

Manufacturers Booth Application

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ALL ABOVE PAGES CAN BE FOUND ON THE WEBSITE
WWW.EORA.ORG

EXHIBITORS MUST ABIDE BY ALL EORA EVENT RULES

BOOTH SPACE IS ASSIGNED ON A FIRST COME FIRST SERVE
BASIS ~ THERE IS NO DUE DATE



WINTER 2012 EORA MANUFACTURERS BOOTH APPLICATION

Company Name: _____

Contact Name: _____ Web Site: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone and Fax: _____ E-mail: _____

Person(s) attending show (if different from above): _____

EXHIBITOR'S SHOW FEES:

\$920.00 Per show.

\$460.00 Per Booth

\$50.00 Per Auxiliary Booth Space (Boats and Tents Only)

\$350.00 Additional Personal Per Show (**Anyone beyond one person**)

**PLEASE RETURN AS SOON AS POSSIBLE
BOOTHS ARE ON A FIRST COME BASIS**

Principal Booth Space : Each booth is \$460.00. Booth size varies per location. Manufacturers are limited to no more than six (6) booths per show. If regional limitations have been established, that will take preescence over the six booth ruling. Indicate the number of booth(s) applying for based on availability.

Auxiliary Booth Space: Space available for tent and boat display only. Exhibitor must have primary space before acquiring auxiliary space. Auxiliary Booth space is subject to regional limitations on quantity.

All SHOW FEES ARE TO BE ENCLOSED WITH THIS FORM

<u># of</u>	<u>X</u>	<u>fee</u>	<u>Total</u>	<u>Item Description</u>
	X	\$920		Manufacturer SHOW FEE (per show)
	X	\$460		Southeast Booth Fee 10x10 at Carolina First Center in Greenville, SC
	X	\$50		10x10 for boats & tents only
	X	\$350		Fees allow for one (1) person to work the show, any additional individual from the company pays a \$350.00 fee per show.
Total Enclosed:				

EORA accepts Check, Visa, Master Card, American Express

Credit Card #: _____ Exp Date: _____

It is EORA policy, to prohibit any non-member in to the show if they are exhibiting a branded product that is already being exhibited by an EORA members.

I agree to abide by EORA Event Rules and Regulations. (enclosed)

X _____

Signature & Date



MARKET INFORMATION

SOUTHEAST FEBRUARY 2012
TD CONVENTION CENTER
GREENVILLE, SC

SET-UP:	Saturday, Feb. 4	8:00 a.m. to 8:00 p.m.
SHOW DAYS:	Sunday, Feb. 5	9:00 a.m. To 6:00 p.m.
	Monday, Feb. 6	9:00 a.m. To 6:00 p.m.
	Tuesday, Feb. 7	9:00 a.m. To 5:00 p.m.
BREAK DOWN:	Tuesday, Feb. 7	5:00 p.m. – 10:00 P.M.

PRE-SHOW APPOINTMENTS: Plan on meeting your early appointment in the lobby area as retailers do not have general access to the hall prior to 9:00 a.m. This will guarantee your entrance into Exhibit Hall "1".

FORMAT: Each booth will be a 10X10 space with an **8' back drape** and **3' side panels**. Included with each booth will be ONE (1) 6' draped table, THREE (3) folding chairs, ONE (1) - wastebasket, ONE (1) - 7" X 44" white with black letters ID sign. IF YOU REQUIRE additional tables, carpet, grid wall, etc. contact Bret Phillips with Hollins Expo Service at 864-216-1155 or bphillips@hollins-expo.com or sburton@hollins-expo.com in advance. For any Custom Booth drape configurations contact the EORA office. We are exhibiting in hall "1".

If you are found in possession of more than the above listed quantity of tables and chairs or fail to notify the EORA office about requiring a Custom Booth drape configuration (see Booth Application for definition), Geo. Fern Co. has the right to charge you at show prices, which are substantially more than pre-show prices.

Hollins Expo Services: You will be receiving an email from Hollins Exposition Services November 1st with advance exhibitor kit pricing. Take advantage of **advance pricing** on booth carpet, additional drapes, extra tables, chairs, grid wall, etc. Hollins personnel will be available at the TD Convention Center on set-up day to assist you with last minute service. **Booths do NOT come with carpet.**

SET-UP: 8:00 am to 8:00 p.m. Saturday Feb 4, 2012. You have **Twelve (12)** hours to set up your booth, please plan accordingly. **If it's necessary for you to set-up past the 8pm close, you will incur an additional fee to cover the expense of security.**

BOOTH AWNING / CANOPY: For those of you using Awning / Canopy etc. for part of your booth display, you must supply a Flame Spread Certificate from the manufacture with your booth application. Due to City of Greenville's Fire Marshals regulations, EORA will be required to have a permit for these air structures.

