

2009 VIRGINIA BEACH ANTIQUES SHOW Dealer's Guide

INDEX	PAGE
Show Management	1
Time & Location	1
Move-in Times & Schedule	1
Registration & Check-in	1 & 2
Move-Out Times	2
Porters & Delivery Services	2
Parking	2
Booth Set-up/Display Requirements	2 & 3
Signs & Badges	3
Antiques on Display	3
Restocking & Cleaning Booth Time	3
Security	3
Food Service	3
Directions to Convention Center	3
Hotel & Camping Accommodations	4
Emergency Contact	4
Cancellation & Withdrawal	4
Insurance & Limitations of Liability	4
Sales Tax, Laws, & Facility Policies	4 & 5
Virginia Beach Weather in August	5
Advertising	5
Business Services & Special Needs	5

SHOW MANAGEMENT

Events Management Group, Inc. (EMG)
P. O. Box 909, Virginia Beach, VA 23451
Telephone:(757)417-7771 / Fax: (757)417-7772
E-Mail: info@emgshows.com
Web site: www.emgshows.com

TIMES & LOCATION

The 2009 Virginia Beach Antiques Show will be held August 7-9, 2009 at the Virginia Beach Convention Center, 1000 - 19th Street, Virginia Beach, Virginia, 23451.

SHOW HOURS:

Friday & Saturday 10am - 6pm ; Sunday 12noon - 5pm

MOVE-IN TIMES

Wednesday, August 5	12noon - 7pm
Thursday, August 6	9am - 9pm
Friday, August 7	8am - 10am

MOVE-IN SCHEDULE

To ease the congestion at the Loading Dock and to better facilitate porter services, specific arrival times are being assigned to each dealer, as described below. This schedule is applicable for all dealers whether using porter services or not.

We realize that some dealers will require longer periods of time for set-up, therefore, must switch to an earlier move-in time. We also realize that some dealers will require a shorter set-up time and wish to switch to a later move-in time. To accommodate all of these dealers, we will adjust the assigned times as stated below by special request only, (but please be aware that the loading dock area can handle only a certain number of vehicles at one time and the number of vehicles must be controlled). To request changes to your scheduled time of move-in or porter availability, contact Erin Estes, Show Coordinator, at 757-417-7771 or e-mail your request to erin@emgshows.com.

Early arrivals must wait in the exhibitor parking area until their assigned move-in time.

Wednesday Noon-2:30pm

Booth Numbers: 251/257, 290-308, 340-356, 503-508, 540-556, 589-595, 803-823

Wednesday 2:30-5:00pm

Booth Numbers: 383-415, 433-463, 483-495

Wednesday 5:00-7:00pm

Booth Numbers: 258-264, 283-288, 310-315, 333-338, 358-363, 510-515, 533-538, 558-563, 582-588

Thursday 9am-12noon

Booth Numbers: 265-281, 317-331, 365-381, 417-422

Thursday 12:30pm-3:30pm

Booth Numbers: 426-431, 465-481, 517-531, 565-581, 705-723

REGISTRATION & CHECK-IN

Dealers must check in and register at the Show Management Desk before beginning booth set-up. At this time, you will receive your on-site packet of materials that includes your name badges, Show Directory, Temporary Retail Sales Tax Forms and other pertinent information.

The loading dock area will have a "Dockmaster" who will direct you to the exhibitor load-in and parking areas. Please do not park your vehicle in front of any loading

dock area unless you are specifically directed to do so. Loading areas may be congested; therefore, come prepared to load and unload, using your own dollies or hand-trucks, from the parking area. The convention center's dollies will be used by porters. **IMPORTANT: ONCE YOU HAVE UNLOADED, REMOVE YOUR VEHICLE IMMEDIATELY FROM THE LOADING DOCK AREA TO MAKE ROOM FOR OTHERS TO UNLOAD.** See below for porter assistance information.

Security officers are responsible for keeping the loading dock areas clear and organized. Please respect and follow their instructions during move-in and move-out.

