



## NRV HOLIDAY EXPO Saturday, November 2, 2019



New River Valley Fairgrounds- 5581 Fairgrounds Circle, Dublin, VA

Dear Exhibitors:

We are happy to have you join us for the NRV Holiday Expo! NRV Recreation Inc. will once again host this year's event!

The NRV Holiday Expo will be open to the public 9:00am to 3:00pm on Saturday, November 2, 2019. Space assignments are based upon application information and payment received date. Please note the following information:

- The exhibitor agrees to save harmless New River Valley Recreation, Inc. or any individuals connected with the above from any and all claims arising from his or her use of the premises. *All commercial exhibitors must have a \$1 million liability insurance policy, approved by NRVR, Inc., and have NRVR, Inc. named as additional insured. The exhibitor will not be allowed to set up until proof of such is on file with Fairgrounds office.*
- Setup times are Friday, November 1<sup>st</sup>- 12noon to 6:00pm and Saturday, November 2<sup>nd</sup>- 7:00am to 8:30am. **Before unloading or setup, you must register & check-in at the front gate. Space number/numbers will be distributed at this time.**
- All food and drink products/samples including water whether given away or sold must be stated by vendor and approved by NRVR, Inc. **at least 15 days prior to registration.** All applicable licenses and permits must be obtained & displayed by vendor.
- **Be advised, NRVR, Inc. reserves the right to make specifications as deemed necessary. All vendors are subject to NRVR, Inc. approval.**
- After registration/check-in you will be instructed to quickly unload your vehicle outside the west entrance door of the Wysor Building or parallel park to the pull up door or back doors at the Farris Building. Please be prepared to carry or cart your items into the buildings. Please be considerate and promptly remove your vehicle to allow other exhibitors to unload at these areas. Please do not block doorway entrances for the safety of others.
- **Parking/unloading between the front gate patio and the doors of Wysor Building (southside) is prohibited. Not only does it cause blockage of the entrance, damage to the stone planter box, patio, soda machines, or building can occur. In the event of damages to any structure inside or outside, all damages will be billed and paid by you. No vehicles allowed in the buildings!**
- Due to concessions set-up, no motorized vehicles will be allowed through the front gate on Saturday, Nov. 3<sup>rd</sup>. Enter gate #1 (next to single wide trailer) for vehicle entry.
- Pets are allowed but must be confined by leash, halter, or cage. No unmanageable, destructive, or dangerous animals allowed. **Owner is responsible for cleanup of pet's waste.** Proof of health & tag must be provided upon request by NRVR, Inc.
- **NO SMOKING INSIDE BUILDINGS, NEAR ENTRANCE/EXIT DOORWAYS, OR STONE PATIO!**
- All booths must be ready by 8:30am Saturday. You are asked to stay until 3:00pm when the show is over.
- Each space is 10- feet x 10- feet. Exhibitor must furnish own equipment such as tables, chairs, wastebaskets, extension cords, surge protectors, etc. We highly encourage imaginative booth designs using the holiday theme. We want the day to be both pleasant and profitable for you.
- ***NRVR, Inc. assumes no responsibility for the exhibitor's display, equipment, etc.***
- **Nailing, screwing, and use of all tape (except Painter's tape) to secure signs, posters, etc. in or on walls is forbidden . Only Command brand hooks & strips are allowed. \$50 fee will apply for non-compliance. Vendor is responsible for any damage to walls or floors!**
- Electricity for display use is an additional \$5.00 fee per space and should be marked on previously submitted vendor application. These 15 amp electrical outlets are not capable of handling computers, coffee pots, or other equipment, which would tend to overload the electrical circuits. Power strips, or multi outlet taps and extensions cords must be grounded and rated for OUTDOOR USE. Extension cords should be at 25- 50 feet long depending upon location of space in relation to electrical outlet. Any questions, Fairgrounds personnel will be on hand to assist you.
- Please keep your area clean and empty debris into the trash barrels located in the buildings and entrances.

Clean up begins at the end of the Expo. All items and vehicles must be removed from the Fairgrounds no later than 4:30pm. No exceptions.

Thank you for your participation! Please contact Debbie Boothe if you have any questions.

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