

## Rules & Regulations

Acceptance of this application is acceptance of the Rules and Regulations' terms stipulated under **WORLD HOLIDAY FESTIVAL** and shall constitute a binding agreement. As an exhibitor (Display Only, For Profit or Food Vendor) you are an important part of the attendees' security. Please read the Rules and Regulations carefully before signing the Exhibit Application Form. Exhibitors must follow the Rules and Regulations at all times, as must anyone with contractual relations with the **WORLD HOLIDAY FESTIVAL**. Exhibitors are please asked to inform personnel involved in the event of the Rules and Regulations.

**ACTS OF FIRES, STRIKES, ETC:** In the event that any outside cause, such as snow, war, fire, strike or other emergency prevent the **WORLD HOLIDAY FESTIVAL** being held, the management may retain Exhibitor's payments for coverage of all show expenses and any other compensation and will reschedule the event at a time and days convenient for all.

**ADDITIONAL REQUIREMENTS:** If you have sent the application without any requirement of this kind and later you need one, you have to send a written request. A penalty of \$100 will be applied if the request comes to the organizers after November 25.

**AMERICANS WITH DISABILITIES ACT:** Exhibitors shall be responsible for making its exhibit accessible to persons with disabilities, as required by the Americans with Disabilities Act.

**AMENDMENTS:** The Exhibitor agrees that the event management shall have the right to make such Rules and Regulations, and to amend the same from time to time. Event management shall have final determination and power of enforcement of all Rules and Regulations.

**ANIMALS:** Animals are not permitted in the exhibit area except as an aid to people with disabilities or in conjunction with an authorized exhibit, display or performance with a permit from the convention facility and state Department of Natural Resources.

**APPLICATION REQUIREMENTS:** To process your application you must submit a photo, drawing or written description of the items to be sold or displayed as well as pictures, a drawing or written description of the booth's setup. To process your application, we also require the name of the person, institution or media that motivated you to participate in the event as a vendor.

**BOOTH SPECIFICATIONS:** Standard booth space is 10' x 8'. Standard booth equipment includes pipe and draped backdrop with side dividers, 2 chairs and 2 foot x 8 foot table only. Additional booth furniture, electricity, and phone/Internet connections are not included in the booth fees and must be purchased separately. Side rail displays may not reach heights higher than 8 feet. If more space is needed, each vendor may buy up to 10 booths total.

**BOOTH SET UP AND DISMANTLING:** On Friday, December 3, 2010, booth set up is scheduled from 8 a.m. to 5 p.m. Everyone must be out of the building by 8 p.m. The show opens to the public Saturday, December 4, at 10 a.m.. At that time, all exhibits must be fully installed. Exhibitors can ONLY dismantle

booths on Sunday, December 5, 2010, after 5 p.m. Everyone must be out of the building by 8 p.m. Do not remove or tamper with any part of the building or booth structure; this includes supports poles, fabrics, and lighting.

**BOOTH SHARING OR SUBLEASING:** Exhibitors are NOT ALLOWED to share their booth space with any other vendor. If a special circumstance occurs, the exhibitor must submit a request in writing either via mail, fax or email to the event management for review and express permission. Only upon written approval from the event management will an exhibitor be allowed to share or sublet their exhibit space with another company.

**CANCELATION REFUNDS:** Cancellation refunds may be requested within 30 days of signing the application. Cancellations after October 31 will not be refunded. Cancellations must be submitted in writing.

**CARE FOR PROPERTY:** Exhibitors are not allowed to drive, nail, hook, tack, staple, pin or screw into any part of the building, fabric, walls, columns or equipment contained therein. Fishing line, string, plastic coated wire, clamps, and s-hooks are effective in securing the pipe frame. The exhibitor will pay to the organizers of the event any money required to restore the damages.

**COMPLIANCE WITH LAWS:** Exhibitors agree with all federal, state and local laws, ordinances, rules, regulations and policies, and all of event's Rules and Regulations described above.

**DISPLAY PRICES:** Food vendors must submit the menu and beverages to be sold at the event. The same menu with prices must be displayed at the booth during the days of event.

**ENFORCEMENT:** The Rules and Regulations set forth herein will be enforced. Failure by the Exhibitor to make the correction may result in expulsion from the Crown Center. The event management will not be responsible for any costs incurred by the Exhibitor as the result of expulsion from the event. Any Exhibitor engaging in illegal business practices or not abiding by the Rules and Regulations set forth herein or in subsequently issued amendments may lose the privilege of participating in future World Holiday Festivals.

**EXHIBIT PERSONNEL:** All Vendors must register their personnel in advance. Nonpaid admission to the exhibit area will be allowed by badges only. Official badges must be worn at all times. Each Exhibitor will be provided with four (4) Exhibitor badges per 10' x 8' booth space purchased. Additional badges (up to 4) may be purchased at \$4 each. Badges are not transferable.

**EXHIBITOR CONDUCT:** Exhibitors agree to conduct themselves in a respectful, cooperative manner appropriate to the integrity of the attendees, fellow exhibitors, and show management staff.

**FOOD & DRINKS:** Free samples are not allowed. Price per sample can be up to \$3.00 per piece. Food and drinks vendors (alcoholic and non alcoholic), must process all the licenses and permits required to be able to sell their items at the WHF.

There is no need for special permit to sell sealed bottles, but you still need a permit to sell. Special event permits can be obtained from state ABC office in Raleigh.

