

# EVENTS MANAGEMENT GROUP, INC.

## 2019 Craft Shows Application/Contract

MAIL TO: Events Management Group, Inc., P.O. Box 909, Virginia Beach, VA 23451  
 (Contract Must Be Accompanied By Photo Requirements, Reservation Deposits & Self-Addressed Stamped Envelope)

PHONE: 757-417-7771 FAX: 757-417-7772 WEBSITE: www.emgshows.com EMAIL: info@emgshows.com

**Office Use Only**  
 Date Received: \_\_\_\_\_  
 VBSP \_\_\_\_\_  
 NVCM \_\_\_\_\_  
 VBCM \_\_\_\_\_

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone: Bus. \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

Please check those that apply:  New Address  Contact Me Through Email  First Time Applicant Referred By: \_\_\_\_\_

**Summary of Work:** (i.e. Description, techniques, materials, etc.)  
**\*\*No commercial or buy/sell products permitted!**

**Media Category:** \_\_\_\_\_

Do you have social media accounts? Please list or email us a link or a user name that we can use to look up the site.

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_ Instagram, Google+, etc.: \_\_\_\_\_

33rd Virginia Beach Spring Craft Market March 22-24, 2019 Virginia Beach Convention Center							Office Use Only		
<b>Booth Requests</b> (Check Applicable)	10x10 <input type="checkbox"/> \$410	10x15 <input type="checkbox"/> \$560	10x20 <input type="checkbox"/> \$760	10x20 Endcap <input type="checkbox"/> \$900	Corner Booth <input type="checkbox"/> Add \$50	Total <input type="checkbox"/> \$ _____	Amt. Pd.	Date	Ck #
<b>Add-Ons</b> (Indicate Quantity)	8' High Side Drapes \$20 per 10' side _____	6' Tables \$20 each _____	8' Tables \$20 each _____	Chairs \$5 each _____	Deposit <input type="checkbox"/> \$ 100.00	Balance \$ _____	Booth # _____		
<b>Promotional Materials</b> Postcards _____ Flyers (Pads of 50) _____							Jury Deadline for Jewelry - Jan. 8, 2019		

26th Northern Virginia Christmas Market November 8 - 10, 2019 Dulles Expo Center							Office Use Only		
<b>Booth Requests</b> (Check Applicable)	10x10 <input type="checkbox"/> \$520	10x15 <input type="checkbox"/> \$720	10x20 <input type="checkbox"/> \$960	10x20 Endcap <input type="checkbox"/> \$1100	Corner Booth <input type="checkbox"/> Add \$50	Total <input type="checkbox"/> \$ _____	Amt. Pd.	Date	Ck #
<b>Add-Ons</b> (Indicate Quantity)	8' High Side Drapes \$20 per 10' side _____	6' Tables \$20 each _____	8' Tables \$20 each _____	Chairs \$5 each _____	Deposit <input type="checkbox"/> \$ 100.00	Balance \$ _____	Booth # _____		
<b>Promotional Materials</b> Postcards _____ Flyers (Pads of 50) _____							Jury Deadline for Jewelry - Mar. 15, 2019		

38th Va. Beach Christmas Market November 29 - Dec. 1, 2019 Virginia Beach Convention Center							Office Use Only		
<b>Booth Requests</b> (Check Applicable)	10x10 <input type="checkbox"/> \$520	10x15 <input type="checkbox"/> \$720	10x20 <input type="checkbox"/> \$950	10x20 Endcap <input type="checkbox"/> \$1100	Corner Booth <input type="checkbox"/> Add \$50	Total <input type="checkbox"/> \$ _____	Amt. Pd.	Date	Ck #
<b>Add-Ons</b> (Indicate Quantity)	8' High Side Drapes \$20 per 10' side _____	6' Tables \$20 each _____	8' Tables \$20 each _____	Chairs \$5 each _____	Deposit <input type="checkbox"/> \$ 100.00	Balance \$ _____	Booth # _____		
<b>Promotional Materials</b> Postcards _____ Flyers (Pads of 50) _____							Jury Deadline: Jewelry - Mar. 15, 2019		

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

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ Street # / Zip Code of card holder: \_\_\_\_\_ / \_\_\_\_\_

Signature Authorizing Charge: \_\_\_\_\_ 3 Digit CV2#: \_\_\_\_\_

**Charge balance(s) due on 2/15/19 for Spring Show, 5/31/19 for Christmas Shows to this credit card.**

2019 Virginia Beach Spring Craft Market  
 2019 Northern Virginia Christmas Market  
 2019 Virginia Beach Christmas Market

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



**Electricity, Telephone, & Internet:**  
 Forms will be provided to order directly from the VBCC & Dulles Expo Center.

**SPECIAL REQUESTS:**

**APPLICATION CHECKLIST:**

- Signed & Dated Application/Contract
- Artist Biography/Statement, if available
- 3 Photographs of Work; 1 of Recent Booth Display
  - \*Please include price and description of each image
- All Deposit Requirements
  - \*Make all checks payable to Events Management Group, Inc.
- Self-Addressed Stamped Envelope (Jurying material will not be returned unless accompanied by a SASE)
- Please make a copy of this application for you records

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. I/We produce all items to be sold and agree that no commercially made products will be exhibited for sale. 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 \_\_\_\_\_

# 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, i.e. electricity, 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 and not be reinvited.

**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. No signs, tags or stickers such as "SALE", "DISCOUNTS", "1/2 OFF", shall be permitted.

**TAXES, LAWS & FACILITY POLICIES:** Virginia State Sales Tax Forms 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.