

**BALLANTINE MANAGEMENT GROUP**  
**CRAFT SHOW APPLICATIONS**  
**AT THE FREDERICKSBURG EXPO CENTER**

*6th Annual*



**OCTOBER 15-16, 2011**

[www.FredericksburgArtsandCraftsFestival.com](http://www.FredericksburgArtsandCraftsFestival.com)

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*3rd Annual*



**DECEMBER 3-4, 2011**

[www.FredericksburgHolidayCraftShow.com](http://www.FredericksburgHolidayCraftShow.com)

**Sales Representative**  
**Valerie Ballantine**

**540-548-5555 x 109 • Fax: 540-548-0552**

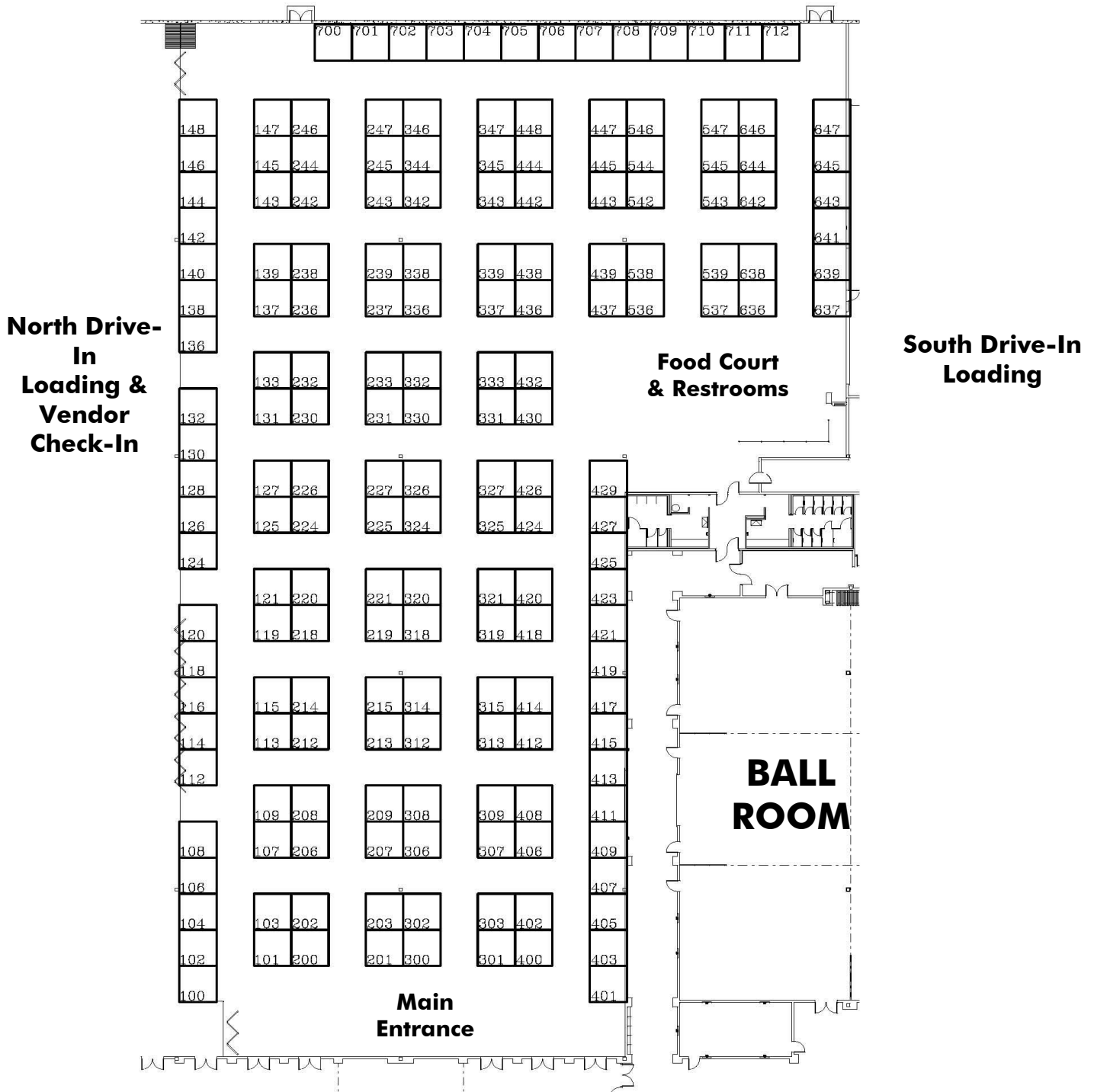
**vballantine@bmg1.com**

**WWW.BMGEVENTS.COM**

**Fredericksburg's Premier Hand Crafted Only Events**

# 2011 FREDERICKSBURG ARTS & CRAFTS SHOWS SAMPLE FLOOR PLAN

## SAMPLE FLOOR PLAN (subject to change)



**Drive in Loading available on North and South Side of Expo Center**  
**Ceiling Heights 30' middle with slope to 26' on sides**  
**Fredericksburg Expo & Conference Center**





# DECORATING AND ELECTRICAL ORDER FORM

MAIL OR FAX ORDER FORM TO:



**Fredericksburg Expo  
& Conference Center**  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Tel: 540-548-5555  
Fax: 540-548-0552

*This is a partial list of services that FEACC provides. If you any questions, please contact Casey Silversmith at 540-548-5555 xt 108 or csilversmith@feacc.com.*

Event Name: **Fredericksburg Arts & Craft Shows**

CIRCLE DATE of Event Date (s): **Oct 15-16, Dec 3-4**

Company Name: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Qty.	Description of Services	Discount Price with Booth contract sent prior to event	PRICE IF ORDERED EVENT WEEKEND	Total Amount
	8' Table (topped and skirted)	\$55.00	\$66.00	
	6' Table (topped and skirted)	\$45.00	\$54.00	
	4' Table (topped and skirted)	\$32.00	\$40.00	
	8' Table (no top or skirt)	\$22.00	\$26	
	6' Table (no top or skirt)	\$18.00	\$22.00	
	4' Table (no top or skirt)	\$15.00	\$18.00	
	Any Ordered Table with 42" tall leg extensions	Add \$10.00	Add \$14.00	
	Padded Chairs	\$5.00	\$10.00	
	Folding Chairs	\$2.00	\$4.00	
	Counter Stools	\$8.00	\$11.00	
	Carpet 9' x 10'	\$45.00	\$54.00	
	Carpet 9' x 20'	\$90.00	\$110.00	
