

# APPLICATION & CONTRACT FOR EXHIBIT SPACE

Company Name: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

Are you a previous exhibitor in other Southern Shows Inc. events? Yes  No

Your company listing for show program and exhibit ID, if different than above \_\_\_\_\_

## PLEASE LIST THE PRODUCTS AND/OR SERVICES YOU WISH TO EXHIBIT:

Be specific - only items listed will be allowed in your exhibit. (Attach extra sheet if more room is needed.)

IMPORTANT: If new applicant, include photographs of products. Would you like photos returned? Yes  No

Rates: \$10.00 per square foot

10' x 10' = \$1,000.00 • 10' x 20' = \$2,000.00

Exhibits 300 sq. ft. or larger = 5% discount

Corner spaces \$100 extra; not to exceed \$200

Will you be demonstrating in your exhibit? Yes  No

If yes, please describe demonstration \_\_\_\_\_

Size space requested: \_\_\_\_\_

Prefer corner? Yes  No

Cost of space (including corner charge): \$ \_\_\_\_\_

County of Shelby requires that you have a temporary TN Business License to sell product. If you don't have one, we will handle getting you a temporary TN Business License for \$25.

Enclosed is my check for 50% of above cost. (100% due after Jan.6, 2020)

Please bill my credit card for 100% of above cost.

Visa  MasterCard  American Express A \$5 processing fee is added to credit card payments.

Name as it appears on card, including Company/Business name. \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_ 3 or 4 digit CWV# \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Rates do not include carpet, tables or electricity. Floor covering (i.e. carpet) is required for all exhibit space. 50% deposit is required with application. If your application is not accepted, your deposit will be returned. \*Please see cancellation policy.

## HEIGHT LIMITATIONS

I would like to request a variance on the exhibit regulations outlined on the back of this application. Please call me to discuss.

IF ACCEPTED, I AGREE TO ABIDE BY THE SHOW RULES, REGULATIONS AND POLICIES

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT SPACE RESERVATIONS ARE SUBJECT TO ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT.

## This space for use by Southern Shows, Inc. Only -- Show #14

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Badges \_\_\_\_\_ Tickets \_\_\_\_\_

Building \_\_\_\_\_ Exhibit Space # \_\_\_\_\_ Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Exhibit \$ \_\_\_\_\_ + Corners \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Comments \_\_\_\_\_

MAKE CHECK PAYABLE TO:

**SouthernShows**<sup>INC</sup>

PO Box 36859  
Charlotte, NC 28236

810 Baxter Street  
Charlotte, NC 28202

704.376.6594 • Fax 704.376.6345

# TERMS & GENERAL INFORMATION

## PREVIOUS EXHIBITORS

This application must be accompanied by a check of 50% of total space cost. Space assignments will not be made until appropriate payment is received. If space is not assigned, payment received will be returned in full.

## NEW EXHIBITORS

A deposit amount equal to at least 50% of total space requested must accompany this space application, along with pictures or printed material showing products/services planned for the exhibit, for space assignment to occur. Applications will be processed in the order they are received. Checks will not be deposited until space is confirmed.

## APPLICATIONS RECEIVED AFTER JANUARY 6, 2020

Application must be accompanied by payment of full exhibit space cost. Full deposit will be returned if space is not assigned.

## FINAL PAYMENT

JANUARY 6, 2020

## INSURANCE REQUIREMENTS

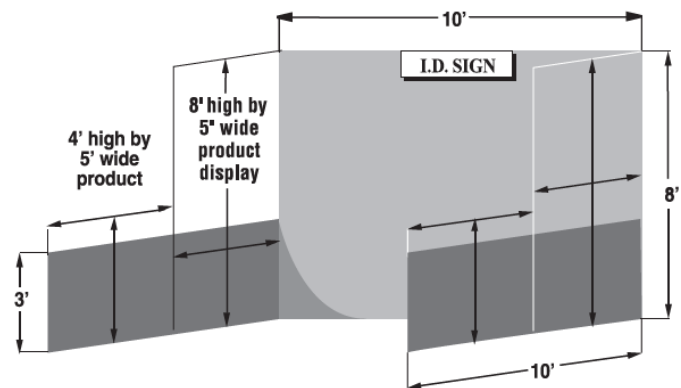
Participating companies are required to provide an insurance certificate covering liability for exhibit contents, personnel and show guests within the exhibit space. The certificate should list Southern Shows Inc. as the additional insured.

## SPACE ASSIGNMENTS

Whenever possible, space assignments will be made by Show Management in keeping with the desires of the exhibitor. However final determination of space assignments is reserved by Show Management and assignments may be made or changed anytime in the best interest of the show as determined by Show Management.

## CANCELLATION POLICY

All cancellations must be in writing. Cancellations received six months prior to the show date will be refunded full deposit received, less a \$100 cancellation fee. Cancellations received between three and six months prior to the show date will be refunded any sum paid over the required 50% deposit. Cancellations received during the three months immediately prior to the show will receive no refund. Exceptions are cancellations that occur within 48 hours of space request and confirmation. Space reserved and cancelled within a 48-hour period will receive full refund of monies received. Failure to setup by specified move-in deadline will result in forfeiture of exhibit space and all monies paid to date.



## HEIGHT REGULATIONS for 10' x 10' exhibit space

### BASIC EXHIBIT REQUIREMENTS:

- Floor covering (*i.e. carpet*) is required for all exposed areas of the exhibit space.
- Fixtures and dividers must be finished on all exposed sides.
- Banners must be approved by Show Management.
- Exhibit and exhibit materials must fit within guidelines.
- Exhibitors are responsible for their own decor (*including carpet, tables, chairs, etc.*) and any necessary electrical and/or telephone services.
- Tents are not permitted.

(See *Exhibitor Kit* for complete rules and regulations)

### EXHIBIT SPACE RENTAL INCLUDES:

- 8' high draped background
- 3' high draped divider
- One standard company sign
- General hall guard service
- Exhibitor ID badges
- Exhibitor admission tickets

For more info contact  
SouthernShows<sup>INC</sup>

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SouthernShows.com