All Dealers must check in and register by 6 pm Thursday evening, unless you have notified EMG of a Friday morning arrival in advance. Any dealer who fails to register by 6 pm Thursday will be replaced by Dealers on our cancellation list and will summarily lose all fees, deposits and right to space and participation in future Virginia Beach Antiques Shows.

IMPORTANT: DEALERS MUST NOTIFY EMG BEFORE 7/24/09 IF YOU ARE PLANNING A FRIDAY MORNING ARRIVAL AND SET-UP.

MOVE-OUT TIMES

Move-out will take place from 5 pm until 11 pm Sunday night.

IMPORTANT! UNDER NO CIRCUMSTANCES SHALL DEALERS START PACKING OR LEAVING BEFORE 5 PM SUNDAY. ANY DEALERS NOT COMPLYING WITH THIS POLICY WILL NOT PARTICIPATE IN FUTURE EVENTS.

PORTERS & DELIVERY SERVICES

Porters, working for tips, will be available most move-in and move-out hours. Sign up for their services at check-in.

- During Wednesday move-in, porters will be available from 12 noon to 7pm.
- During Thursday set-up, porters will be available from 9 am to 6 pm.
- **Note: There will be NO porter service on Thursday 6-10pm or Friday 8-10am.**

In fairness to all, porters will only be available and assigned on a "first-come/first-served" basis. Dealers who abuse our porter list policy will not be accepted into future shows!

EMG will not be responsible for porter or delivery services during show hours, however, (although not guaranteed) we generally have a local contact for these

services upon request.

DEALER'S PARKING AREA

Dealers must check with Show Management at the Registration Desk regarding Dealer's parking area and trailer drop-off.

BOOTH SET-UP/DISPLAY REQUIREMENTS

EMG will provide a properly-sized booth with three sides of drapery (8' high burgundy back drape and 3' high side-drape) for each booth, a booth sign, Exhibitor badges, general lighting and 24-hour security services. (No side drapes on corners.)

Dealers are responsible for providing their own booth structures and shall be liable for delivery, handling, erection and removal of their own display and materials. Dealers will assume all responsibility for movement of their merchandise.

AA Show Rentals can supply and deliver showcases, walls, pegboard, etc. Order Forms are enclosed.

Lighting may be attached to pipe and drape. EMG must pre-approve any heavy booth signs, art, etc. hung from aluminum piping. Do not use pins, wire or tape on drapery.

****All tables ordered through EMG prior to July 31 will be available at the regular price of \$15 per table. Please be advised that all table orders received after July 31, including onsite orders, will cost \$20 per table.**

Rental tables measure 30" x 96" or 30" x 72". Dealers are responsible for covering tables to the floor in an attractive, professional manner. Dealers who ordered tables are responsible for checking tables and table legs before setting up their display. EMG must be notified of any changes to table requests at least two weeks prior to show dates. Refunds will not be given for unused tables or chairs.

All displays must be self-supporting and may not interfere or block other exhibits, exit doors or passage ways. **BE ABSOLUTELY POSITIVE THAT YOUR DISPLAYS AND/OR FURNITURE ARE WITHIN THE BOUNDARIES OF YOUR ASSIGNED SPACE BEFORE SETTING UP YOUR INVENTORY.**

Booth spaces measure 10' x 10', 10' x 20', or 10' x 30'.

Dealers' chairs must be kept inside their measured booth space, not in the aisle space. No storage boxes shall be exposed inside or outside of exhibits.

All aisles must be cleared and boxes, dollies, etc. must be out of sight when doors open at 10 am Friday. Dealers must be at their booth and "open for business" during all show hours.

SIGNS & BADGES

Each Dealer will be provided with booth signage listing the Dealer's name, hometown, and booth number. This sign should be displayed on your booth so that someone facing the front of the booth can readily see the sign. Signs offering sales, discounts or closeouts are not allowed in exhibits.