	Carpet Padding (per 9x10)	\$25.00	\$35.00	
			<b>Subtotal:</b>	
			<b>5% Sales Tax:</b>	
			<b>Total Due:</b>	
	<b><u>ELECTRICAL SERVICE (120 VOLT)</u></b>			
	0-500 watts (5AMP)	\$50.00	\$95.00	
	501-1000 watts (10AMP)	\$70.00	\$140.00	
	1001-1500 watts (15AMP)	\$90.00	\$160.00	
	1501-2000 watts (20AMP)	\$110.00	\$180.00	
			<b>Grand Total Due:</b>	

**PAYMENT INFORMATION:**

**CREDIT CARD:** \_\_\_ VISA \_\_\_ MC \_\_\_ AMEX \_\_\_ DISC CREDIT CARD #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_  
(As it appears on card) (3 digit code on back of card)

SIGNATURE: \_\_\_\_\_

**CHECK:** CHECK NUMBER \_\_\_\_\_

Services made payable to: **Fredericksburg Expo Center, LLC**

**FOR OFFICE USE ONLY**

DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

AMT REC'D: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_

# FREDERICKSBURG SHOW RULES AND REGULATIONS

## Eligibility / Application Requirements:

- All items in all Fredericksburg Arts & Craft Events are to be **original** works, **handcrafted** in the USA by the vendor filling out the application. No partially finished or manufactured items accepted.
- Photos of your merchandise and at least one (1) of your display are required with your application. Photos may be sent with this application or may be e-mailed to Valerie Ballantine, at [vballantine@bmg1.com](mailto:vballantine@bmg1.com). Photos will not be returned and may be used in event promotion. Past BMG Exhibitors do not need to send photos if the merchandise will be the same as previously displayed. Please reference email in the subject line: BMG Arts & Craft (Spring, Fall or Holiday).
- If your application can not be accepted, you will be notified and all deposits will be returned. A \$25 returned check service charge will be assessed for each dishonored check the bank returns to BMG.
- **At registration, all exhibitors will be required to submit one handcrafted item with a value of at least \$20 to be used for hourly door prize drawings for attendees.**
- Ballantine Management Group reserves the right to remove/expel the above applicant without refund.

