

Presenting the Best in American Crafts and Fine Art

# 2009 Craft Application



*23rd Virginia Beach Spring Craft Market*

April 24-26 • Virginia Beach Convention Center

*16th Northern Virginia Christmas Market*

November 13-15 • Dulles Expo Center

*28th Virginia Beach Christmas Market*

November 27-29 • Virginia Beach Convention Center

Events Management Group

**EMG**

www.emgshows.com • 757.417.7771  
P.O. Box 909 • Virginia Beach, VA 23451

# Call For Entries!

**Events Management Group**

P. O. Box 909

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## Greetings!

Events Management Group, Inc. (EMG) would like to thank you for your interest in our events, and we extend our best wishes for a successful 2009. Attached is an application for all 2009 spring and holiday craft events.

### *EMG's 2009 Craft Calendar:*

#### **23rd Virginia Beach Spring Craft Market**

April 24-26

Virginia Beach Convention Center  
1000 19th Street, Virginia Beach, VA



#### **16th Northern Virginia Christmas Market**

November 13-15

Dulles Expo Center  
4368 Chantilly Shopping Center, Chantilly, VA



#### **28th Virginia Beach Christmas Market**

November 27-29

Virginia Beach Convention Center  
1000 19th Street, Virginia Beach, VA

We strongly encourage you to apply now to secure preferred booth placement. Again, we'd like to assure you of our ongoing commitment of making these signature shows as enjoyable and profitable as possible for participating artisans. For more information on each show facility, directions, floor plans, and other pertinent details, visit our website at [www.emgshows.com](http://www.emgshows.com). Also, applications are now online or can be obtained by e-mailing [info@emgshows.com](mailto:info@emgshows.com).

**To Apply**, please review our policies and procedures on the back of the application carefully. In order to be juried into these events, a \$100 deposit as well as at least three photographs of your work and one of your booth display must be submitted along with the application.

Exhibitor Guides, marketing materials, and space assignments will be mailed two months prior to each event. Host hotels information will be included in the Exhibitor Guides.

We look forward to working with you in 2009!

P.S. It's never too late to apply! Applications are accepted right up until show time. Even when the show is filled, there are often last minute cancellations due to unforeseen circumstances.

"The Va. Beach Christmas Market is our favorite show to do all year. EMG and the customers are wonderful!"

-Andrea V.

"It's such a nice show with a great variety, and they bring in the customers."

-Carol L.



# Why Events Management Group Shows?

## *About the EMG...*

- Events Management Group is one of the country's premier show production companies with an outstanding reputation in arts and crafts show production since 1982.
- A **Large and Faithful Following** of enthusiastic buyers and collectors.
- Artisans from across the continent offer exceptional fine arts, ceramics, jewelry, art glass, wood, photography, fiber arts, metalwork, leather, mixed media, and more.
- EMG will do its utmost to deliver a **Successful, First-Class Event** for its artisans.

## *Exhibitor Amenities...*

- Easy Load-In/Load-Out
- Booth Signs
- Four Exhibitor Badges
- Hospitality Lounge
- Unlimited Discount Postcards & Flyers for Pre-Show Promotion
- 24 Hour Security
- Show Directory Listing
- Website Listing & Link
- Complimentary Friday Morning Donuts & Coffee
- Reduced Hotel Rates
- Free Parking
- Promoters Present & Highly Visible During Show

## *Advertising & Marketing...*

- Pre-Show Advertising Campaign that is **Comprehensive, Aggressive, and Highly Visible**. Including:
  - Radio
  - Television
  - Direct Mail
  - Internet & Email
  - Multiple Local Newspapers
  - Regional Publications
  - Unlimited Promotional Discount Materials to all Show Participants
- Pursuing every public relations opportunity to create **Awareness, Attention, Attendance**, and ultimately, **Sales!**

## *Eligibility/Jurying Information:*

- **All work must be the original thought, design and creation of the artisan. NO BUY-SELL OR COMMERCIAL PRODUCTS!** (Please do not apply to these shows if you plan to carry buy/sell items as it compromises the integrity of our quality shows! Exhibitors who do not honor this requirement will be asked to remove the items or leave immediately.)
- Eligible work includes all media of original fine arts & crafts; prints are acceptable. Show Management has the right to accept other types of exhibits on a very limited basis including gourmet specialties, cookbooks, music, personalized materials, seasonal plants/herbs or other items that may compliment the overall theme of the event.
- All artisans will be juried by show management and a jurying committee. Notification of acceptance or denial will be mailed within 28 days of jurying. Jurying and booth locations are based on a first-come, first-served basis with preference to returning exhibitors.

