

# bridecity shows

## EXHIBITOR DETAILS

### **BOOTH SETUP**

#### **TIMES**

Booth Setup - 9:30am - 12:30pm on day of show

#### **MOVE IN**

Show Management does not provide personnel, forklifts, handcarts or dollies to assist at load in. Load in is exhibitor's responsibility and exhibitor should make all preparations necessary.

#### **MOVE OUT**

Due to liability concerns, booths may not be dismantled until show end time which is advertised as 5pm. Booth placement in future shows may be affected for exhibitors who violate this rule.

### **BOOTH SPECIFICS**

#### **BOOTH DIVIDERS**

All booths will have black backdrops. Signs & decorations may be attached to the backdrop pole. If another backdrop color is preferred, please contact Show Management (803.719.1242 or koska@michaelkoska.com) to reserve and pay for a double rod attachment. This applies even if Exhibitor is bringing his/her own fabric for the backdrop. A double rod must be in place in order to hang the fabric without affecting the neighboring booth.

#### **TABLES**

Booth registration does not include tables. Exhibitors need to bring their own tables or rent skirted tables from Show Management. Simply complete the appropriate reservations online during show registration. All rental items need to be pre-ordered and paid for by the date of the show. Extra tables may or may not be available on the day of the show.

#### **CHAIRS**

One chair per booth is provided. Additional chairs are available at no charge upon request.

#### **ELECTRICITY**

There is a \$45 charge for electricity. Exhibitors may reserve electricity when registering for the show. Electricity is provided through one outlet. Please bring adequate power strips and/or extension cords for all electronics.

#### **SIGNAGE**

Each exhibitor is responsible for their own booth signage. A 2x8 or 3x8 banner is best and may be hung on the cross pole of the booth using S-hooks. S-hooks are provided at no charge.

#### **DOOR PRIZES**

Exhibitors may donate a door prize with a minimum value of \$50. Prizes cannot be conditional upon any additional purchase. Please complete the Door Prize Donation form to participate.

#### **CATERING SAMPLES**

Sample size food may be provided by Exhibitors. Please complete the catering form which can be found at [BrideCityShows.com](http://BrideCityShows.com) under the Exhibitor Resources tab.

#### **SECURITY**

Please do not leave anything of value unattended. Neither Show Management nor show facility is responsible for theft or damages.

#### **EXHIBITOR BADGES**

Exhibitor badges will be provided at exhibitor set up. Exhibitors may also wear their own corporate name badges if preferred.

### **BOOTH ETIQUETTE**

#### **BOOTH SHARING**

Only one business can be represented in one booth. Vendors may not distribute information on behalf of any company that is not exhibiting in the show.

#### **FAMILY FRIENDLY**

Items in booths and in images displayed in booths must be family friendly. Show Management has the right to deny anything displayed at the show at any time.

#### **SOUND LEVEL**

Show Management reserves the right to turn down or turn off sound which is too loud for neighboring exhibitors to conduct business.

# bridacity <sup>EXPO</sup> shows

## TERMS AND CONDITIONS

*The following terms and conditions, which are an addendum to the Exhibitor Registration and are incorporated herein, are issued to maintain an organized, safe, and professional atmosphere for all exhibitors.*

### **Setup/Breakdown**

- ~ Exhibitors may enter the show facility for exhibit set-up at the set-up start time which is 9:30am.
- ~ Exhibitors must check-in prior to set-up.
- ~ Exhibitors must use designated loading areas and remove vehicles from loading area immediately after unloading. Detailed loading instructions will be sent approximately one week prior to show.
- ~ Set-up of exhibit must be completed no later than set-up end time at 12:30pm. Should exhibitor fail to occupy its space during set-up time, Show Management reserves the right to take possession of said space without liability for refund of exhibit fees.
- ~ Exhibits may not be dismantled or removed before the Show has closed.