## Booth / Craft Set-up:

- All tables must be draped to the floor, on the front and sides with wrinkle-free, 'in new condition' table coverings for a professional look. Displays should be appealing to the eye— elements of elevation are a necessity! Flat table top displays will not be allowed.
- Displays, materials, and stored items must stay contained within your booth and may not block aisles.
- All items displayed in the booth must be clearly marked with a price.
- Booths must be staffed at all times.

## Licensing / Taxes:

- All vendors need to comply with State of Virginia tax laws. Refer online at [www.tax.virginia.gov](http://www.tax.virginia.gov)
- Business owners are responsible for collecting and reporting of taxes.

## Miscellaneous:

- Exhibitors must wear their provided exhibitor badge at all times. **Lost badges will be replaced for a \$15.00 fee.**
- Businesses may share a booth for a \$200 fee. Booth space may not be sold, leased or given to another vendor without prior written consent by the promoter, Ballantine Management Group of Virginia.
- Bring plenty of small bills and change.

## **PAYMENT FOR EXHIBITOR SPACE IS MADE OUT TO:**

**BALLANTINE MANAGEMENT GROUP of VIRGINIA**

## **PAYMENTS FOR ALL SERVICES (electric, tables, etc) ARE MADE OUT TO:**

**FREDERICKSBURG EXPO CENTER**

**Displays must stay assembled and product must be available until the end of the show. NO PACKING UP EARLY! Vendors who pack up early will be ineligible for all future Ballantine Management Group Productions.**

Additional Decorating & service order forms, move-in instructions, directions, and other pertinent info will be sent to you after your application is processed. Questions can be directed to your BMG Sales contact listed on the enclosed application page. These rules & regulations, and show information can be obtained from our website, [www.bmgevents.com](http://www.bmgevents.com)

# RULES & REGULATIONS

## 1. EXHIBITOR COVENANTS

- a) The Exhibitor agrees to (i) obey all laws, by-laws, ordinances and regulations governing use of the facility and operation of the Show—if you need a copy of the exhibitor services manual one can be provided to you (ii) abide by the rules and regulations of the city, fire and police departments and of any other government or regulatory body having authority to regulate the facility and the Show, and (iii) obey all laws, including those pertaining to health and safety, consumer protection and protection of visitors to the Show.
- b) The Exhibitor agrees to abide by all rules and regulations governing the Show established from time to time by Ballantine Management Group of Virginia, LLC. ("BMG"), including rules and regulations set forth in the Exhibitor Manual.
- c) The Exhibitor agrees to observe, to the extent applicable, all union contracts and labor relations agreements in force (i) between BMG and contractors providing services to the facility, and (ii) governing companies operating in the facility in which the Show is taking place.
- d) The Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required for the operation of its trade or business during the term of the Show and to pay all taxes, including all applicable sales taxes, of any nature or kind that may be levied against it as a result of the operation of its trade or business in its contracted space.
- e) The Exhibitor agrees not to conduct or be associated with any promotional contests held at or in connection with the Show unless (i) the Exhibitor satisfies BMG that the contest is being operated in accordance with applicable law; and (ii) the prior written consent of BMG is obtained.
- f) The playing, performing, reproduction, broadcasting or other use at the Show of any music, materials, devices, processes and dramatic rights (the "Work") that is the subject of any third party copyright, trademark, industrial design, patent or any other intellectual property right, by the Exhibitor or its agents, representatives or employees is prohibited without the express written consent of BMG. The Exhibitor agrees to indemnify and save harmless BMG and the facility (and their respective officers, directors, employees, insurers, agents, representatives and those for whom the Exhibitor is responsible in law) against any and all claims, losses, liabilities and damages (including legal fees and expenses) costs and charges arising from or as a result of any unauthorized use of any Work by the Exhibitor, its agents, representatives, employees and those for whom the Exhibitor is responsible in law.
- g) The Exhibitor agrees to occupy the contracted exhibit space during Show hours and to sell, promote or advertise only the products and services described in this license agreement.
- h) The Exhibitor is responsible for all territorial rules and regulations set forth by their specific product, service, and/or manufacturer and will not hold BMG liable for any dispute.