These documents must be submitted to the event management either by mail, e-mail or fax, no later than November 25, 2010. If documents are not presented by the specified date, the vendor won't be allowed to sell drinks and/or food.

**GRAY WATER:** Container will be provided. You must provide your own hose. No grease is to be dumped into containers. Grease dumping will have a penalty of \$200.

**HEALTH GUIDELINES:** Food vendors must follow the North Carolina Health Department guidelines. Food vendors must have all necessary licenses and permits and be inspected prior the event along with a Type K Fire Extinguisher. For procedures and requirements, contact the Cumberland County Health Department at 910-433-3660.

**INSURANCE:** Exhibitors are responsible and liable for damages, losses and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Crown Center. The Exhibitor understands that neither the event management nor the Crown Center maintain insurance coverage for the Exhibitor's property, and that the event organizers and facility are not liable for claims/suits arising between exhibitors and attendees should anything happen in the exhibitors' area. Insurance is the responsibility of the Exhibitor. If you would like to get one, you may visit: [www.insurevents.com](http://www.insurevents.com). (use Firefox if you can't open the page). Food vendors must provide proof of insurance liability with the application in which the coinsured must be Centerplate, the food contractor for the Crown Center.

**MEDICAL PERSON:** Every participant in the WORLD HOLIDAY FESTIVAL acknowledges that NO EMS personnel will be present. The event will reply on 911 in case of emergency. If you see the need for emergency attention, please call immediately 911.

**LICENSES AND PERMITS:** Exhibitors are required to obtain all licenses required by local, state and federal law. Food vendors must provide a Health Department license. WHF can send you the application form for you to fill and send it with the \$75 fee to the Health Department. For questions related to the application and requirements, please contact at the Health Department: Mr. Tony Ferguson at 910-433-3678 or Ms. Porcha Sonell at 910-433-3676. From 8-10 a.m., 1-1:30 p.m. or 4:30-5 p.m.

**LIMITATION OF LIABILITY:** The Exhibitor agrees to make no claim for any reason whatsoever, against the management, show promoter, its members or owners or employees or the exhibit area premises or including event management for omissions, loss, theft, damage or destruction of property, or for any injury to Exhibitor or its employees while in the Crown Center.

**PARKING:** Vehicles in loading dock areas or any other location posted "No Parking" will be allowed during the set up and dismantling time but cannot stay longer than one hour to allowed others to use the space. During the event, vehicles will be restricted unauthorized and unattended vehicles will be removed at owner's expense.

**PAYMENT OF BOOTH:** Exhibitors are required to pay the total amount of the booth(s) rental with the

application. All the questions asked on the application must be answered. Failure to follow this requirement may delay the application process. Booths not fully paid are subject to cancellation or reassignment.

**PAYMENT OF SPONSORSHIP:** All payments must be made according to the agreement pre-established between the event and the sponsor.

**PHOTOGRAPHY:** Photographing booths is limited to candid shots only for your own booth. Photographing other exhibits and booths is by permission only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular exhibition hours.

**SAFETY:** Exhibitors agree to follow all the regulations applicable to public safety. All ways of access to public utilities of the building must remain unobstructed. Any material, substance, equipment or object, which is likely to constitute a hazard to the building and/or people will not be allowed. Exhibitors using warming or cooking devices must have an extinguisher Type K Fire Extinguisher with a current inspection sticker. Booths shall be kept clean, clear and free of obstacles. Easels, signs, etc. shall not be placed beyond the booth area into the aisles or lobby areas or on ceiling or columns, etc. Interior furnishings and materials shall not be located so as to obstruct or block exit ways, fire and safety devices or equipment. Exhibits will be guarded and every effort will be made to protect them from damage. However, neither the event nor the organizers are responsible for accidents, losses or damages. Security service will be provided, but the event will not be responsible for the lost of any Exhibitor's item. Exhibitors must take the measures needed to protect their items. No helium balloons are allowed to be distributed in the Crown Center or on the show floor. Exceptions may be considered when balloons are used for decorations. All authorized balloon displays must be inflated prior to arrival or at the loading doc.

**SPACE ASSIGNMENT:** Assignment dates will be posted on the **WORLD HOLIDAY FESTIVAL** Web site, by November 30 of 2010. Exhibitors purchasing a sponsorship package or the largest amount of booths will have priority. The organizers reserves the right to rearrange exhibitors or adjust the floor plan to accommodate to the best interest of the event.

**TAXES:** Exhibitors are responsible for collecting and reporting taxes, if applicable. Nonprofits must provide their nonprofit incorporation with the application. Informal groups, representing any region, credo or culture, that don't have the 501(c)(3) must present with the application a notarized affidavit.

[Click the link if you want to use ours as a sample.](#)

**TECHNICAL REQUIREMENTS:** May be specified in the application form: Size: 10' x 8'. Electrical Hookup - 110v & 220v. Water Hookup - Standard with limited access. Internet Hookup - Hard-wired - Special Drop. Wireless - Limited Access in Crown Expo Center. Telephone hookup.

**USE OF SPACE:** Exhibitors may not distribute promotional material, samples, souvenirs, gives away, and similar outside of their booths. The exhibit area is limited to the accepted exhibitors. Loud sounds or music are not permitted and must be kept to a sufficiently low volume so as not to disturb other exhibitors or attendees. Unprofessional methods of attracting attention will not be permitted, neither peddling nor

hawking. The event may at any time order the removal of any exhibit or part of any exhibit that has become unfit for show.

**WATER HOOKUP:** Exhibitors must provide their own hose and connectors.