



We are pleased to invite you to participate in the **35th Annual Coastal Home & Garden Show** hosted by the Crystal Coast Civic Center in Morehead City. The show is the first weekend in March - **Saturday March 4 & Sunday March 5, 2023**. Request for booths will be considered, however show management reserves the right to make changes if necessary to make the show a success.

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.

As we all know, business is booming in Carteret County so this show will be a huge success. Come enjoy a weekend of meeting potential new customers and promoting 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 3, 2023 – Exhibitor Set-up

9:00am – 7:00pm

Saturday, March 4, 2023

8:00am – Doors open to vendors

10:00am – 3:00pm – Show Hours

Sunday, March 5, 2023

9:00am – Doors open to vendors

10:00am – 3:00pm – Show Hours

3:00pm-6:00pm – Exhibitor Move-out

(Everything must be moved out on Sunday)

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 _____

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

2023 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. **Please submit your contract with full payment by JAN. 27, 2023 to secure your booth.** Confirmation of booth location will be determined closer to the show date. Payment is non-refundable.

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

_____ Standard Booth (8X10)	\$300.00 (1 8ft table)	\$ _____
_____ Corner Booth	\$325.00	\$ _____
_____ Oversized Booth (8X15)	\$450.00 (1 8ft table)	\$ _____
_____ Outside Spaces vary (\$200-\$500), please call the office for price		\$ _____
No Electricity for outdoor spaces (Rain or Shine)		

Extras:

_____ Electrical Outlet	\$30.00 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 Full Payment IS REQUIRED FOR BOOTH PLACEMENT

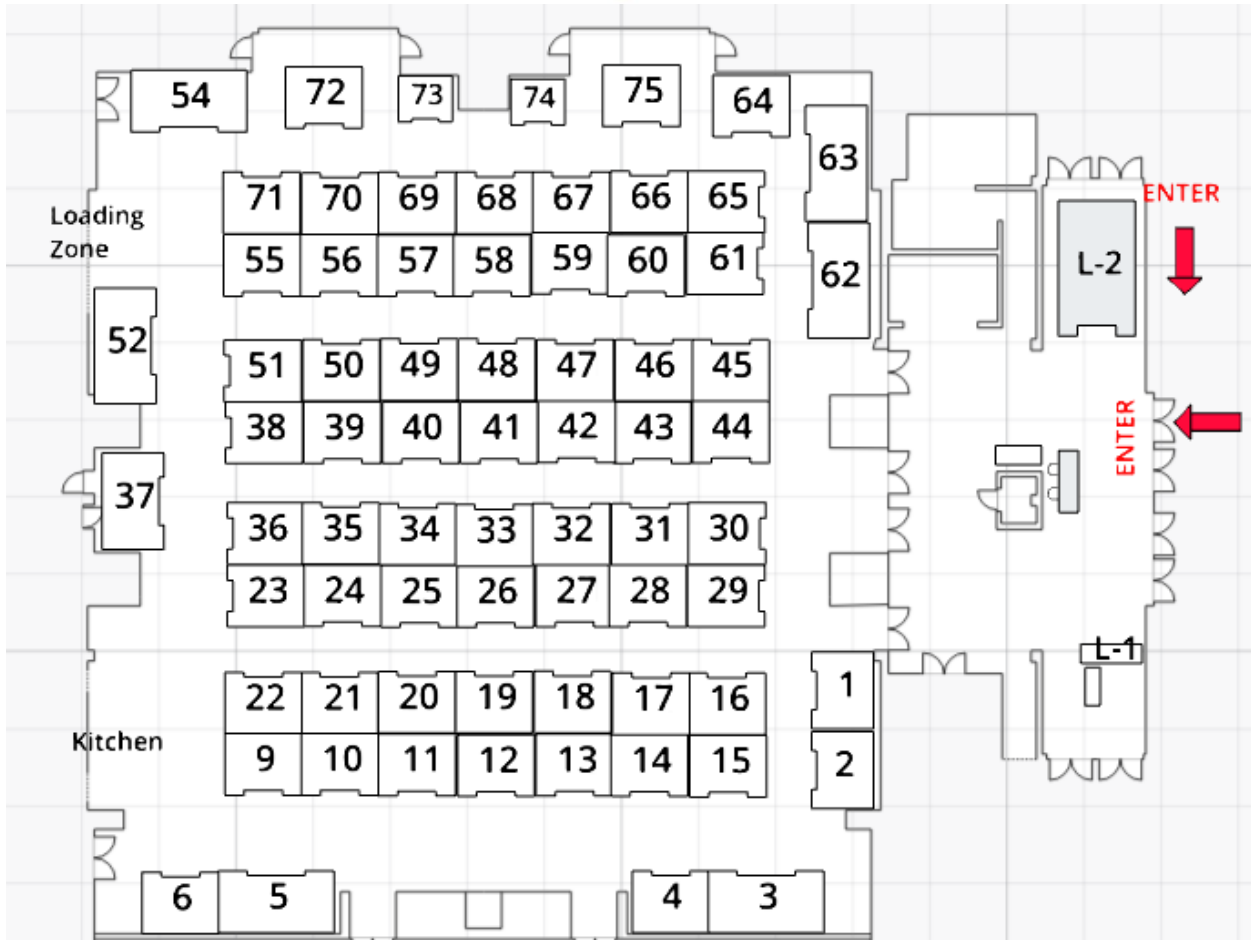
Total Payment Included \$ _____ Check included _____

Signature: _____ Amount: _____

*To pay with a credit card, please email or fax the application and call the office with your credit card information

MAIL, EMAIL, OR FAX FORM & PAYMENT TO:

Crystal Coast Civic Center • PO Box 680, Morehead City, North Carolina 28557 • 252.247.3883 • 252-247-5386 Fax
EMAIL TO: ginac@carteretcountync.gov



2022 Coastal Home & Garden Booth Information

Booth Space:

\$300 Standard Booth (8'd x 10'w)

\$325 Corner Booth

(9,15,16,22,23,29,30,36,38,44,45,51,55,61,65,71)

\$450 Oversized Booth (8'd x 15'w)

(3,5,37,52,54,62,63)

Extras:

\$30 Electrical Outlet

\$40 Table Covers

\$50 Water Hook-Up

\$50 Banners from Balcony

\$15 Additional 8ft. Table

Outside Booths are available: Rain or Shine/ No Electric /call office for price (\$200-\$500)

End booths may vary in size based on exhibit set up

Please submit your contract with full payment to secure your booth.



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. EXHIBITS:** All exhibits must remain open and manned during the following show hours: Saturday, March 4: 10am-3:00pm, Sunday, March 5: 10:00am-3:00pm. No exhibits may be dismantled before 3:00pm on Sunday without prior approval of show manager.
- 5. BREAK DOWN:** Sunday, March 5 between 3pm-6:00pm.
- 6. EXHIBITORS:** All exhibitors need to provide their own nametags. Please wear the badge when entering the building and during the show.
- 7. 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.
- 8. 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, vendors will be limited to a maximum of two booth spaces.
- 9. 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 Duris at the Carteret County News Times no later than **Feb. 10, 2023.** 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 Duris
The Carteret County News-Times
Tideland News
5039 Executive Dr. Suite
PO Box 1679, MHC, NC 28557
[252-726-7081](tel:252-726-7081) ext. 234

****if you're looking to be a vendor in the show – call the Civic Center****