### **Exhibit Space Guidelines**

- ~ Exhibitors will be permitted to demonstrate products and/or services, solicit orders, and distribute advertising materials from ONLY their assigned exhibit space.
- ~ Distribution or display of advertising materials or solicitation of business in aisles, registration areas, lounges, seating areas, restrooms, or grounds of show facility is prohibited.
- ~ Displays may not exceed the boundaries of exhibit space or impede/interfere with flow of foot traffic.
- ~ To ensure visibility and open sightlines for all exhibitors, any display item over 4' tall must be placed in the rear half of the exhibit space. Pipes or trusses placed at the front of the booth space are acceptable provided the sides do not obstruct the neighboring booth, and provided there is a clear line of sight from both sides. Show Management reserves the right to make exceptions, however, exhibitor must contact Show Management 30 days prior to event for permission.
- ~ Displays may not extend above 8 ft. in height.
- ~ Displays may be enclosed with a roof structure only with prior approval of show producer. Exhibitor must request approval prior to registering for the show.

### **Exhibit Space Guidelines, cont'd.**

- ~ Exhibitors are prohibited from using, dispensing, or giving away of gas filled balloons or adhesive stickers. Exhibitors in violation may be subject to a \$250 per instance fine.
- ~ Exhibitors are prohibited from affixing anything to walls, columns, windows or fixtures of show facility.
- ~ Exhibit materials, decorations, and display items must be fire safe and meet Fire Marshal Guidelines.
- ~ Exhibitor is charged with having knowledge of and compliance with all laws, ordinances, and regulations pertaining to licensing, sales tax, health, fire prevention, public safety, copyright, and the American with Disabilities Act.
- ~ Exhibitors shall not sublet or share any part of the Exhibit Space.
- ~ Show management reserves the right to restrict and/or remove displays which, in the opinion of Show Management, violate these guidelines, interfere with other exhibitors, extend beyond the assigned space, present a hazard or danger, or detract from the character or appearance of the show, without liability for refund of exhibit fees.

### **Exhibit Categories**

- ~ Show Management reserves the right to determine the eligibility of any company to exhibit in the show and further reserves the right to reject or cancel any application and/or limit the number of exhibitors in any category.
- ~ Show Management reserves the right to provide exclusivity to any one category.

### **Booth Location**

- ~ Show Management reserves the right to make all space, location, and floor plan decisions.
- ~ Show Management reserves the right to alter the show floor plan at any time.
- ~ Assignments are based on availability, date of receipt of registration and deposit, and location requests of similar exhibitor.
- ~ Show Management will make their best effort to assign the exhibit location of Exhibitor's choice.
- ~ Booth assignments are not considered final until the day of the show.

# bridecity shows

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### **Distribution of Edible Items**

- ~ Distribution of samples of food, cake, or other edible items is subject to approval by Show Management and subject to any rules or restrictions set forth by the show facility and/or local health and public safety authorities.
- ~ Distribution of alcohol by exhibitors is prohibited.
- ~ Exhibitors who distribute edible items agree to assume all liability, and indemnify and hold harmless Show Management, show facility and representatives of the same, for damages or injury, which might ensue by reason of such distribution.

### **Music/Noise Levels**

- ~ The use of sound equipment by exhibitors is a privilege, not a right.
- ~ Show Management reserves the right to restrict displays, video or audio, which, because of noise or method of operation, interfere with other exhibitors, and to prohibit or remove such displays and/or personnel which in the opinion of Show Management constitutes interference with others and must be discontinued.

### **Outside Food/Beverage**

- ~ Outside food and beverage are not allowed in the show facility. All outside food & beverage must be consumed off-premises.

### **Notice of Photography/Videography**

- ~ Exhibitor agrees that Show Management may list the Exhibitor in show promotional materials and use photography and/or video taken at the show for publicity purposes without compensation to Exhibitor.

### **Non-Exhibitor Visitors**

- ~ Non-exhibitors soliciting business will be ejected from the show. If non-exhibitors are walking the show, please let Show Management know immediately.

### **Attendee List**

- ~ A complete list of attendees will be forwarded to Exhibitor within 10 business days of the show.
- ~ Exhibitor understands that list will be coded to enable Show Management to monitor its use.

### **Attendee List, cont'd.**

- ~ Exhibitor agrees that the list and any names collected at the show through door prizes, or other means, shall remain the property of Show Management.
- ~ Exhibitor agrees not to sell, lend or otherwise transfer the list to any other business or individual for any reason.
- ~ Exhibitor understands that when the list is shared, the value for each exhibitor is diminished and the couples' privacy is compromised.
- ~ Show Management makes no representation as to the accuracy of information provided during registration.

