



TO: 2009 WSAZ HOME & GARDEN SHOW PARTICIPANTS

FROM: Cindy Johnson, WSAZ

RE: 2009 WSAZ HOME & GARDEN SHOW

The 2009 WSAZ HOME & GARDEN SHOW is scheduled for March 13th, 14th and 15th, 2009.

The following pages should be enclosed:

- HOME & GARDEN SHOW Rules & Regulations
- HOME & GARDEN SHOW Rate Sheet
- HOME & GARDEN SHOW Application and Reservation form – **return with deposit**

If any of the above-mentioned forms are missing, please contact me immediately so that I may provide the necessary information. For existing WSAZ advertising clients your account must be in good standing (30 days or less) 14 days prior to the set-up date for the 2009 event.

We can only accept payment in the form of cash, check or money order. We cannot accept credit card payments! Please do not mail cash...call me to make arrangements.

EARLY BIRD SPECIAL... Exhibitors returning their completed applications along with a \$100 deposit by **July 31, 2008** will be guaranteed space for the 2009 show. All applications accepted **BEFORE July 31st** will be subject to the Early Bird Rates on the accompanying rate sheet. All applications accepted **AFTER July 31st** (must be post marked by July 31st) will be subject to the regular 2009 Home & Garden Show rates on the accompanying rate sheet.

Wireless internet access is now available inside the Big Sandy Superstore Arena at no charge. If you require hardwired broadband connections or a telephone line for secure credit card transactions there is an additional fee as listed on the attached rate sheet.

PLEASE NOTE...you will **NOT** receive a second application packet before the EARLY BIRD DEADLINE. A second mailing will be compiled after the EARLY BIRD DEADLINE has expired and rates **WILL** ...and rates will be according to the 2009 rate schedule on the accompanying sheet. Therefore, if you choose not to make application prior to the **July 31st** deadline, WSAZ will not be able to guarantee your location.

Be reminded that booth assignments will be made at WSAZ's discretion. Booths are assigned on a first-come-first-served basis. However, every effort will be made to accommodate special requests, **if indicated on your application.**

If you have any other questions, feel free to contact Cindy Johnson @ 304.690.3014 or send me an email - cindy.johnson@wsaz.com

\$100 DEPOSIT DUE BY JULY 31, 2008
ALL FINAL PAYMENTS MUST BE
RECEIVED BY DECEMBER 31, 2008

2009 WSAZ HOME & GARDEN SHOW RULES & REGULATIONS

- Special rules apply to Food Exhibitors. No food or beverage that competes with the Big Sandy Superstore Arena.
- Concessions will be permitted. Acceptance of food exhibitors will be at the sole discretion of the Big Sandy Superstore Arena.
- **CITY OF HUNTINGTON MUNICIPAL BUSINESS LICENSE** *Exhibitors may be required to have a municipal business license in the city of Huntington.* If you do not have a license or have a question regarding the license, contact Monica Hornbuckle at 304-696-5969. The cost of the license is \$5.00. A representative from that department will also be at the show on Friday.
- Exhibitors are responsible for providing duplicate sales books or register tapes of total sales for payment of taxes. **West Virginia State sales tax is 6%.**
- Exhibitors are required to provide WSAZ with a Certificate of Insurance naming Gray Television Group, Inc. and WSAZ – TV as additional insured. Please submit with your payment.
- Exhibitors are responsible for providing easels, extension cords or any other display equipment required. An electrical outlet will be supplied, free of charge. Please make a careful assessment of your needs. There will be **NO REFUNDS** on items or materials not used.
- Sales booths must be staffed and **REMAIN OPEN FOR ALL HOURS** of the show. Exhibitors will be responsible for the staffing of their booths as WSAZ assumes no responsibility in providing relief personnel. Early move-outs will result in disqualification into future WSAZ Home & Garden Shows.
- Booths are composed of drapes attached to aluminum poles. Thus, you may not attach anything to the sides or back of the booths. (table cloths are an additional charge, see attached rate sheet)
- Exhibitors may not advertise for other events in booth without written consent of WSAZ.
- There is **NO GUARANTEED** booth location(s). WSAZ reserves the right to rearrange or renumber the floor plan and relocate any exhibit if it appears necessary for the good of all exhibitors.
- Exhibitors may return to their booths one hour prior to general public admission each show day. **Show Hours: Friday, March 13TH 4pm - 9pm; Saturday, March 14TH 10am - 9pm; Sunday, March 15TH 12pm - 5pm (SUBJECT TO CHANGE).**
- NO helium balloons allowed.
- NO items should be pinned or taped to booth drapes. NO staples or nails in tables.
- **Move-In:** Exhibitors **MUST** move-in on Thursday, March 12th, 2009 from 8:00am to 8:00pm. **NO** vehicles permitted in the arena. All booths should be completed and ready for open of business by 4:00pm on Friday March 13th, 2009.
- **Move-Out:** All exhibitors **MUST** be completely removed from the building by 10:00PM on Sunday, March 15th, 2009.
- Aisle space **MUST** remain clear. No person may use space in passageways or non-allocated areas. Please be considerate of your fellow exhibitors by complying with this policy.
- WSAZ reserves the right to eject any exhibitor whose product(s) are misrepresented. Misrepresentations will result in the forfeiture of booth rental.
- Solicitation of materials will **NOT** be permitted without written permission of WSAZ.

