



VIRGINIA WINE SHOWCASE

February 9 & 10, 2008

RULES & CONDITIONS OF EXHIBITING

EXHIBIT SPECIFICATIONS

Space provided for exhibitors consists of a 10'x10' space marked with chalk and assigned by space number. Each 10'x10' booth space will be equipped with 8' high background drape and 32" high siding drapes. A basic furniture package including 1- 8' covered and skirted table, 2 chairs and a wastebasket is available for a cost of \$45. If you should need other booth accessories, such as tables, chairs, carpet, additional drapes, etc., please contact: Hale Northeastern, Inc., Email: contact@haleexpo.com, Website: www.haleexpo.com, Telephone: (800) 333-HALE

CREATE YOUR OWN GALLERY

Exhibitors must create a professional appearance with their own display equipment. All tables must be skirted to the floor. If you are an "in line" booth - not on a corner - your display must be a three-sided display, giving you complete separation from the displays around you. If your booth is on a corner, you must have the back and one side adjoining your neighbor's booths closed off and attractive. Use your creativity to display your work, attract the attention of customers and draw people to your booth. Our suggestion - place items at least 7' high to be able to catch the customers' eyes as they pass in the crowded aisle.

SET-UP

You may begin set up in designated spaces on Friday, February 8th at 10:00am. Set up must be complete by 6:00pm (Feb 8). Booth space that is not occupied by 5:30 pm February 8th will be allocated to exhibitors on our stand-by list.

SHOW CLEANLINESS STANDARDS

Exhibitors are responsible for set up, clean up and securing of their own booths. Exhibitors are responsible for keeping their area clean during show hours, including clean-up at the end of the first day and clean-up at the end of the show. Trash items (bottles, boxes, palettes and decorative items) should be discarded to the provided area dumpsters. Cleaning service may be purchased for an extra fee of \$200.

OVER-NIGHT SECURITY

Overnight security will be provided on Friday and Saturday nights, allowing exhibitors to leave displays in place. However, securing booth contents will be the sole responsibility of each exhibitor. Neither the Virginia Wine Showcase, Capital Celebrations, Dulles Expo Center nor event beneficiaries will accept liability for lost, stolen or damaged items.

TEAR DOWN

Tear down cannot be started before 5:15pm February 10, 2008. Each exhibitor must be responsible for the removal of all supplies brought to the festival and placement of all trash items in provided area dumpsters at the conclusion of the event. In the event of rain, exhibitors will be required to follow a contingency exit plan which will be distributed if needed.

REFUND POLICY

Cancellation Refunds in the amount of 75% will be made ONLY if a written request is received no less than SIX WEEKS prior to the event and the space is able to be resold. No refunds will be given for bad weather, booth location on the show floor, less than desirable sales of your product, feuds with neighboring exhibitors, last minute booth location changes, acts of nature or any other unforeseen circumstance.