

**The Optimist Club of Salisbury presents:
2020 BETTER LIVING EXPO & CRAFT SHOW
Saturday—Sunday, February 22-23, 2020**

WICOMICO YOUTH & CIVIC CENTER, SALISBURY, MARYLAND

Mark your calendar and send in your application to take advantage of this great opportunity to showcase your business at the 2020 Better Living Expo at the Wicomico Youth & Civic Center!

Who should participate? Any business that retails, distributes, manufactures or provides services to an individual for themselves or for their homes. If you provide: appliances, home improvement, kitchen, carpet, bath, landscaping, real estate, insurance, energy, cleaning services, etc.... If you own a: health, dental or chiropractic practice, a gym or fitness center, health consultants, etc....

How will we advertise the show? We plan to promote you and your business through our social media campaigns and event program. We will also advertise through highway billboards, radio, flyers/posters, extensive print advertising and promotion in newspapers, magazines, direct mail, etc.

How can your business participate? Complete the application form below and return it with your deposit ASAP! Spaces are limited and will be offered on a first come first service basis! To be included in this year's event program you must be registered and paid in full no later than January 31, 2020.

Returning vendor? 2019 exhibitors will have the first right of refusal on retaining their previous booth location. The deadline for preferred placement is 1/10/20 and the full deposit is required.

APPLICATION & CONTRACT FOR EXHIBIT SPACE

Company Name: _____ Website: _____

Contact Person: _____ Facebook: _____

Email: _____ Phone: _____

Street: _____ City: _____

State: _____ Zip: _____ List your product or services to be displayed:

of booths requested: _____

1st Space Preference(s): _____

2nd Space Preference(s): _____ List a few words that best describe your business:

3rd Space Preference(s): _____

Every effort to accommodate your preferred space will be made. _____

I HAVE READ THE BLE RULES AND REGULATIONS AND AGREE TO COMPLY.

Authorized Representative: _____ Date: _____

Title: _____ Total Contract Amt:\$ _____

Signature: _____

DEPOSIT
ENCLOSED

FULL PYMT
ENCLOSED

**MAKE CHECKS PAYABLE TO:
THE OPTIMIST CLUB OF SALISBURY
MAIL TO: 27665 Harness Lane, Salisbury, MD 21801
QUESTIONS? CALL 443-365-1359 or
email: mdefiore@averyhall.com**

*2019 exhibitors will have first right of refusal on retaining their previous booth location.

Deadline for preferred placement is 1/10/20 and full deposit is required.

SHOW DATES, HOURS & INFO

SET UP: Friday, February 21st
8 AM—8 PM

EXPO DATES: Saturday, February 22nd
10 AM—6 PM

Sunday, February 23rd
11 AM—4 PM

KNOCKDOWN: Sunday, February 23rd
4 PM—8 PM

- Returning vendors must register by January 10th to secure preferred exhibit space.
- **\$200 deposit per booth due at time of registration.**
- Full payment required by 1/31/20.
- Must have exhibit completed and set-up by 8 PM, Friday, February 22nd.
- **Sorry, only one business per exhibition space.**
- Requests for forklift or other special equipment contact—Mike DeFiore 443-365-1359.
- Exhibit spaces must be staffed and occupied at all times during show hours.
- Exhibit **may not** be broken down until show ends, Sunday, February 23rd at 4 PM.
- **ALL EXHIBITS MUST BE REMOVED FROM THE CIVIC CENTER BY MIDNIGHT SUNDAY UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.**