# EVENTS MANAGEMENT GROUP, INC.

PHONE: (757) 417-7771

FAX: (757) 417-7772

WEB SITE: www.emgshows.com

E-MAIL: info@emgshows.com

## 2009 Craft Shows Application/Contract

Mail to: Events Management Group, Inc., P.O. Box 909, Virginia Beach, VA 23451

(CONTRACT MUST BE ACCOMPANIED BY PHOTO/SLIDE REQUIREMENTS, RESERVATION DEPOSITS & SELF-ADDRESSED STAMPED ENVELOPE)

NAME		<input type="checkbox"/> First Time Applicant	
		Referred By: _____	
BUSINESS NAME		I/We prefer to receive further show information (i.e. Invoices, Exhibitor Guides, Updates) by U.S. Mail <input type="checkbox"/> and/or E-Mail <input type="checkbox"/>	
MAILING ADDRESS:	New Address? YES <input type="checkbox"/> NO <input type="checkbox"/>	E-Mail _____	
CITY	STATE	ZIP	Website _____
PHONE: Bus. ( )	Cell ( )	Home ( )	FAX ( )
CATEGORY OF WORK (One or two word description for program): _____			Price Range: \$ _____
GIVE FULL DESCRIPTION OF WORK TO BE SOLD (No commercial products permitted): _____			

### CHECK 2009 SHOW DATE REQUESTS & REQUIREMENTS

Show Management Use Only

<input type="checkbox"/> <b>23rd Virginia Beach Spring Craft Market</b> <b>4/24-26/09, Virginia Beach Convention Center</b> ( ) 10x10 Booth @ \$400      ( ) 8' Side Drape and/or Bare Crossbar ( ) 10x15 Booth @ \$550      \$15 for each 10' Section ( ) 10x20 Booth @ \$750      ( ) 6' Tables @ \$15 ( ) 10x20 Endcap @ \$900      ( ) 8' Tables @ \$15 ( ) Corner \$50 Extra      ( ) Chairs @ \$5 **Electricity / Telephone: Form will be provided for direct order from VBCC	BOOTH RENT _____ EXTRAS (Corner, 8' Side Drape/ Crossbar) _____ TABLES & CHAIRS _____ TOTAL AMOUNT DUE _____ DEPOSIT - Non-refundable if accepted into the show <b>\$100.00</b> BALANCE DUE 2/1/09 _____	Date App Rec'd _____ Amt. Pd.      Date      Ck # _____ BOOTH # _____
<input type="checkbox"/> <b>16th Northern Virginia Christmas Market</b> <b>11/13-15/09, Dulles Expo Center</b> ( ) 10x10 Booth @ \$500      ( ) 8' Side Drape and/or Bare Crossbar ( ) 10x15 Booth @ \$700      \$15 for each 10' Section ( ) 10x20 Booth @ \$960      ( ) 6' Tables @ \$15 ( ) 10x20 Endcap @ \$1100      ( ) 8' Tables @ \$15 ( ) Corner \$50 Extra      ( ) Chairs @ \$5 **Electricity / Telephone: Form will be provided for direct order from Dulles Expo Center	BOOTH RENT _____ EXTRAS (Corner, 8' Side Drape/ Crossbar) _____ TABLES & CHAIRS _____ TOTAL AMOUNT DUE _____ DEPOSIT - Non-refundable if accepted into the show <b>\$100.00</b> BALANCE DUE 5/31/09 _____	Date App Rec'd _____ Amt. Pd.      Date      Ck # _____ BOOTH # _____
<input type="checkbox"/> <b>28th Virginia Beach Christmas Market</b> <b>11/27-29/09, Virginia Beach Convention Center</b> ( ) 10x10 Booth @ \$500      ( ) 8' Side Drape and/or Bare Crossbar ( ) 10x15 Booth @ \$700      \$15 for each 10' Section ( ) 10x20 Booth @ \$950      ( ) 6' Tables @ \$15 ( ) 10x20 Endcap @ \$1100      ( ) 8' Tables @ \$15 ( ) Corner \$50 Extra      ( ) Chairs @ \$5 **Electricity / Telephone: Form will be provided for direct order from VBCC	BOOTH RENT _____ EXTRAS (Corner, 8' Side Drape/ Crossbar) _____ TABLES & CHAIRS _____ TOTAL AMOUNT DUE _____ DEPOSIT - Non-refundable if accepted into the show <b>\$100.00</b> BALANCE DUE 5/31/09 _____	Date App Rec'd _____ Amt. Pd.      Date      Ck # _____ BOOTH # _____

