it for their display. Tables and chairs are available for vendors and will be in your booth or on carts near your booth on arrival. Electric is available for \$25 for each booth. Please make advance arrangements with us if you need additional power. Please make sure to bring a 25' extension cord for power. **We do not provide linens or skirts for tables.** We ask that all booths be set and ready to go 30 minutes prior to the opening of the show on each day. **DO NOT BREAK DOWN YOUR BOOTH ON SUNDAY PRIOR TO 5PM.** Vendors tearing down their booth prior to closing will not be invited back to the show. If you have an electrical issue, please let the show managers know by Friday afternoon during set up so it can be resolved before the opening of the show. We will be using Advantage Conference and Expo Services for our show set up. They will be contacting you directly to offer additional services that might make your booth set up easier. They have a variety of additional rental items available. They can be reached at 410 789 5000

Please note:

- Exhibitors should have at least one person in their booth during show hours.
- Loud sounds or flashing lights are not permitted.
- Any aerial displays must be anchored safely to the floor or booth, and must not exceed 12' in height.
- Displays cannot block adjacent booths.
- Exhibitors must not sell food or beverages from their booths.
- Exhibitors are responsible for the maintenance and cleaning of their booths.
- All displays are subject to the approval of local officials.
- Exhibitors will refrain from soliciting guests that are currently engaged in conversations with other vendors or in other vendors booth space. Vendors will solicit and distribute materials only from their own booth space.

Final payments: Due Feb. 1, 2010. **All payments are due in advance of the show.**

Emergency Phone #: 703 476 8422 or cell phone 703 731 1893
