

EXHIBITORS RULES AND GUIDELINES
BLUE RIDGE BRIDAL SHOW
The George Washington Hotel Show – September 20, 2009

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.

Encore Event Partners on behalf of The George Washington Hotel requires a Certificate of Insurance showing general liability insurance, including personal injury coverage, in an amount not less than \$1 Million dollars of primary coverage and automobile liability insurance as applicable in an amount not less than the statutory limits. Only one Certificate is required which may be used for all of the shows. Encore Event Partners is named as additionally insured. The insurance provided shall be primary and shall not be cancelled or modified except after ten days prior written notice to Encore.

Exhibitors are required to provide a prize for the Silver Suitcase Giveaway with a retail value of \$75.00. You may also give away prizes at your booth which we can announce for you upon request.

Exhibitors will only be allowed to enter the GW at the Back Parking lot entrance next to the Pocket Garden. DO NOT PARK AND TRY TO ENTER AT THE MAIN ENTRANCE ON PICCADILLY since GW's guests will be departing from this entrance. There is now a parking garage next to the George Washington where you may park after unloading. If you could let us know your set up needs we will be allotting times for arrival. **ALL EXHIBITORS MUST BE IN PLACE BY 12 NOON TO GUARANTEE WE ARE COMPETING WITH THE ARRIVAL OF THE BRIDES AND GUESTS!** Registration for the Brides will occur in the Pocket Garden and Garden Ballroom.

Doors open for set up at 10 and must be completed by 12 noon

Show 1 – 4pm

Break down 4 – 5 pm

Show Hours: Booths must be set up by 12 noon 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.

Two weeks prior to the show, set up times, color of linens, and other important information will be emailed to each exhibitor.

To get booth assignment –

1. **A floor plan is available two weeks prior to the show. to you prior to the show with your assigned arrival time.**
2. **Park in designated BRBS Signage locations only to guarantee your vehicle will not be towed.** Please be patient as this will be a tight space for us all to unload into. We asked if at all possible, please bring another person with you to assist in unloading quickly while the driver then pulls away and frees up the unloading areas.
3. **Unload and take articles to your booth.**
4. **PROVIDE YOUR OWN CARTS TO BRING YOUR SUPPLIES INTO THE BUILDING.**
There are no carts available at the GW.
5. **Please Move vehicles so other exhibitors may park.**

NO VEHICLES CAN BE LEFT FOR MORE THAN TEN MINUTES AT THE ENTRANCE DOOR AREAS

SPECIAL EXHIBITOR PARKING IS AVAILABLE -- IF YOU HAVE MORE THAN ONE CAR PLEASE LET US KNOW AHEAD OF TIME SO THAT WE CAN PLAN ON AUXILIARY PARKING.

Remember we want to allow for ample parking for the guests so please help us by limiting the number of vehicles you are bringing to the GW.

Please notify Encore Event Partners if you need space for a truck.
VEHICLES RISK TOWING IF THEY PARK IN NON-DESIGNATED AREAS.

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. Please have all trash and excess literature hidden underneath the tables so we present a professional tradeshow image to our future clients.

ELECTRICITY IS LIMITED AT the GW – THIS IS NOT A PIPE AND DRAPE SHOW. Electricity will be provided on a first order basis. It is included with the Premiere and Premiere Plus booths but not with the 6' table or the 4' table. If we find we have it available, we will add it to the 6' table space at no additional cost. Electricity is **not** available for the 4' Rectangular Tables. Extension Cords are not provided. No Taping will be permitted.

Booth information –

- **Additional tables may be rented upon request including tall cocktails**
- **SIGNAGE IS BASED ON THE TRADE NAME PROVIDED ON YOUR EXHIBITOR'S FORM. This is simply a small Tented Signage Card for location of table.**
- **NO DUCT TAPE ON THE FLOORS OR HANGING ANYTHING FROM THE WALLS THAT REQUIRES TAPE, NAILS, THUMB TACKS, 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 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 number, 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 from exhibiting in future Encore Showcase shows.**

Some times 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.

INSURANCE: Exhibitor is solely responsible for any and all occurrences inside his or her booth. You are required to carry off-premise liability insurance and be prepared to offer proof of that coverage to Encore Event Partners.

Security: Although security is provided during the show, neither Encore Event Partners or the George Washington are liable for items lost or stolen.

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.**

SMOKING IS ONLY PERMITTED OUTSIDE AT THE GW

Designated smoke urns must be used and no butts are permitted on the pavement or lawn areas. Thank you for your cooperation.

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 designated areas so again please advise us if you will be needing water.
- 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 but a Waiver must be signed prior to arrival. Please request this waiver from Encore by fax or email.**
 - 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 GW.
 - Encore Event Partners is not responsible for any items left on premises.
- 4. CATERERS – Waiver required to serve food at the GW.**
 - 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.
 - 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.**

THE CLIENT AGREES TO HOLD HARMLESS ENCORE EVENT PARTNERS, 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 GEORGE WASHINGTON HOTEL 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** _____
(owner)

x _____
(Staff supervisor to be present at event)

Date _____