

**EXHIBITORS RULES AND GUIDELINES**  
**Blue Ridge Bridal Show**  
**Charles Town Races and Slots – April 11, 2010**

All EXHIBITORS are required to meet county and state laws and guidelines and assume all liability and responsibility for their staff's actions and services. Certificates of Insurance required.

Encore Event Partners on behalf of The Charles Town Races and Slots ("CTRS") requires a Hold Harmless Certificate signed prior to any exhibitor setting up at the show.

**Exhibitors are required to provide a prize for the Silver Suitcase Giveaway with a retail value of \$75.00. Exhibitors who offer a prize above \$500 in retail value become part of the marketing media package for this show. Notify us immediately if you would like to participate in this Media Marketing.** You may also give away prizes at your booth which we can announce for you upon request.

Exhibitors will be unload off of 5<sup>th</sup> Avenue where the sign points to Human Resources. Then they will need to park in a regular public garage – we suggest the East Garage which is closest to the Skyline Ballroom.

**Show - 1- 4pm**  
**Set up – 8 – 12pm**  
**Break down 4 -6 pm**

**Show Hours:** Booths must be set up by 12:30 pm and stay intact during the show hours. Encore Event Partners reserves the right to withhold the mailing list of attendees from any company that breaks their booth down early. In addition, said company may be restricted from exhibiting in future Encore Event Partners shows and may be required to pay an additional fee for any future show they are allowed in. Banners, signs, items on display and anything in or on the booth must stay intact until the show is over.

You will be notified two weeks prior to the show of set up times. If you need extra time, please notify Encore two weeks as soon as you register for the show. Linens are provide to the floor. Color to be announced. Other show information will be emailed to each exhibitor one week prior to the show.

**Blue Ridge Bridal shows are "Green" Shows – we do not mail information out unless requested.**

Auxiliary EXHIBITOR PARKING will be used. – If you have more than one car coming please, notify us for adequate parking. Please notify Encore Event Partners if you need space for a truck. Parking is limited. **Charles Town Races and Slots is a large facility with security. Although you can park anywhere, unloading and bringing show material into the facility is restricted to one entrance.** You will be asked to move your vehicle from non-designated areas.

This year to address the need of the Brides and Attendees, signage will be available and will direct the brides to the East Garage Third Floor.

## To get booth assignment –

1. **A floor plan is available one weeks prior to the show. Space is tight at this show There are three booth sizes.**
2. **Come to the Registration table to sign in and get your location.**
3. **Unload and take articles to your booth.**
4. **PROVIDE YOUR OWN CARTS TO BRING YOUR SUPPLIES INTO THE BUILDING. There are arts available at the CTRS. However to expedite your set up, it will help if you have your own carts and do not have to wait on cart availability.**
5. **Please Move vehicles so other exhibitors may park.**

GARBAGE IS THE RESPONSIBILITY OF THE VENDOR. ALL BOOTH AREAS MUST BE LEFT IN THE CONDITION THEY ARE RECEIVED. A MINIMUM CLEANING CHARGE OF \$75.00 WILL BE ASSESSED.

Blue Ridge Bridal Show is a professional show striving to be as Environmentally Friendly as possible. Please limit your printed material and use compostable material.

**ELECTRICITY IS AVAILABLE AT THIS SHOW.** It is included with the Premiere Plus, Premiere and 6' booths. There are middle of the floor booth spaces which cannot have electricity but are prime spaces. Electricity is not available for the 4' tables  
Extension Cords are **not** provided. No taping will be permitted.

## Booth Information –

- Additional tables may be rented The tall cocktails take up little space and are excellent tables to add --- cost for table with linen is \$20.00.
- An 8 x 10 sign will be provided with your company's name as provided on the registration form. Remember this is not a pipe and drape show – please bring your own banner stands. Height restriction is 7' from the floor including table height.
- NO DUCT TAPE ON THE FLOORS OR HANGING ANYTHING FROM THE WALLS THAT REQUIRES TAPE, NAILS, THUMBTRACKS, ETC.
- OPEN FLAMES ARE NOT ALLOWED per fire Marshall safety codes, this includes candles, incense and Bunsen burners.