Names must be written on the badges at Registration. Dealers with blank badges will not be admitted into the show. Dealers must wear their badges at all times while in the exhibition area. Relatives and friends will not be allowed into the show without a badge or a ticket purchased from the Box Office.

ANTIQUES ON DISPLAY

Only antiques may be displayed or offered for sale at the Virginia Beach Antiques Show. No reproductions, new merchandise, modern decorative objects, or new collectibles are to be sold by any Dealer. Show Management and its vetting committee will review the show beginning Friday morning and will intermittently monitor booth content throughout the weekend. Show Management reserves the right to request the withdrawal of any item from display and sale which in its opinion does not come within the accepted classification of an antique. All decisions of the Show Director are final.

Dealers may not share or sublet their booth either entirely or partially unless cleared by EMG in writing.

RESTOCKING & CLEANING BOOTH TIME

The Exhibition Hall will be open at 9 am Saturday and 11 am Sunday for Dealers to restock and clean booth areas. **UNDER NO CIRCUMSTANCES SHALL DEALERS BE ALLOWED INTO THE EXHIBIT HALL BEFORE THE ABOVE HOURS OR AFTER THE SHOW CLOSES.**

SECURITY

Security guards will be provided 24 hours a day. However, Dealers are responsible for any loss, theft, breakage, damage by fire or personal injury within their rented space. Dealers solely are responsible for the security of their exhibits and equipment. Do not leave money boxes, sales receipts, or other valuables in your unattended booth during or after show hours. Report all incidents of theft or matters of a suspicious nature to

Show Management immediately. Also, solicitation or photography of booths by Dealers, customers or others will not be permitted during show hours. **DEALERS ARE NOT TO ENTER OR INSPECT MERCHANDISE IN AN UNATTENDED BOOTH.** Security will be posted at the back doors to ensure that the doors are properly secured during show hours. Please turn in any "lost and found" items to Show Management. **Security guards will be present to protect you and your merchandise. Please treat them with respect and appreciation.**

FOOD SERVICE

Complimentary coffee and danish will be provided for Dealers in the Exhibitor's Lounge at 9 am Friday. Water will also be available daily.

No coolers, food or food deliveries can be brought into the exhibition center during show hours when the concessions are open. "Brown bag" privileges are extended to exhibitors who are on restricted diets and cannot eat commercially prepared food products.

DIRECTIONS TO THE CONVENTION CENTER

*****Please note! The speed limit on 19th Street is now 25 mph.**

From Washington DC: I-95 to I-295 to I-64 to Norfolk/Virginia Beach; after Hampton Roads Bridge Tunnel go approx. 5 miles and take I-264 E. to Virginia Beach; at the end of I-264 East, take a right onto Parks Ave.; and take another right onto 19th St.. The Convention Center will be on your right.

From Eastern Shore/Chesapeake Bay Bridge Tunnel: Rt. 13 S; after Chesapeake Bay Bridge Tunnel, get off onto Shore Dr. toward Virginia Beach Resort; follow Shore Dr. until it becomes Atlantic Ave.; continue straight as Atlantic Ave. becomes Pacific Ave.; turn right on 19th St.; Virginia Beach Convention Center is about 1 mile on the right.

From I-95/Rocky Mount, North Carolina: I-95 to Emporia; take Rt. 58 East (BEWARE! RT. 58. IS WELL KNOWN FOR ITS RADAR! PLEASE DRIVE THE SPEED LIMIT) and follow signs to I-264 East/Virginia Beach; at the end of I-264 East, take a right onto Parks Ave.; and take another right onto 19th St.. The Convention Center will be on your immediate right.

From I-85/Atlanta/ GA: I-85 North to South Hill; take Rt. 58 East (BEWARE! RT. 58. IS WELL KNOWN FOR ITS RADAR! PLEASE DRIVE THE SPEED LIMIT) and follow signs to I-264 East/Virginia Beach; at the end of I-264 East, take a right onto Parks Ave.; and take another right onto 19th St.. The Convention Center will be on your immediate right.