NO REFUNDS will be issued once your application has been processed.



2009 WSAZ HOME & GARDEN SHOW BOOTH RATES

A standard 10' x 10' booth includes: 8' table, 8' backdrop drapery, 3' draped side rails, 2 chairs, exhibitor listing, 6 complimentary tickets and one 110v outlet

STANDARD BOOTH SIZES

SIZE	RATE	
	UNTIL 7/31/08	AFTER 7/31/08
Single 10 x 10	\$500	\$525
Double 20 x 10	\$775	\$815
Triple 30 x 10	\$975	\$1,025

OPEN SPACE *

SIZE	RATE	
	UNTIL 7/31/08	AFTER 7/31/08
20 X 20	\$1,260	\$1,323
20 X 30	\$1,825	\$1,916
20 X 40	\$2,350	\$2,450
20 X 50	\$2,835	\$2,850
20 X 60	\$3,370	\$3,390
20 X 70	\$3,675	\$3,675

*Does NOT INCLUDE backdrop and side rails. Limited availability on open space, first come, first served.

ADDITIONAL ITEMS

Tablecloth/skirt set	\$15.00/ea
Peg Board(s)	\$5.00/ea
EXTRA Table(s)	\$8.00/ea
EXTRA 110v outlet	\$20.00/ea
208v outlet	\$40.00/ea
(max. 40 amps, ea. add'l amp. \$1.00)	
Credit card telco line	\$100.00
Broadband internet access*	\$100.00
RV Space**	\$25.00/per day

(1) 8' table, (2) chairs and (1) 110V outlet are included with booth

*ONLY IF you require a secure line – otherwise, wireless connection is free

**RV Space includes water & electric connection plus tax

2009 WSAZ HOME & GARDEN SHOW APPLICATION & RESERVATION

I hereby apply for acceptance into the 2009 WSAZ HOME & GARDEN SHOW. I understand the event will be held on March 13th, 14th and 15th, 2009. I have read and fully understand the rules and regulations pertaining to this show and shall abide by them. **Signature:** _____

*** PLEASE PRINT CLEARLY ***

CONTACT NAME: _____

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP _____

TELEPHONE: _____ FAX: _____

ALT. TELEPHONE: _____ E-MAIL ADDRESS: _____

BUSINESS TYPE: _____

WEBSITE URL http://_____

Check Booth Size	OR	Open Space	Sub-Total
<input type="checkbox"/> Single 10 x 10 \$500	<input type="checkbox"/> 20 x 20 \$1,260	<input type="checkbox"/> 20 x 50 \$2,835	
<input type="checkbox"/> Double 10 x 20 \$775	<input type="checkbox"/> 20 x 30 \$1,825	<input type="checkbox"/> 20 x 60 \$3,370	
<input type="checkbox"/> Triple 10 x 30 \$975	<input type="checkbox"/> 20 x 40 \$2,350	<input type="checkbox"/> 20 x 70 \$3,675	\$ _____
Additional Items	Cost	# needed	
Peg Board	\$5.00/each	<input type="text"/>	\$ _____
EXTRA Table*	\$8.00/each	<input type="text"/>	\$ _____
Tablecloth/skirt set	\$15.00/per set	<input type="text"/>	\$ _____
EXTRA 110v outlet*	\$20.00/each	<input type="text"/>	\$ _____
208v outlet (max 40 amps. Add'l amp. \$1.00)	\$40.00/each	<input type="text"/>	\$ _____
Credit Card Telco line	\$100.00	<input type="text"/>	\$ _____
Broadband Internet Access	\$100.00	<input type="text"/>	\$ _____
RV space**	\$25.00/day	<input type="text"/>	\$ _____
			Sub-Total \$ _____
			Less Deposit \$ _____
			Balance Due \$ _____

*(1) 8' table, (2) chairs and (1) 110V outlet are included with booth

**RV Space includes water & electric connection plus tax

\$100 deposit due no later than and must be postmarked by July 31st, 2008
This application/reservation form is not valid after July 31st, 2008

PLEASE REMIT PAYMENT TO:
WSAZ Attn: Cindy Johnson 645 5th Avenue Huntington, WV 25701