**YOU ARE REQUIRED TO STAY WITHIN YOUR TABLE or BOOTH SPACE.**

**SUBLETTING OF BOOTHS IS NOT ALLOWED.** Only the literature and material pertinent to what the business the exhibitor listed will be allowed. No material including the name, phone umber, address nor any other vital information about any other company besides that represented by your booth, unless that company is exhibiting at the show, is permitted in your booth. **Any literature that represents a company not in the show will be discarded by show management. If the literature continues to be handed out, exhibitor will pay an additional fee equal to the cost of booth space. In addition, said company may be restricted form exhibiting in future Encore Showcase shows.**

**Several Exhibitors will order flowers etc from a non-exhibiting vendor. Please be aware YOU CANNOT HAND OUT BUSINESS CARDS OF THESE VENDORS.**

Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

## **SPECIAL RULES SPECIFIC TO EACH VENDOR AREA –**

**ABSOLUTELY NO METALLIC METAL CONFETTI CAN BE USED AT ALL IN YOUR DISPLAYS OR ON YOUR TABLES.**

### **1. WATER IS AVAILABLE FROM THE BATHROOMS.**

### **2. FLORIST**

- All debris is the responsibility of the florist to clean up and sweep.
- All flowers, props, trellises, etc must be removed on the day of the event. Encore will discard anything that is left on the property.
- Encore can no longer store any items for any exhibitors.
- Encore Event Partners is not responsible for any items left on premises

### **3. CAKE**

- Cakes may be served.
- Please provide your own plates and napkins and trash receptacle at your booth.
- The Baker is responsible for all debris including any icing which gets on the floor of the Winery or Lawn area.
- A charge of \$75.00 will be made to the cake vendor if items have to be taken to Encore's warehouse.
- Encore Event Partners is not responsible for any items left on premises.

### **4. CATERERS**

- Caterer is responsible for all upkeep in their area and must leave the area as they received it.
- This includes moping and washing of all surface areas. Mops are available in the mop closet.
- It is advised that caterers bring plastic to put over table areas to protect the surfaces and make cleaning areas easier to clean at the end of the event.
- Caterers are responsible for bringing all the necessary equipment they need, including chafers, serving utensils, etc.
- Sterno and small propane burners are permitted. Please call if you are bringing in anything different so permission is granted prior to show.
- Trash must be emptied using trash bags and may be taken to the dumpster.
- A charge of \$75.00 will be made for all equipment left as well as a cleaning charge applies as stated above.

### **5. MUSICIANS**

- All cords and any other special need must be provided by the musicians. No amplified music is permitted at this show. Live music is welcomed – the Winery is the perfect setting.
- Encore Event Partners is not responsible for any items left on premises.
- Musicians may change their clothes in the designated area for Bridal Salons

### **6. BRIDAL SALONS – PLEASE ASK FOR YOUR SPECIAL GUIDELINES.**

**INSURANCE:** Exhibitor is solely responsible for any and all occurrences inside his or her booth. Hold Harmless forms will be signed prior to your booth set up by any participating members at your booth.

**FOOD VENDORS** – anyone serving edible products must simply sign a Food Waiver releasing CTRS of any responsibility to food being served on that day.

**Security:** CTRS has a large security force. Please be cognizance of the rules.

**Cancellations:** If the show is cancelled by Encore Event Partners for any reason, other than an act of god or an act of war, the amount paid by exhibitor will be refunded. If you cancel one month or more prior to the event, all monies paid will be returned as a credit for the next Bridal Show. You forfeit your first payment and any monies paid if you cancel within the month before the Show. If you cancel within one month before the Show, and if Encore Event Partners cannot

resell your booth space, you will be charged the full amount of the booth. If you cancel within a week of the event, or if you do not cancel and do not exhibit all monies paid are forfeited and, if the booth is not paid in full at that time, you will be charged the full amount of the booth. There are no refunds if exhibitor cancels at any time after signing the registration agreement.

**Mailing Lists:** Mailing lists remain the property of Encore Event Partners. Use is limited to participating exhibitors only. **If you give, sell, or loan the list to anyone not an exhibitor in the Showcase, you and that company are liable for a fine of \$1000 (one thousand) per occurrence (per listed name), per use.**

THE CLIENT AGREES TO HOLD HARMLESS ENCORE EVENT PARTNERS, THE WINERY AT LA GRANGE AND ITS AFFILIATES, AND ANY OF THEIR AGENTS, MEMBERS, OFFICERS, DIRECTORS, AND EMPLOYEES, FOR ANY FINES, PENALTIES, LIABILITIES, JUDGMENTS, LOSSES, COSTS, CLAIMS, AND EXPENSES, INCLUDING ATTORNEYS' FEES AND COSTS OF DEFENSE, ARISING FROM OR RELATING TO THE NEGLIGENT USE, INTENTIONAL MISUSE, OR GROSS MISUSE OF THE WINERY AT LA GRANGE BY THE CLIENT, ITS GUESTS, AND ITS VENDORS, INCLUDING WITHOUT LIMITATION, ANY DAMAGE OR LOSS TO ANY PERSON OR ANY PERSONAL PROPERTY.

I have read all the guidelines and rules and informed my staff. I agree to abide by them.

Please sign here **x** \_\_\_\_\_ **x** \_\_\_\_\_  
(owner) (Staff supervisor to be present at event)

Date \_\_\_\_\_ Company name \_\_\_\_\_

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