Last Name: \_\_\_\_\_

Method of Payment: Deposit(s) \$ \_\_\_\_\_ Check  Money Order  VISA  Master Card

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Charge balance(s) due on 2/15/09 for Spring Show, 5/31/09 for Christmas Shows to the above credit card number

( ) for the 2009 Virginia Beach Spring Craft Market      Street Number/Zip Code of credit card holder \_\_\_\_\_

( ) for the 2009 Northern Virginia Christmas Market

( ) for the 2009 Virginia Beach Christmas Market      Signature Authorizing Charge \_\_\_\_\_

<b>NUMBER OF PROMOTIONAL MATERIALS REQUESTED:</b>	Postcards (No limit)	Flyers (In pads of 50)	SPECIAL REQUESTS:	
	2009 Virginia Beach Spring Craft Market			
	2009 Northern Virginia Christmas Market			
	2009 Virginia Beach Christmas Market			

PLEASE ENCLOSE <input type="checkbox"/> Signed & Dated Application/Contract <input type="checkbox"/> 3 Photographs/Slides of Work; 1 of Booth Display <input type="checkbox"/> All Deposit Requirements <input type="checkbox"/> A Self-Addressed Stamped Envelope (Jurying material will not be returned unless accompanied by a SASE) Make all checks payable to Events Management Group, Inc.	I/We have read all entry terms & conditions of this application/contract and agree to abide by said rules, including the cancellation, acceptance and payment policies. <u>I/We produce all items to be sold and agree that no commercially made products will be exhibited for sale.</u> I/We do expressly release Events Management Group, Inc. and the owners of all exhibit building and grounds from all liability for injury damage or loss to persons or property of the Exhibitor. Signature _____ Date _____
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# EVENTS MANAGEMENT GROUP, INC.

## Terms of Agreement - Rules & Regulations

**SHOW MANAGEMENT RESPONSIBILITIES:** Events Management Group, Inc. (EMG) will present the shows indicated on this Application/Contract at the locations and on the dates indicated. The locations, dates and floor plans are subject to changes. There may be additions or deletions from this listing and any such changes shall not affect the remainder of this contract. EMG will provide general lighting, properly-sized pipe and draped booth, exhibit sign bearing the name of the Exhibitor, Exhibitor badges, heat and security service. All other services must be ordered in advance by the Exhibitor on the Application/Contract.

**ELIGIBILITY:** All media and categories, including prints, will be eligible for jurying into this event. Work that has not been approved by the jurying process or that was not listed on the Application/Contract may not be sold. All work must be the original thought, design and creation of the Exhibitor. No commercial products, imports, kits or supplies may be displayed or sold unless specifically approved by EMG. EMG reserves the right to request Exhibitor to remove from his booth any items which, in its opinion, does not come under the category of Arts and Crafts or is not in keeping with the image of the event. EMG reserves the right to remove any exhibitor from any event if the Management determines that they have not conformed to the Rules and Regulations of this contract. Any exhibitor who is asked to leave an event because of misrepresentation in their original Application/Contract will forfeit all booth fees.

**ACCEPTANCE, EXHIBIT FEES, PAYMENT PROCESS & DEADLINES:** Once applicant has been approved and accepted, the Application/Contract constitutes a legally binding agreement with EMG for the checked events only. Upon acceptance, the deposit(s) will be applied to the booth fees due, with remaining show fee balance due by the deadline date stated on the Application. Accepted applicants will forfeit booth space reservation and deposit if the balance of show fees are not paid in full by payment deadline date. If applying to exhibit after that date, show fee balance will be due immediately after applicant receives Notification of Acceptance. No Exhibitor will be assigned a space number or will be permitted to set up until all outstanding indebtedness is paid. Only Money Orders, Cash, Credit Card or Certified Check will be accepted beginning 10 days prior to the event. Returned checks for non-sufficient funds act as an automatic cancellation; reinstatement fee is \$50.00. For those not accepted to exhibit, the reservation deposit(s) will be returned to the applicant immediately. Any court costs or attorney fees incurred by EMG for the collection of booth fees is the sole responsibility and to be paid in full by the Exhibitor.