COOKING: For those of you providing nourishment to the show attendees, EORA will need to secure a permit from the City of Greenville's Fire Marshall. If you plan to use L.P. Gas, the tank has to be 5 lbs. or less. Due to the contract with the Carolina First Center all exhibitors preparing food samples are required to fill out the Food & Beverage Sample Request, form which is available on the Carolina First website..

VEHICLE APART OF DISPLAY: If you would like to use a vehicle in your auxiliary or primary booth space as part of your display (ex: roof rack display) please notify the EORA office ASAP. You must abide by Fire Marshall Regulations and depending on booth space might need to arrive extra early to drop off. Here are the regulations:

1. Tank can only be ¼ tank full.
2. Car Battery must be disconnected.
3. Gas cap must secured, locked or covered with tape.

ELECTRICAL: Forms from the Carolina First Center are enclosed. Electrical drop come in 20 amp increments, pay in advance and avoid additional "Floor Rate" charges. NEW, if your booth space changes locations on set-up day, you will be charged a fee for transfer of electrical service. You must also return forms TO Carolina First Ctr.

*******Return the Electrical form to the TD Convention Center.*******

SECURITY: There will be evening security in the hall. However, you should take precautionary steps and use good judgment with your samples as personnel will be cleaning the exhibit area following show hours and personnel with the concession stands will be in the hall early every morning.

BOOTH BREAK DOWN - If you remove a Display, Boat or Merchandise, etc. *DURING* show hours it is considered breaking down early for which there is a **\$200.00 fine**. If you have made arrangements with a retailer to pick up a Display, Boat or Merchandise, please do this after show hours or before the show begins, otherwise you may be paying the \$200.00 fine.

BANNERS: If you hang banners or any other items on the wall, you are responsible for any damage determined by the Carolina First Center. All assessments will be passed on to the appropriate Rep.

UPS / FED EX SHIPMENTS: Starting Friday, February 3 2012, the TD Convention Center will accept UPS / Fed Ex - type shipments. Please have your Company ship to: **Carolina First Center / EORA, ATTN: Your name DOCK 3 One Exposition Dr., Greenville, SC 29607**

Geo. E. Fern will be handling all UPS and Fed Ex shipment that will arrive for EORA exhibitors. A charge of \$5.00 per box for all small packages will be charged and payable to Geo. E. Fern if you have product arriving on a common carrier that will have to be routed through Fern Co. those fees are stated in the exhibitor service kit from Geo. E. Fern. Co.

--- **If your packages arrive too early they will be refused.**

DEALER RECEPTION: The EORA will host the dealer reception Monday, Feb. 6 at 6:15 p.m. We will be hosting the reception in the pre-function lobby area.

The Dealer work area will be located in the Santee Room.

HOST LODGING FACILITIES:

<u>Phoenix Greenville's Inn</u> 246 N. Pleasantburg Dr Greenville 864-233-4651	Rate: \$75.00 Exp: 1-20
<u>Clairon Inn</u> 50 Orchard Park Dr. Greenville 864-254-6383	Rate: \$60:00
<u>Hampton Inn</u> 246 Congraee Rd. Greenville 864-288-1200	Rate: \$75.00 Expires 1-13
Hyatt Place 40 W. Orchard Park Dr. Greenville 864-492-8847	Rate: \$89.00
<u>Sleep Inn TD Convention Center</u> 231 Pleasantburg Dr Greenville 864-240-2006	Rate: \$75.00 Exp 1-20
<u>The Weston Poinsett</u> 120 S. Main Street Greenville 864-421-9700	Rate: \$109.00 Exp 1-13

ALTERNATIVE ACCOMMODATIONS:

Embassy Suites 864-676-9090 • Greenville Hilton 864-232-4747 • Holiday Inn 864-277-8921 • Hyatt Regency 864-235-1234 • Marriott Hotel 864-297-0300 • Microtel Inn & Suites 864-297-3811

Eastern Outdoor Reps Association
 February 5 - 7, 2012
 TD Convention Center-Hall 1
 Greenville, South Carolina

Hollins Exposition Services
 PO Box 49837
 121 N. Chimney Rock Rd.
 Greensboro, NC 27409
 Tel: 336-853-7400
 Fax: 336-853-7401
 Email: hollins@hollinsexposition.com
 Brad Phillips
 Preliminary Version
 8/30/2011



Electrical Services Advance Order Form

TD Convention Center
 One Exposition Drive Greenville, South Carolina 29607
 Phone:(864) 255-5875 Fax:(864) 255-8615

Name of Show _____ Booth Number(s) _____

Exhibiting Firm _____ Date(s) of Show _____
(Service dates are same as show dates)

Street Address _____ City/State _____ Zip Code _____

Contact _____ Telephone No _____

E-Mail Address _____ Fax No _____

(For order confirmation notification)

Payment must accompany order

VCODE: code on front or back of the card.
 AMEX, Discover, MasterCard, and VISA accepted.