## 2. BMG RIGHTS

- a) BMG reserves the right, in its sole and unfettered discretion to: (i) determine the eligibility of Exhibitors and exhibits for the Show, (ii) reject or prohibit exhibits or Exhibitors which BMG considers objectionable, inappropriate, disruptive or offensive to BMG, other Exhibitors or Show attendees; (iii) change or modify the layout of the Show and/or relocate exhibits or Exhibitors; (iv) cancel, in whole or in part, the Show or (v) change the date, location and duration of the Show; without any liability to BMG.
- b) BMG shall have the right to establish and amend or modify any regulations governing use of the facility and the Show.

## 3. ASSIGNMENT AND SUBLETTING

- a) The space contracted for is to be used solely by the exhibitor whose name appears on the contract. Exhibitors are granted the first right of refusal for future shows and can only secure their space with a signed contract and payment to BMG. Space assignment is at the sole discretion of BMG. BMG will take into consideration the requests of individuals but does not guarantee or promise a specific space. The Exhibitor shall not assign any rights or sublets space under this license agreement without the prior written permission of BMG, which permission may be withheld in BMG's sole discretion.

## 4. INDEMNIFICATION

The Exhibitor agrees to indemnify and hold harmless BMG and the facility, their respective officers, directors, agents, representatives and employees, against all claims, losses, liability, damages (including legal fees and expenses), costs and charges of every kind resulting from (i) its occupancy of the exhibit space and/or its environs, (ii) the use of equipment or devices furnished to or used by the Exhibitor or other persons in connection with the Show, and (iii) personal injuries, death, property damages or any other damage sustained by the Exhibitor, BMG, the facility, Show sponsors or a visitor to the Show and their respective directors, officers, agents, representatives and employees or those for whom the Exhibitor is responsible in law.

## 5. LIABILITY AND INSURANCE

- a) The Exhibitor should and may be required to obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to BMG for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name BMG as loss insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the Exhibitor's presence or operations at the Show. The policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of BMG, the Exhibitor shall provide BMG with a copy of such policy.
- b) The Exhibitor is responsible to insure its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks associated with the use of the exhibit space and its environs. The Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against BMG, the Show sponsors or the facility in which the Show is held, for any loss, damage or injury howsoever caused, to the Exhibitor, its officers, directors, agents, representatives, and employees or their respective property. The management, while taking precaution against loss will not guarantee it.
- c) Neither BMG nor the facility will assume liability for loss for damage, through any cause, of equipment, products, goods, exhibits or other materials owned, rented or leased by the Exhibitor.

Company Name \_\_\_\_\_

I have read and agree to the Rules & Regulations: (initial) \_\_\_\_\_

## 6. SERVICES

Facility will provide exclusively the following services: Telecommunications, utility connections, Security, Cleaning, Food & Beverage, Fork lift Service, Drayage, etc.