**EXHIBITOR RESPONSIBILITIES:** Exhibitor shall be liable for delivery, handling, erection and removal of his own display and materials. It is the responsibility of the Exhibitor to check tables and table legs before setting up his display. The registered Exhibitor must be present during all hours of the Event and will be expected to exhibit the juried work as represented in the Application/Contract acceptance process through EMG. Exhibits are to be in keeping with the overall family-oriented theme of the show. Spaces are not transferable and cannot be partially or totally subleased. Exhibitor is to issue Helper Exhibitor badges to those actively working in their booth. All sales, publicity and promotion activities conducted by the Exhibitor must be confined to his space. Aisle space belongs to Show Management, therefore, no chairs are allowed in aisles. Carnival tactics and the use of a public address system is forbidden. Animals are not permitted in the facility. Exhibits must remain intact until the scheduled conclusion of the show.

**TAXES, LAWS & FACILITY POLICIES:** Virginia State Sales Tax Forms and Charts will be given to all exhibitors prior to the show. Each Exhibitor is responsible for collecting and reporting their own Virginia State Sales Tax. The collection and payments of permits, licenses, taxes, etc. shall be the sole responsibility of the Exhibitor. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed and enforced. No alcoholic beverages of any type are allowed in Event or on Facility grounds. Lighted candles, wicks, incense, straw, hay bales, live Christmas trees and/or live greenery are prohibited. No exhibit shall have a roof system that would impede the fire sprinkler system in any way. All tents or canopies must have flame retardant certificate. No spraying or use of chemicals such as lacquer, paint, stain, etc. permitted inside the Facility. Smoking and helium balloons are prohibited.

**INSURANCE AND LIABILITY:** Exhibitors who desire insurance on their exhibits must purchase their own at Exhibitor's expense. Nether EMG, other Exhibitors nor the Event Facility will assume responsibility for Exhibitors or their employees personal injury or property lost by theft, robbery, accident, fire or damage. Exhibitor agrees not to be a party to any action, suit or claim against Show Management or Event Facility. Exhibitor will not allow any part of its exhibit to damage or otherwise interfere with other exhibits, space or general premises and outside grounds and will indemnify and hold harmless EMG, other Exhibitors or the Facility in the event such damage may occur, whether through the act or omission of Exhibitor, its employees, agents, guests or from any other source. Also, in case the space shall not be available for the Event due to war, terrorism, catastrophic weather, government action or order, act of God, fire, strikes, labor disputes or any cause beyond the control of EMG, Exhibitor waives any claim for damages or compensation except for the pro-rata return of the space rental paid for that period of time which was not available for use, less expenses incurred by EMG in connection with the Event. Should EMG, in its sole discretion, consider it inadvisable to hold the Event at the time and place herein provided, EMG may at its option, terminate this agreement, return the sums paid by Exhibitor and there shall be no further liability on the part of either party to the other. Upon written notice to the Exhibitor, EMG shall also have the right to change the date and place the Event is to be held. The Promoters or the Promoter's estates will not be liable for any refunds or damages due to death or incapacitation due to accident or illness in advance or during any Event dates, resulting in the Event to be canceled. Any legal action necessary for the enforcement of this Contract will be conducted in the City of Virginia Beach Court System.

**SECURITY:** Show Management will provide 24 hour security service during Event. Show Management will not be responsible for, nor be liable for losses or damages of any kind. No one will be permitted in the building after closing hours. Exhibitor must not enter or inspect merchandise in an unattended booth. Exhibitors are not to photograph other Exhibitor's merchandise.

**AMENDMENT AND TERMINATION OF CONTRACT:** EMG shall have full power to interpret and/or amend these Rules & Regulations which in its discretion shall be in the best interests of the Event. This agreement may be terminated by EMG at any time on the breach of any of the conditions by the Exhibitor, and thereupon all his rights hereunder shall cease and terminate, and any payments made by him in account prior to said termination shall be retained by EMG as liquidated damages for such breach, and EMG may remove exhibit and all items associated with it from Event and Facility and resell said space.

**CANCELLATION POLICY:** Exhibitor must notify Show Management immediately of cancellation, both verbally and in writing. All deposits are non-refundable. No refunds will be granted within 90 days of the show. Deposits and payments are not transferable to another Event. Exhibitors must be registered two hours prior to show opening. If not, the assigned space will be filled by other applicants on stand-by notice, and no refund will be given. Cancellations on set up days due to vehicle breakdowns or other delays should be reported to EMG immediately (757) 417-7771.