

**APPLICATION & SPACE RENTAL AGREEMENT**

ShowsEast / Always Positive Group • P.O. Box 7896, Ocean Isle Beach, NC 28469 • 609-774-2167  
info@showseast.com • www.showseast.com



**Premier Promotional & Sales Event  
September 28 - 29, 2024**

Shallotte Middle School - Shallotte, NC

**Show Hours:** Saturday 11:00 AM to 5:00 PM • Sunday 11:00 AM - 4:00 PM

ShowsEast, hereinafter referred to as Show Management, is hereby requested and authorized to reserve exhibit space for our use during the Home Improvement Show. It is understood, and agreed that all space will be rented on a First Deposit-First Reserved Basis, and that Show Management reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the exhibition, and to make reasonable shifts in location for the benefit of the exhibitor or the betterment of the exhibition.

**CHOICE OF SPACE INDICATED BELOW:**

**We request space number(s):** \_\_\_\_\_ **Total space cost: \$** \_\_\_\_\_

**We will exhibit the following:** \_\_\_\_\_

\_\_\_\_\_

We further agree to comply with all the requirements, rules, and regulations governing exhibits as printed on the reverse side of this form, and to pay rental of said space(s): (A minimum of 50% of the total space cost should be enclosed with this form, with the Balance due NO LATER THAN August 28, 2024. Balance payments RECEIVED AFTER August 28, 2024 are subject to increased rental rates, and must be made by certified check, Cashier's Check or cash. No check will be accepted AFTER August 28, 2024. No specific space(s) will be required payment.)

Total Space Rental: \$ \_\_\_\_\_

Deposit / Payment: \$ \_\_\_\_\_

**BALANCE DUE** \$ \_\_\_\_\_

(If Any)  
On or Before  
August 28, 2024

**MAKE CHECK PAYABLE TO:**  
ShowsEast

Other Payment Terms:

**THE FOLLOWING INFORMATION MUST BE TYPED, OR LEGIBLY PRINTED:**

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**SIGNATURE: X** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Show Use Only:

**Accepted By:** \_\_\_\_\_  
ShowsEast Date

**INFORMATION & CORRESPONDENCE:**

**Shows East**

P.O. Box 7896, Ocean Isle Beach, NC 28469  
609-774-2167

**Email:** \_\_\_\_\_

▶ **Name of person who will be in charge of your exhibit:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**IMPORTANT:** Return TWO copies • One countersigned copy will be returned for your files.

**WHITE • OFFICE PINK • CUSTOMER**

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# RULES & REGULATIONS GOVERNING EXHIBITS

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## **PAYMENT FOR EXHIBIT SPACE**

Exhibitor shall pay all, or not less than 50% of the total space rental charge for exhibit space when submitted this contract, and the Balance on or before a date thirty (30) days prior to set-up/move-in day. (50% minimum is required to reserve a specific exhibit space.) Deposit is non-refundable and this agreement is non-cancellable. Cancellations will cost the exhibitor full price of space(s) requested, and space(s) will be forfeited. Payment for exhibit space does not include the cost of booth equipment, tables, chairs, furnishings, special utilities or services ordered by the exhibitor. All such optional costs will be the exhibitor's responsibility.

## **USE OF SPACE**

Show Management reserves the right to decline or prohibit any exhibit or any part of an exhibit, exhibitor, or proposed exhibit which, in the Show Management's opinion, is not suitable to and in keeping with the character of the exposition. No subletting or assignment of space will be permitted. Exhibitors will not be permitted to sell or give away any soft drinks, alcoholic beverages, tobacco products, confections or food for consumption on the premises.

## **EXHIBIT ARRANGEMENT**

So that aisles and visibility are unobstructed, exhibits must be arranged so that they are completely within the allotted space. Ample space must be allotted within the exhibit space for all exhibit personnel. Exhibits must conform to the size of the exhibit space and must be of such a character arrangement so as not to obstruct the view or interfere with exhibits of others. Displays or exhibits with unfinished or unsightly exposures at the rear or sides must be acceptably covered at the exhibitor's expense to the satisfaction of the Show Management.

## **EXHIBITOR PERSONNEL & REGISTRATION**

Exhibit personnel are prohibited from working, sitting, or standing in aisles or public areas. All exhibit activities must be confined to the assigned space(s). Exhibitor personnel will not be admitted to the exhibit hall or other exposition areas WITHOUT valid exhibitor credentials. Exhibitor will be furnished with credentials, admitting to the show all persons actually employed by him and designated to serve in the exhibitor's space: Limit \_\_\_\_ persons. A credentials application will be sent out for listing of Company representatives to serve in the exhibitor's space. Credentials will be ready for pick-up upon arrival at the show building on set-up/move-in day. All agents, models, and other authorized personnel must be registered.

## **SECURITY & LIABILITY**

Neither the Show Management or the Show Building will be responsible for any loss, damage, injury, or theft that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract, and the exhibitor on signing of contract expressly releases Show Management and the Show Building from, and agrees to indemnify same against any and all claims for loss, damage, or injury. Security personnel will be on duty during all hours that the exposition is closed to the public. In addition, uniformed guard personnel will provide general security during all hours that exposition is open to the public, however, exhibitors will be responsible for the security of their own exhibit areas and property. Any damage to the exhibit hall due to the carelessness of an exhibitor must be paid for by the exhibitor who causes same. The fastening of materials to the building walls, ceilings, floors or columns is expressly prohibited.

## **SAFETY PRECAUTIONS**

All materials and installations must conform with the requirements of the building and inspection authorities having local jurisdiction. All vehicles must have fuel tanks drained, fuel filler pipe openings locked or taped shut, and batteries disconnected. The operation of combustible engines will not be allowed.

## **INSURANCE**

Insurance protection against fire, theft or other damage to Exhibitor's material should be carried and must be paid for by Exhibitor. Exhibitor agrees to protect and keep harmless the Show Management from any and all claims for damage or suits which may arise from injury, loss or damage to property or persons occurring within the space occupied by Exhibitor.

## **ADVERTISING MATERIAL**

Exhibitors may distribute advertising material ONLY from their booth space. No distribution of any material is permitted in aisles.

## **INSTALLATION & REMOVAL OF EXHIBITS**

**Move-in / Set-Up From:** Saturday 9:00 AM to 11:00 AM

Exhibitors must have their displays in complete order by 11:00 AM Saturday

**Move-out/Dismantle From:** Sunday 4:00 PM to 6:00 PM

Packing and dismantling of exhibits will NOT begin until close of show Sunday. In the interest of public health and show continuity, no display or exhibit material shall be dismantled prior to the official closing of the exhibition.

## **AMPLIFICATION**

The use of microphones, recording, movies, slides or other audio-visual equipment IS permissible, however, the sound or volume of any such devices must not exceed that of a normal conversational voice level or be objectionable to neighboring exhibitors.

## **PHOTO & ADVERTISING RELEASE**

Exhibitor hereby agrees to grant ShowsEast, or it assigns the right to use photos, and video tape of this exhibit, and other information regarding this participation in shows produced by ShowsEast in PR release, advertising in television, radio, magazines, newspapers, related publications, or other forms of advertising.

## **MATTERS NOT COVERED**

Show Management reserves the right to rule on all matters pertaining to the exposition, whether expressly mentioned herein or not, and the Exhibitor, by executing the application on the reverse side, agrees that all rulings shall be binding. For any and all circumstances, the dates and location of the event can be changed with advanced notice to exhibitors received or not. No refunds of deposit or payment to exhibitors that forfeit their space due to change of dates or location.