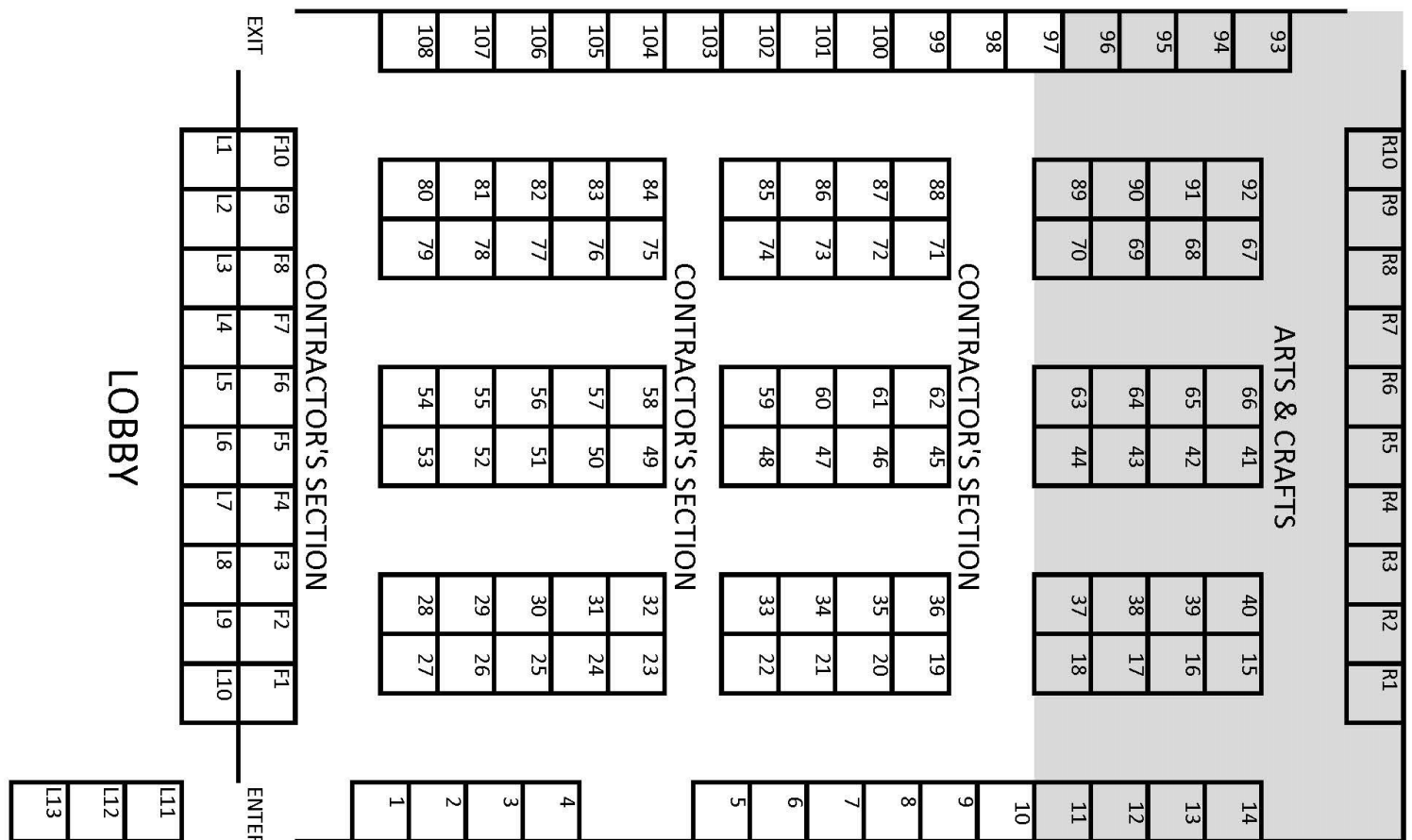
EXHIBIT SPACE INFO

- All exhibit spaces are 10' x 10'
- Each space includes:
 - (1) Uncovered Table (2.5' x 6')
 - Back and Side Draping
 - (2) Chairs
 - (1) 110-volt Outlet
 - Wi-Fi is available
- All tables set-up must have a table cloth and skirt.

Space Size:	Normandy Room	Lobby	Outside
10 x 10	\$500	\$500	\$200
20 x 10	\$925	\$925	\$250
30 x 10	\$1,225	\$1,225	\$350
40 x 10	\$1,575		\$450
60 x 10	\$2,100		\$550
Single End	\$600		
Double End	\$1,025		
Balcony Signs*	\$100		

*Balcony signs must be purchased through this event. Vendors may not hang any other signs from the balcony.

For more information visit: www.salisburyoptimist.org



2020 BETTER LIVING EXPO, RULES & REGULATIONS:

Exhibitors may utilize up to eight feet (8') of height for display at the back of the exhibit booth and on either side of the booth extending from the back of the aisle, or any fractional length thereof, providing that the rear of the exhibit or display along the side or sides of the booth is completely draped in official show draping or is otherwise completely finished or draped in a manner satisfactory to the Expo Management.