HOTEL & CAMPING ACCOMMODATIONS

Hotels: EMG has made special arrangements with the hotels listed below. This will allow Dealers to receive discounted room rates throughout their stay. To ensure proper receipt of special rates, Dealers are encouraged to make hotel reservations directly with the participating hotels by calling reservations at the numbers listed. Rates do not include applicable sales and other taxes; Dealers are responsible for all hotel charges.

IMPORTANT! Make your reservations early. When calling, please identify yourself as a Virginia Beach Antiques Show Exhibitor.

DoubleTree Hotel - 1900 Pavilion Dr., Va. Beach, VA 23451; Next door to the Convention Center. Newly renovated with luxury bedding, coffee maker, iron & ironing board, data ports, pool and fitness center. \$169 + Tax, rates good through July 30; 800-222-TREE

Quality Inn - 716 21st Street, Va. Beach, VA 23451; Ample parking; next door to Convention Center on ocean side. \$139 + Tax; (757) 422-3617

Extended Stay America - 4548 Bonney Rd. Virginia Beach, VA 23462; About 10 minutes west of the Convention Center, off I-264. Studios with full kitchens, dataports, iron & ironing board, onsite laundry, pet-friendly. \$104.99+ Tax; (757) 473-9200

Camping Facilities: Due to zoning restrictions, no campers, RVs, etc. may stay overnight in the convention center parking lot. Special rates were offered by the following campgrounds:

Holiday Travel Park - 1075 General Booth Blvd., Virginia Beach. (Dumping station and propane gas available to outsiders who may stay at Walmart parking lots.) (757) 425-0249

KOA Campground - 1240 General Booth Blvd., Virginia Beach; (757) 428-1444

Due to the buying power of web services like Priceline, Kayak and Hotels.com, we often find our exhibitors can find cheaper rates online. Therefore we recommend using those services if the Quality Inn or Double Tree are unavailable.

EMERGENCY CONTACT

In the event of an emergency during the show weekend, Dealers and/or assistants may be contacted through the convention center Security offices at (757) 385-2152 or

Events Management Group at (757) 417-7771. Please make these phone numbers and the phone number of your hotel or host in the Virginia Beach area available to anyone who may need to contact you or your staff in an emergency.

CANCELLATION AND WITHDRAWAL

An accepted application is a commitment to the show. A \$50 cancellation fee will be deducted from any refund due exhibitor. No refunds will be granted for any reason when canceling within 60 days before show dates. Deposits and payments are not transferable to another Event. Dealers who must cancel should inform Events Management Group, Inc. immediately, both verbally and in writing, of their cancellation, which will constitute a confirmation not to show. Dealers who do not show and do not cancel will not be re-invited. **Last minute cancellations, vehicle breakdowns or other delays should be reported to Show Management immediately at (757) 417-7771**

INSURANCE & LIMITATIONS OF LIABILITY

Dealers are encouraged to insure their property against the risks of fire, theft, burglary, breakage and leakage, and water damage as well as the risks of transport into and from the event site. Neither Events Management Group, Inc., Virginia Beach Convention Center, nor the Virginia Beach Antiques Show will be liable to any exhibitor or any person for any damage or loss whatsoever, arising from any cause.

SALES TAX, LAWS & FACILITY POLICIES

Virginia State Retail Sales Tax is applicable to all sales at the Virginia Beach Antiques Show. The current tax rate is 5% of the retail price. Each exhibitor is responsible for recording, collecting and paying current Virginia sales taxes on all sales made during the show. Temporary Virginia Retail Sales Tax Forms and Sales Tax Charts will be distributed to all Dealers at Registration.

A Virginia Beach Business License is not required to conduct business in this show facility. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed and enforced.