Credit Card # _____ Expiration Date _____

Name as Appears on Card _____ Authorizing Signature _____

CANNOT PROCESS WITHOUT A SIGNATURE

120 VOLT RECEPTACLE SCHEDULE			
<small>(20 Amp plug provided; power strip or splitter NOT provided)</small>			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 65.00		\$

ELECTRICAL MOTOR/SERVICE EQUIPMENT HOOKUP			
<small>(For direct tie-in only. NO receptacles provided.)</small>			
<small>Labor for electrical work on equipment including repairs, tracing malfunctions and hook-ups will be provided by TD Convention Center Electricians at a rate of \$60/hr.</small>			

120 Volt			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 133.00		\$
40 Amps	\$ 155.00		\$
60 Amps	\$ 185.00		\$
80 Amps	\$ 225.00		\$
100 Amps	\$ 265.00		\$

208 Volt Single Phase			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 165.00		\$
40 Amps	\$ 195.00		\$
60 Amps	\$ 235.00		\$
80 Amps	\$ 345.00		\$
100 Amps	\$ 365.00		\$

208 Volt Three Phase			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 225.00		\$
40 Amps	\$ 285.00		\$
60 Amps	\$ 405.00		\$
80 Amps	\$ 515.00		\$
100 Amps	\$ 635.00		\$

* Orders received less than 5 business days prior to the first move-in day will be charged at a higher, on-site order rate.

TOTAL CHARGES \$ _____

Attach a floor plan for more specific installation

Location of power line

also # _____

Any work not covered under the unit price schedule will be done on a time & material basis.
 One hour minimum is required for such work.

SPECIAL POWER REQUIREMENTS AND MISCELLANEOUS ITEMS -
Please list any special connections/materials required.

Rates for higher voltage connections available upon request.
 Revised June 2011. See Reverse Side for Terms and Conditions.



EORA Event Rules and Regulations

July 2009

Definitions

- 1.1 An EORA event is any planned interaction between members of the EORA organization and any member of any retail establishment or the general public.
- 1.2 Primary Booth Space is that area made up of individual unit spaces assigned to an EORA member/exhibitor within the main exhibit area.
- 1.3 Auxiliary Booth Space is that area made up of individual unit spaces assigned to an EORA member/exhibitor within the entire area but separate from Primary Booth Space and designated for use as a display space for larger items such as boats and tents.
- 1.4 Unit space is the area that is the result of the equally divided space represented within a particular facility. Unit space rental rates shall be based on the square foot rate of that facility.
- 1.5 Event Period is that time frame and/or hours as published or indicated to participants that such participants may engage in business activities under the sanction of EORA.

Event Guidelines

- 2.1 EORA Show Rules and Regulations apply to all EORA Sanctioned events. Every individual participating in such a sanctioned event will abide by those rules and any regulations indicated or posted by facility associated with such events.
- 2.2 Each exhibit and/or booth must remain fully assembled with all contents on display, and be manned by an EORA Member/exhibitor for the full event period.
- 2.3 All Exhibit and/or Primary Booth Space will be open during published or indicated event period only, unless prior arrangements are made with the EORA event management.
- 2.4 No EORA member shall be allowed to display or review any product or information outside of an EORA sanctioned event during that event period. All such product and information presentations shall take place at the assigned Primary or Auxiliary booth space within the facility and parameters of the EORA event. No Company or EORA member sponsored functions shall be allowed inside or outside of any EORA sanctioned event during that event period.
- 2.5 The only exception to Rule 2.4 will be; an occasion where an EORA member is attending another sanctioned event/show of another organization of which they are a current member.
- 2.6 There will be no, solicitation or congregating or any other selling activities conducted by an EORA member outside of the members assigned Primary or Auxiliary Booth Space during event period.
- 2.7 Vehicles may be used as props in a Booth space during any event period. Member/exhibitor are required to rent enough assigned booth space to accommodate the entire vehicle. Members must abide by Fire Marshal code and/or any special requirements the EORA event management requires. The EORA Regional Board will have final approval on all vehicles.
- 2.8 Alcoholic beverages are not to be consumed during show hours.
- 2.9 Tobacco products are not to be used within the exhibit area.
- 2.10 Pets are not allowed within the exhibit area, except for animals trained or required for personal assistance.
- 2.11 Children under the age of 16 are not allowed into the show. Exceptions will only be allowed for infants in backpack or child carriers.
- 2.12 Event Fees are not refundable unless notification is made in writing eight (8) weeks prior to the commencement of the event.
- 2.13 Security is not covered by Primary or Auxiliary Booth Space rental fee. Security may vary per exhibit / display area or facility.
- 2.14 EORA Members are responsible for all hotel charges, drayage fees, shipping expenses, etc. All charges shall be paid upon checkout and/or time of departure from the event facility.
- 2.15 All promotional giveaways shall be restricted to the confines of the EORA member's/exhibitors Primary or Auxiliary Booth Space.
- 2.16 The use of any type of camera in the show area is prohibited unless the consent of the exhibitor has been granted.

