

# 2020 Better Living Expo/Fine Arts & Crafts Show

*Presented by the Optimist Club of Salisbury*

Show Dates: February 22 & 23

Wicomico Youth and Civic Center/Salisbury MD.

Booth Space \$180 & \$210 for Corner Location

We are a Juried show and fill the majority of the room with handmade items, made by you the artists. We will also dedicate a portion of the room to unique retail items. Prior to accepting your application, we must see a sample of your work or product. Mail or email photos of your work or the link to your website to Mike DeFiore ([mdefiore@averyhall.com](mailto:mdefiore@averyhall.com)).

All booths are 10x10 and will be located in the back half of the main arena. Booth price includes unskirted tables, chairs and electric. You can have as many tables and chairs as you need. WIFI is available but not reliable.

**Make your checks payable to the Optimist Club of Salisbury**

**Mail to: Mike DeFiore/27665 Harness Lane, Salisbury MD 21801**

**All contracts, and payment in full must be received by January 30<sup>th</sup>**

**All booths include Electric and as many Chairs & Tables as you need:**

**February 21/Friday Set Up from 2pm to 8pm**

**February 22 /Saturday Set Up from 7am to 9am (booths must be ready by 9am)**

**Saturday Show Hours: 10am to 6pm**

**February 23 /Sunday Show Hours are from 11am to 4pm**

Knock Down is 4pm to 8pm. **Early Break Down is strictly prohibited!**

Firm Name \_\_\_\_\_ #of Booths \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

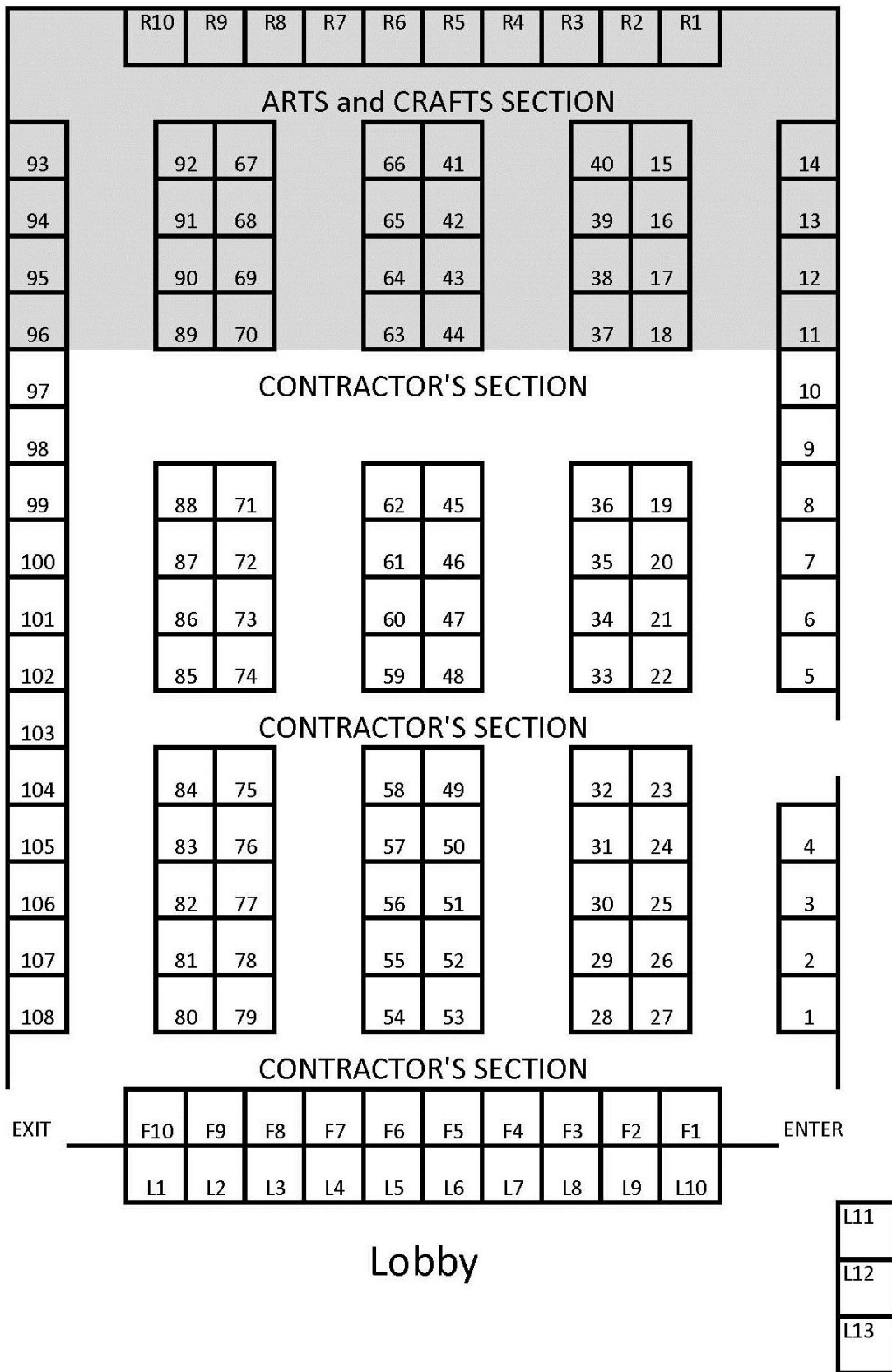
Address \_\_\_\_\_

Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Amount Enclosed \_\_\_\_\_

**All Payments are Non-Refundable. By Signing you agree to comply with Rules and Regulations.**

**Credit Card Payments are available with 3% fee. Call 443-365-1359 to get payment details.**



## 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.)

Exhibitors requiring a forklift or other special equipment must advise Show Management no later than February 9, 2020. The cost for the forklift is \$150 and is in addition to all other fees. To request a forklift or other 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 and workers compensation 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](mailto:mdefiore@averyhall.com). Certificates must be received no later than February 9, 2019.

## 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 21. **All exhibits must be completed and set-up by 8 p.m. Friday, February 21.** 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 23 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 23. Exhibitors will have booth cleaned and presentable when the Show opens at 10:00 a.m. Saturday, February 22. 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.