Pets are not permitted in the Convention Center during set-up, show hours or breakdown. No alcoholic beverages of any type are allowed in the event or on facility grounds. There will be no smoking in the Exhibition Hall. Burning candles, wicks, incense, straw, hay bales or live Christmas trees or greenery are prohibited. No exhibit shall have a roof system that would impede the fire sprinkler system in any way. No

spraying or use of chemicals, such as lacquer, paint, stain, etc. is permitted inside convention center. Helium balloons are prohibited.

VIRGINIA BEACH WEATHER IN AUGUST

Virginia Beach temperatures in August are generally in the mid 80's to low 90's. It can also be wet and rainy with afternoon thunderstorms; therefore, bring rain gear and protective coverings for move-in and move-out.

ADVERTISING

An extensive advertising campaign will be included in all major area news media including The Virginian Pilot, Daily Press, radio, television, direct mail, as well as flyer distribution to individuals and local businesses. Press Releases will be sent to local, regional, and national media resources.

If you have an unusual or notable collection or any other newsworthy items, please let us know so we can include them in our press releases!

IMPORTANT! Unlimited postcards and flyers are available for Dealers to mail or give out to customers prior to show time. Help us promote our show by distributing this material to workplaces, churches, schools, offices, stores, other shows, etc. Dealers have reported increased show sales after sending postcards to former customers two weeks prior to show time. Call (757) 417-7771 to order more postcards or flyers.

BUSINESS SERVICES & SPECIAL NEEDS in the Virginia Beach Area

**All phone numbers have a (757) area code unless otherwise noted.

Auto Service

- BP at 17th Street - 312 Virginia Beach Blvd. 425-8917 (Highly Recommended!)
- Merchant's Tire & Auto-Laskin Rd. 428-7174

Banks

- Bank of America - 210 Laskin Rd. & Pacific Ave. 491-6010

Business & Office Supplies

- Home Depot - 3352 Virginia Beach Blvd. 340-5804
- Office & Copy Max - Hilltop North Shopping Center 428-1200
- Michael's Arts & Crafts - Laskin Rd. 437-1145

Florists

- Harris Teeter - 2800 Arctic Ave. 422-4595

Glass

- Binswanger Glass Co. - 623 First Colonial Rd.

425-9227

Groceries

- Farm Fresh - 521 Laskin Rd. 428-0128
- Harris Teeter - 2800 Arctic Ave. 422-4595

Kennels

- Owl's Creek Pet Hotel & Veterinary Hospital 587 S. Birdneck Rd. 425-5349
- Holly Ridge Kennels - 2993 Seaboard Rd. 426-6100

Safe or Locksmith

- Contact Events Management Group for more information. (757) 417-7771

Medical Center

- Patient's Choice/Oceana- 940 General Booth Blvd. 425-8590
- Sentara Virginia Beach General Hospital - 1700 Will O Wisp Dr. 395-8000

Movies

- Regal Cinemas - General Booth Blvd. 563-2000

Pharmacy

- Eckerd Drugs - 750 Hilltop North Shopping Center 425-9474
- Harris Teeter Drugs - 2800 Arctic Ave. 422-2154

Shopping/Supplies

- Lynnhaven Mall - 701 Lynnhaven Pkwy. 340-9340
- MacArthur Center Mall - 300 Monticello Ave. (Downtown Norfolk) 627-6000
- Super K-Mart - Hilltop Super K-Mart Shopping Center 437-2681
- Target - Hilltop On First Colonial Rd. 428-0233
- Walmart - 1149 Nimmo Pkwy 430-1836
- Walmart - 2021 Lynnhaven Pkwy 416-3480

Transportation

- Taxis - Beach Yellow Cab 460-0605; 460-0911
- Car Rental - Enterprise 422-6900

Veterinary Hospital

- Owl's Creek Pet Hospital - 587 S. Birdneck Rd. 425-5349

Virginia Beach Convention Center

- 1000-19th St., Virginia Beach, VA 23451
 - Main - 385-2000
 - Security Desk - 385-2152
- Show Management (757) 417-7771