## 7. BOOTH DISPLAY

- a) Booth construction and signage must be exhibited in accordance to the rules and regulations pertaining to the Exhibitor's booth type and as outlined in the Exhibitor Manual. Signs in linear booths may not exceed the 8 ft. height of the pipe & drape. Signs must be one-sided, and not face into another exhibitor's booth. No hand written signs are allowed – use professional signs only.
- b) The Exhibitor agrees that no display will be dismantled or goods removed during the term of the Show, but will remain in tact until the end of the final closing hour on the last Show day. The Exhibitor also agrees to remove its display and equipment from the Show site by the final move-out day, and in the event of a failure to do so, or failure to return the allocated space to the same condition as at the move-in date, the Exhibitor agrees to pay for any additional costs and expenses incurred by BMG.
- c) The aisles, passageways and overhead spaces remain strictly under control of management and no signs decorations, banners, advertising matter or similar devices will be permitted without written special permission of management. However, this does not qualify or limit the free responsibility of the exhibitors to save BMG its officers or agents and/or the venue harmless and free from all damage or other liability, as set out in a prior section of this instrument. All exhibits must remain within the confines of the exhibitor's space and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantage affect the display of other exhibitors.
- Restrictions: Management reserves the right to restrict exhibits that may have been falsely entered, or may be deemed unsuitable. This reservation applies to noise, persons, things, conduct, printed matter or anything that may be deemed objectionable to the show as a whole; It also applies to exhibits or advertising in all areas of the venue.
- Booth Manning: Show Management expects space to be manned at all times during the show. No other persons will be permitted in the building after closing hours.
- d) Open flames, are not permitted
- e) Written permission must be obtained from BMG for sampling of any food and beverages no selling food and beverage under any circumstances
- f) Exhibitor agrees and confirms that the products and/or services being represented at and during the event have been approved to be displayed, marketed, and/or sold at the event by the manufacturer, parent company, and/or corporate entity. If there is a dispute among exhibitors and their represented products and/or services, BMG is not to be held liable and it is the responsibility of the exhibitor to resolve the issue.

## 8. VEHICLES

If a vehicle is part of your display, the Gas tank must be at ¼ tank or 5 gallons, whichever is less. Batteries must be disconnected. Vehicles cannot be turned on once the show is open and there is public in the building. Keys must be given to management for the duration of the show

## 9. CANCELLATION AND TERMINATION

- a) The Exhibitor shall have the right to cancel this license agreement by notice in writing to be delivered to BMG no later than sixty (60) days preceding the opening date of the Show. All deposits received by BMG up to the date of notice of cancellation are non-refundable and non-transferable. In the event that the Exhibitor (i) notifies BMG less than sixty (60) days preceding the opening date of the Show that it wishes to cancel this license agreement; or (ii) fails to make payments in accordance with the payment schedule set out here in; or (iii) except as otherwise permitted here in, fails to appear at the Show; BMG reserves the right to (iv) cancel this license agreement without notice and all rights of the Exhibitor hereunder shall cease and terminate; (v) retain any payment made by the Exhibitor as liquidated damages (and not as a penalty) for breach of this license agreement; (vi) re-rent the said space; and (vii) bring action against the Exhibitor for payment of the full cost of the space originally licensed from BMG.
- b) If the Exhibitor violates or breaches any other terms or conditions of this license agreement, all payments made by the Exhibitor and all amounts due to BMG shall be deemed earned by BMG and all deposits received shall be non-refundable and nontransferable. In the event of any violation or breach of the terms and conditions of this license agreement, BMG shall have the right to immediately occupy the space of the violating and/or breaching Exhibitor and utilize it in any manner as BMG deems appropriate, including, but not limited to, re-licensing its use to another exhibitor. The Exhibitor shall not be entitled to any off set or mitigation of the amount due under this license agreement as a result of the use of or payment for the space by another exhibitor in the Show.
- c) Each covenant by the Exhibitor contained herein is material and of the essence of this license agreement and violation of any term or condition hereof by the Exhibitor shall be a default of the entire agreement entitling BMG to immediately and without notice revoke the privileges granted to the Exhibitor and take possession of the space of the defaulting Exhibitor. Any such revocation of the license granted herein shall be without prejudice to BMG to make any claim for damages or enforcement of the payment of any amounts due pursuant to the terms hereof.

## 10. FORCE MAJEURE

In the event that (i) the facility in which the Show is to be held or is held is destroyed or becomes unavailable for occupancy or (ii) BMG is unable to permit the Exhibitor to occupy the facility or the space, or (iii) if the Show is cancelled or curtailed, for any reasons beyond the control of BMG, including but not limited to: casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lock-out or boycott, BMG will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the Exhibitor may suffer.

## 11. MISCELLANEOUS

- a) Waiver by BMG of any breach of any term or provision of this license agreement by the Exhibitor shall not be deemed a waiver of any subsequent breach of the same or any other provision here of.
- b) No alterations or variations of the terms of this license agreement shall be valid unless made in writing and signed by each of the parties here to.
- c) This license agreement shall be governed by and construed in accordance with the laws of the governing jurisdiction in which the Show is held.