Member Event Space Assignment

- 3.1 Event unit space selection will be determined by member seniority number on an individual basis.

EORA PO BOX 18297 Asheville, NC 28814-0297 828.252.7956 ph 828.252.3145 fax www.eora.org

- 3.2 The maximum amount of Primary and Auxiliary event unit spaces available per member, and the use thereof, will be determined by the Regional Board of Directors and the event Management; and may be limited based on facility size. Each EORA member, selecting Unit Spaces based on their seniority must be in attendance at the event as required in section 2.2

OVER→

Subordinate Rules

- 4.1 A Subordinate Membership is a transferable membership paid for and maintained by a Regular Member and applied to a rep employed by that Regular Member.
- 4.2 Any active Regular Member may appoint a Subordinate Member in the association by notification to the executive director.
- 4.3 All Subordinate Memberships must be approved by the board of directors.
- 4.4 Subordinate Memberships are subject to the same application acceptance process, dues and fees as Regular Memberships
- 4.5 Subordinate Members are non-voting and may not sit on the EORA Board of Directors
- 4.6 All Subordinate Membership transfers must be approved by the Executive Director 45 days prior to the event.
- 4.7 A Regular Member may hold open an unassigned Subordinate Membership position by maintaining the dues.
- 4.8 Subordinate Members must abide by the bylaws rules and regulations of this organization.
- 4.9 Any Subordinate Member no longer deriving income from the Regular Member holding that subordinate membership loses that subordinate membership
- 4.10 Subordinate Memberships terminate upon termination or reassignment of the host member
- 4.11 Subordinate Memberships will NOT be assigned a seniority number.
- 4.12 Booth space for Subordinate Member will be assigned by show management.
- 4.13 Subordinate Members applying for Regular Active Membership will be assigned a seniority number as a new member.

Non-Member Event Space Assignment and Fees:

- 5.1 Non-Member exhibitors wishing to participate in an EORA sanctioned event may do so at a cost of \$400.00 per Unit Space and a fee of \$800.00 per event. The total number of Unit Spaces allowed will not exceed the maximum per member allowed as stated in Section 3.2. All non-member Unit Spaces will be assigned after those of EORA members.
- 5.2 Only one (1) person from the non-member exhibitor is entitled to attend per event. Each additional person from such exhibitor attending the show will be charged a fee of \$350.00.
- 5.3 Non-Member Not for Profit organizations wishing to participate in an EORA sanctioned event may do so at a per Unit Space cost equal to that of an EORA member, but only with the approval of the EORA Board of Directors. All non-member Unit Space will be assigned after those of EORA members.
- 5.4 Only one (1) person from the Non-Profit organizations will be entitled to attend.

Assistants and Company Personnel Fees:

- 6.1 It is the responsibility of each member to register all Assistants and Company personnel.
- 6.2 Show Assistant: \$100.00 per event. Show Assistant = Non-Traveling, Non-Company or Non-Sales Person (ie; office personnel, secretaries, spouses, models, etc.).
- 6.3 Associate Rep: \$100.00 per event. Associate Rep = Individual Non-member Reps (ie; Sales Rep, Sub Rep, Tech Rep, etc.) that are assisting an EORA member. Associate Reps may attend EORA shows for a maximum of one year and there after must join EORA to continue working EORA events.
- 6.4 Company Personnel: \$100.00 per event. Company Personnel = Anyone from a Company represented by a member. (ie; Company President, VP, Sales Manager, Customer Service personnel, etc.)

Remedies and Penalties

- 7.1 The Vice President of the Region and/or appointed Board Member will have "final say" in any discrepancies or interpretations of the EORA Event Rules & Regulations.
- 7.2 Any complaints of infraction or non-compliance to EORA Event Rules & Regulations must be directed to the Board of Directors or event management in writing, within 24 hours.
- 7.3 The fee for all returned checks will be \$50.00.
- 7.4 1st Offense: \$200.00 and loss of seniority for one year
- 7.5 Subsequent Offense: \$500.00 plus additional disciplinary action as specified by the Board of Directors including potential expulsion from the organization.
- 7.6 Applications for Primary Booth selection will not be processed until all outstanding fees and/or fines are paid.

