



Dear Exhibitor:

We are pleased to invite you to participate in the 32nd Annual **Coastal Home & Garden Show** hosted by the Crystal Coast Civic Center in Morehead City. The show dates are set for Saturday March 7th and Sunday March 8th, 2020.

The **Coastal Home & Garden Show** continues to grow year after year, both in the number of attendees and the variety of products, services, and home and garden ideas. We appreciate your past participation and look forward to your continued efforts to keep the show fresh and creative.

The booth layout is shown on the adjacent page and space is expected to sell out quickly. We encourage you to reserve your booth promptly. Please pay special attention to the rules and regulations printed on the enclosed contract.

Come enjoy a weekend of fun, along with the opportunity to meet potential customers and promote your business and services. We have an extensive marketing plan in place for this event but please promote the show to your customer base. Consider the number of potential buyers we'd reach if every vendor promoted the show via your website, social media outlets, word of mouth, flyers and posters in your store fronts, etc. Together we can make this show an extraordinary success for everyone.

Show Schedule

Friday, March 6, 2020 – Exhibitor Set-up

8:00am – 7:00pm

Saturday, March 7, 2020

7:00am – Doors open to vendors

9:00am – 4:00pm – Show Hours

Sunday, March 8, 2020

10:00am – Doors open to vendors

11:00am – 3:00pm – Show Hours

3:00pm-7:00pm – Exhibitor Move-out

(Everything must be moved out on Sunday)

We look forward to your participation at the 32nd Annual **Coastal Home & Garden Show** at the Crystal Coast Civic Center.

Tina Purifoy, Director

Gina Clark, General Manager



Please read carefully, complete form and return with deposit to secure your booth.

PLEASE PRINT CLEARLY

Business Name: _____

Business sign should read: _____

Do not need a sign

Print Contact Name: _____
Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Brief description of exhibit/products or services to be shown: (*windows; siding; pools; fabrics; spas; etc.*)
Please list all products that will be included in the show

2020 Booth Space(s) 1ST Choice: _____ **Alternate Choices #1** _____ **#2** _____

Requests will be considered, however there is NO guaranteed booth placement. Booths will be assigned according to availability and competing vendor location. **A 50% deposit is required with contract.** Balance is due by February 7, 2020.

Please mark all that apply: (Chairs available upon request)

_____ Standard Booth (8X10)	\$400.00 (1 8ft table)	\$ _____
_____ Corner Booth add	\$50.00	\$ _____
_____ Oversized Booth (8X15)	\$550.00 (1 8ft table)	\$ _____
_____ Small Advertising Space	\$250.00 (1 6ft table)	_____
_____ Oversized Lobby Booth (10X15)	\$550.00	\$ _____
_____ Small Lobby Booth	\$350.00 (1 6ft table)	\$ _____

Extras:

_____ Electrical Outlet	\$25.00 each	\$ _____
_____ Additional Table (s)	\$15.00 each	\$ _____
_____ Table Cloth/Skirting (black)	\$40.00 each	\$ _____
_____ Water Hook-up	\$50.00	\$ _____
_____ Banner hung from balcony	\$50.00	\$ _____
_____ Do not need Civic Center tables		