It is further agreed that the draping or finishing (if necessary) above 36" height of the official show side drapes will be provided or arranged for the exhibitor at the exhibitor's expense. **If the exhibitor's exhibit and/or product cannot conform to these dimensions, exhibitor hereby agrees to consult with the Show Management prior to installation for approval.**

It is understood and agreed that any other requirements desired by the exhibitor involving the use of utilities, display space or decorations must be approved by the Show Management and are the sole obligation of the exhibitor, who will bear all expenses. (Electrical wiring may cross behind the exhibit booth, depending on the availability and accessibility of the outlets required. Show Management will not be responsible for locations of electrical floor registers.)

To request special equipment contact Mike DeFiore, 443-365-1359. Any charges incurred by Wicomico Youth & Civic Center (WYCC) outside of the standard provisions (110v outlet, 1 table per booth, drapes, etc.) will be billed to the exhibitor accordingly and is in addition to the cost of exhibit space.

All exhibitors must possess general liability insurance. Exhibitors must provide a certificate of insurance to Expo Management listing The Optimist Club of Salisbury as a certificate holder. Certificates of insurance can be mailed to P.O. Box 744, Salisbury, MD 21803 or emailed to mdefiore@averyhall.com. Certificates must be received no later than January 31, 2020.

RESTRICTIONS:

Only one company per exhibit space. Show Management will confirm all exhibit spaces. **Every effort will be made to assign the exhibitor to one of its chosen spaces; however, the Show Management reserves the right to make the final space assignment, or change the space assignments after the exhibitor's application is accepted. No space will be committed unless the deposit money is received in accordance with this contract.**

The Show Management reserves the right to determine the eligibility of any company or product for inclusion in the show, and shall have the right to exclude or to require modification of any display or demonstration.

Exhibitors may start set-up between 8 a.m. and 8 p.m. on Friday, February 21st. **All exhibits must be completed and set-up by 8 p.m. Friday, February 21st.** All exhibitors will be required to wear identification badges in order to enter WYCC through the exhibitor's entrance once the show has opened. Exhibitors will be given (5) exhibitor name badges plus ten (10) complimentary admission tickets per space upon request. All individuals entering the show must be an exhibitor or have an admission ticket. **All exhibits must be removed from WYCC by Midnight, Sunday, February 23rd unless prior arrangement have been made.** Exhibitor is completely responsible for loss or damage to their exhibit during Expo, move-in and move-out. **No exhibits may be dismantled or moved prior to 4 p.m. Sunday, February 23rd.** Exhibitors will have booth cleaned and presentable when the Show opens at 10:00 a.m. Saturday, February 22nd. Exhibitor's associates shall be at the booth during show hours. Show hours are: Saturday from 10 a.m. until 6 p.m. and Sunday from 11 a.m. until 4 p.m.

Show Management will extensively promote and publicize the Show utilizing electronic media, print, outdoor advertising, social media and any other means deemed effective and appropriate. Exhibitors are encouraged to promote and advertise their participation in the Show. Exhibitors shall not solicit business or distribute handbills or ad materials in the aisles space or in the parking lot. Exhibit materials must be distributed from booth space only. Aisle space shall be under the exclusive control of the Show Management and may be used by exhibitors only with the consent of the Show Management. Raffles, games of chance and alcoholic beverages are prohibited on WYCC premises, except when specifically authorized by WYCC & Show Management. Free drawings are permitted and encouraged. Show Management will make periodic winning announcements. Exhibitor displays including videos or other audio presentations shall assure that volume is maintained at an acceptable level as determined by the Show Management.

Exhibitors shall comply with laws, ordinances, rules, regulations and fire codes of the WYCC and the City of Salisbury.

Show Management, WYCC and the Optimist Club of Salisbury, Maryland shall be held harmless for any loss or non-performance due to strikes, act of God, and the authority of the law or any cause beyond their control. Exhibitors waive any claim to damages or compensation on the premises.

No banners may be displayed outside of the booth or hung from the balcony. Balcony banners are available for purchase. Additionally, WYCC prohibits outside food on the premises. Please refrain from eating any outside food in your booth or other public places.