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Exhibitor Guidelines

- **Exhibitor Move In:** Thursday, April 21, 2016 from 7:00pm -9:00pm & 7:00am-9:00am
- **Exhibitor Move Out:** Thursday, April 22, 2016 from 4:00 PM – 5:00pm
- **Note:** Event Attendees will have between 1 and 4pm to visit your booths. Bring plenty of business cards and be ready to connect or get connected to an agency or person that can help you grow your business.

Regulations

- No stickers of any type are allowed on property.
- No stick-on decals or other adhesive backed promotional items may be distributed or used in the exhibit facilities.
- Damage to the show locations caused by such unauthorized giveaways will be paid for by the party responsible.
- Smoking is prohibited in all show locations
- No tents inside
- Sound levels must stay within Exhibit.
- Exhibits can only be 8' tall. All exhibits must be freestanding and self-supporting. Booth configurations cannot be designed to obstruct the view of nearby exhibits, exits, or doorways.
- Booth structures and elements must be maintained within the officially contracted confines of your exhibit space, and not protrude into the aisles. This includes all truss work, lighting apparatus, audio and projection equipment, speakers, etc. These

elements must be directed into your booth, not towards the aisles or neighboring exhibitors. There will be no exceptions made to this rule on-site.

- When loading/unloading exhibit material, do not leave your vehicle unattended. Each exhibitor will be allotted 5 minutes to load/unload their material at the front door. Please do not block the entrance. Be courteous to your fellow exhibitors.

Payment Payments of exhibition fees are required as follows:

- 100% of the total exhibition fee is due with application.
- Exhibitor will not be permitted to participate and/or occupy its exhibit space if full payment has not been received.

Space is based on a first come first serve basis.

- Booth sizes: 6ft table

Additional Cost

- Electric \$25.00

This event will be promoted in local and regional publications. It will also be promoted through the internet and other media outlets.

PO Box 1171 – Lynchburg, VA 24505

(o) 434.329.3211, (toll) 800.548.8579

Defaults Cost for exhibits are due at the submission of exhibitor request form and as space is available. Payment shall be made by check, cash, money order or credit card. In the event a check is returned for non-sufficient funds, the Organizer shall reserve the following rights:

Organizers reserves the right to cancel the exhibitor's participation and/or release the contracted exhibit space and is free to provide said space to other exhibitors.

Any exhibition fees paid shall be retained by Organizer as liquidated damages. Any outstanding payments are due and payable in consideration for Organizer having reserved space and providing services to the Exhibitor until the date the Exhibitor's exhibit space is cancelled.

Cancellation All exhibitor participation cancellations must be received by Organizer in writing 20 days prior to show date in order to cancel space. If less than 20 days, no refund will be given.

[Click here do download exhibitor emergency, fire and safety guidelines.](#)

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434.515.4454