



Carteret County Parks and Recreation Department and the ***Crystal Coast Civic Center*** invite you to be an exhibitor in our first annual *Sports & Recreation Expo*. We're looking for businesses and non-profit organizations that wish to promote and educate the residents of Carteret County as well as visitors and second home owners about all the unique opportunities available in our area for sports, recreation, fitness, health and wellness. But above all, to inspire people of all ages to Get Up, Get Active and to have FUN in Carteret County!!

Location: Crystal Coast Civic Center

Date: Saturday, April 29, 2017

Show Time: 9:00am – 4:00pm

There will be an opportunity for vendors to offer demonstrations of sports and recreational type activities inside the Civic Center. And for the more robust activities that need a large open space – a designated area outside will be available for demonstrations, perfect for activities such as KnochBall, Disc Golf demo, Soccer Shots, Ultimate Frisbee demo, etc. If you have an idea and would like to do a demonstration that promotes your business or service, please call our staff to discuss it and schedule a time slot.

Show attendees will enjoy other outside attractions and activities, bounce houses and more. We encourage each exhibitor to have an interactive game or activity within your booth space, either inside or outside. You may also provide free promotional items for show attendees. Vendor creativity is encouraged as this is an event that promotes active, family fun.

SPONSORED BY



3505 Arendell Street Morehead City, NC
252-247-3883 • crystalcoastcivicctr.com



1702 Live Oak St. Suite 300 Beaufort, NC
252-808-3301 • ccpr.recdesk.com



Saturday, April 29, 2017
CONTRACT APPLICATION FOR EXHIBIT SPACE

PLEASE PRINT CLEARLY and return with payment to:
Crystal Coast Civic Center • Post Office Box 680 • Morehead City, NC 28557

Business/Service Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: Home: _____ **Cell:** _____

Email: _____

PLEASE LIST PRODUCT DESCRIPTION or SERVICE PROVIDED:

***Retail sales are allowed. If selling a product include your North Carolina Sales & Use Tax or Certificate of Registration Number:** _____

Booth Information: The majority of booth spaces are 10ftx10ft; also available are a few spaces that measure 10x15 and some smaller areas that accommodate only a 6 or 8 ft table. Each vendor will be assigned a location that is appropriate for their product, service and/or activity and will be decided based on the description provided above so be very specific. To discuss this in detail, please call our office staff.

Please mark the following as it applies to your specific needs:

- _____ 10X10 Booth _____ Larger space for x-large displays
_____ Table Only (8 ft table or 6 ft table only)
_____ Outside Booth _____ (Specify Size) _____ Activity
_____ Vendor is Bringing a 10X10 (Tent frames only are permitted inside)
_____ Vendor is Bringing a 10X10 Tent outside
_____ Do not need Civic Center tables (Vendor will be using their own)
_____ Electricity (**add \$10 each**) _____ Table Cloth & Skirting (**add \$35 each**)

Cost to participate: (Choose one that applies – Retail sales are permitted):

- _____ Business/Commercial: \$200.00
_____ Non-Profit/Government Agency: \$50.00

Grand Total: _____ **Exhibitor Signature:** _____ **Date** _____

Exhibitors must return completed and signed application along with payment in the form of check made payable to the Crystal Coast Civic Center, Credit Card or Cash no later than **MARCH 15, 2017**. Please print clearly. An email confirmation will be sent to the contact person listed on the application

CREDIT CARD PAYMENT AREA: (payment due with contract)

Please charge my card: \$ _____

Credit Card Number: _____ Expiration _____

Card Type: Master Card _____ Visa _____ V-Code _____ (the 3-digit number on the back of card)

Cardholder Name: _____

Cardholder Address: _____

Cardholder Signature: _____

Please mail Application for booth space to:

Crystal Coast Civic Center

PO Box 680

Morehead City, NC 28557

252-247-3883

Fax: 252-247-5386



Exhibitor Guidelines

The following guidelines are part of the application. By signing the application, the exhibitor agrees to these terms. A signed contract must be submitted in order to participate. This show is managed and produced by Carteret County Parks and Recreation Department and the Crystal Coast Civic Center.

Vendor Set-Up Times: Friday, April 28th 2:00-7:00pm and Saturday, April 29th 7:00-9:00am

Show Hours: Saturday, April 29th 9:00am-4:00pm

Public Admission Fee: \$2.00 per person (Children 3 & Under Free)

- *Exhibitors are required to be in their booths 30 minutes prior to the show opening. All setup must be complete by this time. Doors open to vendors at 7:00am.*
- *Exhibitors are not allowed to break down prior to the end of the show 4pm on Saturday.*
- *All booth space and walkways must be clear of boxes totes and packing material throughout the show. Do not block any exits.*
- *Exhibitor parking at the Bryant Student Center located west of the Civic Center.*

BOOTH SPACE: This Expo is designed to promote everything Carteret County has to offer in the areas of sports, recreation, fitness, and health and we encourage each exhibitor to offer some type of interactive activity within their booth. Placement of exhibitors will be determined by Expo staff and based upon the needs of each exhibitor.

CANCELLATIONS: Payment on contracted space is nonrefundable unless the show is cancelled.

NAME BADGES: All exhibitors will receive two name badges to be worn by booth workers during show hours.

EXHIBITOR PROPERTY INSURANCE: Management carries no insurance on exhibitor's property and will not be liable for loss or damage to exhibitor property. Exhibitors will not hold the County Parks & Recreation, Civic Center, County of Carteret or Carteret Community College responsible for claims, losses, fees, damages or expense.

CRYSTAL COAST CIVIC CENTER REGULATIONS

- a. Propane gas bottles are not permitted.
- b. All decorating materials must be fire-resistant. Tent frames are allowed within the booth space.
- c. The Exhibitor is responsible for bringing needed accessories to decorate, such as: zip ties, hooks, clips, **extension cords (minimum size 14 gauge, UL listed with ground, NO household extension cords allowed)**.
- d. Nails, tape, thumb tacks or pins are not permitted in the walls, tables or curtains.
- e. The CCCC is a smoke free environment. There are designated areas outside in the back of the building for smoking.
- f. The continuous playing of music by vendors is prohibited.
- g. Soliciting in the aisles is prohibited. Exhibitors must sell from within booth space.
- h. All booths must be staffed during the entire show.

MANAGEMENT: Management reserves the right to prohibit entrance to the Crystal Coast Civic Center and its premises and to remove from the Civic Center and its premises any person or object which Management deems not to be within the best interest of visitors to the Expo. Management further reserves the right to prohibit any activity or an exhibitor which, in the opinion of Management, interferes with the right of the visitors or other exhibitors. Failure of an exhibitor to comply with the rules and regulations of the Expo may result in the removal of the exhibitor's booth from the premises during the show. When interpreting the rules and regulations governing the Expo, Management shall be the sole arbitrator.

SECURITY: Management will employ reputable and competent staff for the course of the Show, but assumes no responsibility for loss or damage by any cause. Exhibitors are reminded this is an open booth show and the primary responsibility for the safeguarding of merchandise is the exhibitor's.