Grand Total: \$ _____

SIGNED CONTRACT AND A 50% DEPOSIT IS REQUIRED FOR BOOTH PLACEMENT

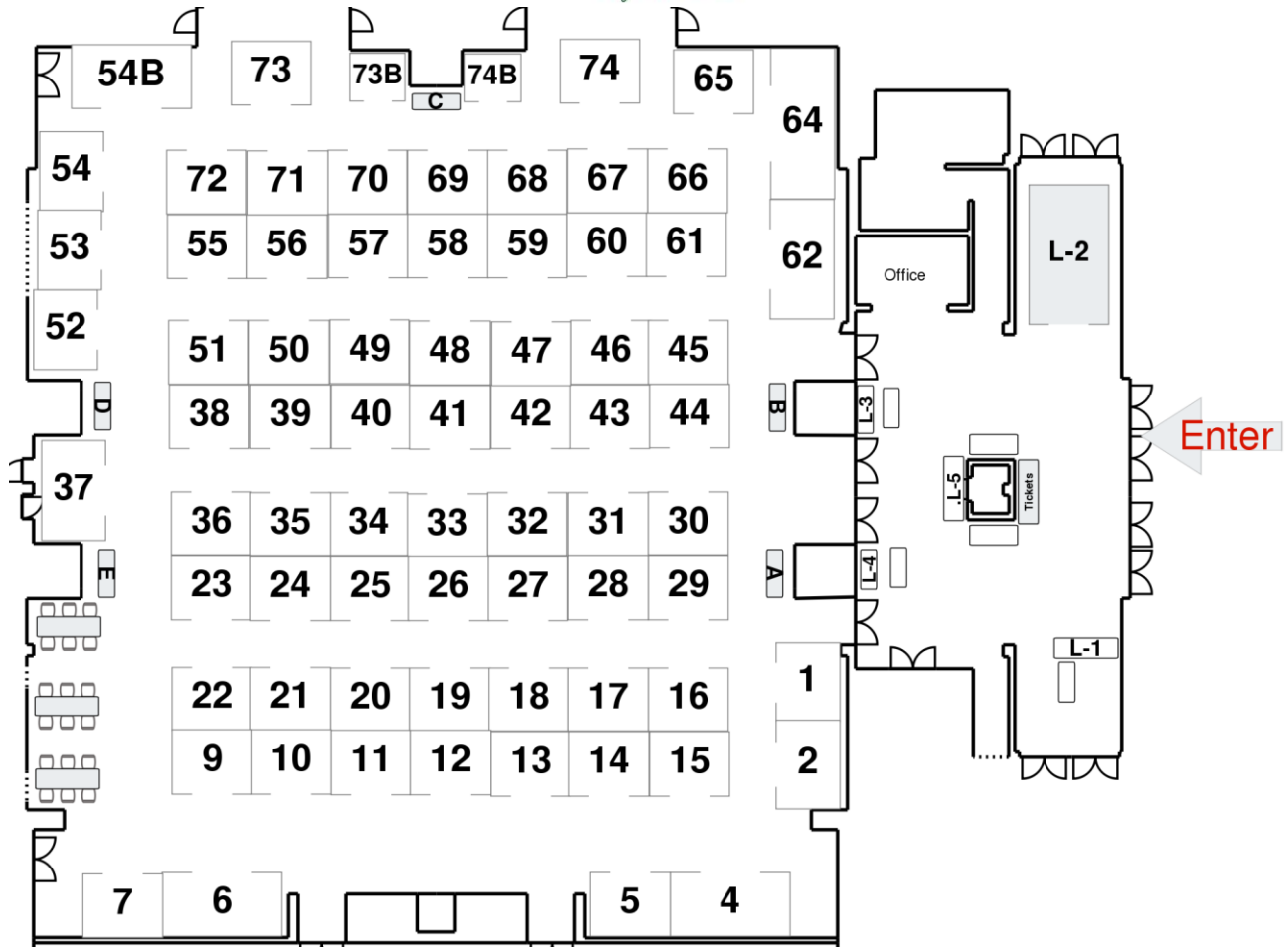
Total Payment Included \$ _____ Method: Check _____ M/C _____ Visa _____

Credit Card # _____ Expiration Date: _____ Auth. Code _____

Signature: _____

MAIL OR FAX FORM & PAYMENT TO:

Crystal Coast Civic Center ● PO Box 680, Morehead City, North Carolina 28557
252-247-5386 Fax



2020 Coastal Home & Garden Booth Information

Booth Space:

\$400 Standard Booth (8'd x 10'w)

\$450 Corner Booth

(1,9,15,16,22,23,29,30,36,38,44,45,51,55,61,62,65,66,72,73,74)

\$550 Oversized Booth (8'd x 15'w)

(4,6,37,54B,62,64)

\$250 Small Advertising Space (4'd x 6'w) A, B, C, D, E, F, G & H

\$550 Oversized Lobby Booth (10'd x 15'w)

\$350 Small Lobby Booth (8'd x 6'w)

Outside Booths are available: Rain or Shine/ No Electric /call office for price

Extras:

\$25 Electrical Outlet

\$40 Table Covers

\$50 Water Hook-Up

\$50 Banners from Balcony

\$15 Additional 8ft. Table

End booths may vary in size based on exhibit set up

Please submit your contract with payment to secure your booth.