### **Payment Terms**

- ~ Payment plan of 50% deposit and 50% final payment will be available at registration until 30 days before show date. Final payments are due 30 days prior to show. Booth reservations less than 30 days prior to the show will require payment in full at registration. If 50% deposit is made by credit card, the final payment will be charged to that card automatically on or about 30 days prior to the show.
- ~ Exhibitor shall not be permitted to bring any equipment or any display material into the Show without prior full payment.
- ~ If payments are not made in accordance with the due dates specified in the agreement, Show Management may terminate this agreement and re-assign the space to another exhibitor. Exhibitor will forfeit all deposits made.
- ~ Failure of the exhibitor to remit full payment or to attend the show shall not relieve Exhibitor of obligations under this agreement.
- ~ Exhibitor shall pay a fee of \$50 if any check presented for payment is returned by bank.

### **Cancellation Policy**

- ~ Exhibitor acknowledges that Show Management is providing Exhibitor with services and benefits that commence immediately upon registration and is allocating space in Show for which Show Management must refuse other offers. Exhibitor may not cancel this agreement at any time for any reason.
- ~ All payments are non-refundable & non-transferable. Space reservations may not be cancelled.
- ~ Show Management reserves the right to cancel this agreement at any time for any reason.

# bridecity shows

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### **Collection/Litigation**

- ~ Shall litigation be necessary for Show Management to enforce any condition of this agreement, Show Management, in addition to any damages or relief awarded, shall be entitled to receive court costs and attorney's fees.
- ~ Exhibitor agrees that jurisdiction, venue, and choice of any legal action shall be in the State of South Carolina.

### **Changes and Modifications**

- ~ The promotional and instructional information provided by Show Management to Exhibitor is accurate as of its publication.
- ~ Show Management reserves the right to change or modify details of the show without prior notice.
- ~ Show Management may issue additional rules, as it deems necessary for the orderly presentation of the show.
- ~ Any rule may be amended at any time by Show Management.
- ~ This agreement represents the entire agreement between Exhibitor and Show Management and supersedes all prior agreements, representations or understandings, oral or written, expressed or implied with respect to the subject matter hereof.

### **Liability and Indemnification**

- ~ Reasonable precautions will be taken by Show Management to protect persons and property during the show; however, neither Show Management, show facility, nor representatives of the same, shall be responsible for the safety of the Exhibitor or its representatives, from injury or for the safety of the property of the Exhibitor or its representatives from theft or damage.
- ~ Exhibitor waives all claims of every kind against Show Management, show facility, and representatives of the same including, without limitation, all claims for damages based on personal property damage, destruction, loss or theft, personal injury or death, and any other act or failure to act by Show Management.

### **Liability and Indemnification, cont'd.**

- ~ Exhibitor further agrees to indemnify and hold Show Management harmless for any claim or personal injury sustained by any show attendee as a result of any defect or hazardous condition within Exhibitor's space. Exhibitor must carry liability insurance applicable to participation in a public show.
- ~ In the event of adverse weather conditions, fire, casualty, disaster, labor disputes, terrorism, acts of God, or any other cause beyond the control of Show Management, Show Management may, at its discretion, reschedule and/or relocate the show. Exhibitor agrees that the terms and conditions set forth in this agreement shall apply to any rescheduled date and/or relocation, and Show Management shall not be liable to Exhibitor for any loss or damage suffered by Exhibitor by reason of such rescheduling and/or relocation.
- ~ Exhibitor agrees to indemnify and hold Show Management harmless from all claims, including expenses, damages, costs, and attorney's fees, from Exhibitor, Exhibitor's agents, employees, contractors, or by any other person, arising out of any act or omission in any way related to the Exhibitor's participation in the show, whether negligent or not.

### **Severability**

- ~ If any clause of this agreement is found to be invalid or unenforceable, the remainder of the agreement shall continue in full force and effect without regard to the invalidated clause.

### **Contact Information**

Michael & Angela Koska, Show Producers  
Koska Productions, LLC  
10120 Two Notch Road, Suite 2, #14  
Columbia, SC 29223-4385

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Email: Koska@MichaelKoska.com