Deposit is non-refundable after February 1, 2020



RULES GOVERNING THE SHOW

(Please Read Carefully - rules apply to all contracts)

1. **BOOTH SPACE:** A majority of vendor spaces are 8foot deep X 10foot wide, consisting of an 8 foot tall fireproof fabric backdrop and 3 foot fabric side rail dividers. Height is restricted to 8' back and 4' aisle. Exceptions must be approved by the Civic Center office prior to the show. Any unfinished backdrops must be covered. All products must be contained within the booth space. Decorations must be fireproof and must not attach to the booth fabric. Nothing will be permitted to project into the aisles. Booth price includes: White pipe and drape fabric, one 8 foot table (chairs available upon request), business identification signage. Additional tables, electricity, linen rental, etc. can be provided for an additional fee but must be requested when submitting contract. Equipment requests made on day of set up may not be available.
2. **LIMITATION OF LIABILITY:** The Exhibitor agrees to make no claim for any reason whatsoever against the Crystal Coast Civic Center and its sponsors; for loss, theft, damage or destruction of goods or property; nor for any injury to himself or employees while in the show. Exhibitor agrees to indemnify the Coastal Home & Garden Show and its sponsors against and hold them harmless for any claim.
3. **SELLING POLICY:** Selling products and goods pertaining to exhibitor's business is allowed within your booth space only. Raffles are prohibited.
4. **SECURITY:** One guard will be on duty overnight on Saturday to secure the building at no expense to the Exhibitor; however, Crystal Coast Civic Center will not be responsible for any loss or damage suffered by any exhibitor or its employees or guests from any act of theft, vandalism or accidental injury.
5. **EXHIBITS** -All exhibits must remain open and manned during the following show hours: Saturday, March 7: 9am-4:00pm, Sunday, March 8: 11:00am-3:00pm. No exhibits may be dismantled before 3:00pm on Sunday without prior approval of show manager.
6. **BREAK DOWN:** All exhibits/equipment/etc. must vacant the building Sunday, March 8th between 3:00pm-7:00pm.
7. **EXHIBITORS NAME BADGES:** All exhibitors will be given two name badges with their business name displayed. Please wear the badge when entering the building and during the show.
8. **LOCATION OF EXHIBITS:** The Show manager reserves the right to alter locations as shown on official floor plan and change the overall size of the floor plan if deemed advisable.
9. **MAXIMUM BOOTH SPACE PER VENDOR:** In order to attract a variety of businesses to the Coastal Home & Garden Show within the limited amount of space, returning exhibitors are limited to the number of spaces rented in 2019. Any new vendor will be limited to a maximum of two booth spaces.
10. **GIVE-AWAYS:** Vendors are encouraged to attract potential customers through drawings, giveaways, door prizes, etc. The staff of the Civic Center will not provide registration forms nor be responsible for collecting entrees. Any prize given by a vendor must be coordinated directly at the booth. At the discretion of event management, occasional announcements can be made over the house speaker announcing winners of door prize drawings.



Editorial Opportunity

Once again Carteret County News Times is the media sponsor for the Coastal Home & Garden Show. We are very fortunate to have their support as they are offering a limited amount of space for a free editorial about your business. Editorials will be included in the Home Show tabloid which is distributed in the Wednesday edition prior to the show.

In order to be included in this free offer, prepare a description of your business in **MICROSOFT WORD format, 200 words or less.** Email the information to Kim Mosley at the Carteret County News Times no later than **February 7, 2020.** Please note, the deadline for submission of editorials is firm per the News Times request. This is not an ad; this is a description of your business, service or merchandise.

A sales representative from the Carteret County News Times may call on you to purchase an ad; but whether you purchase an ad or not; this offer for an editorial is free of charge.

This is a great opportunity Carteret County News Times offers our exhibitors; do not let it pass you by.

Email to: kim@thenewstimes.com

Kim Moseley
Advertising Manager
The Carteret County News-Times
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