



Dear Exhibitor,

Thank you for your participation in the **BEER, BOURBON & BBQ FESTIVAL**. This Exhibitor Show Manual contains vital show information, order forms you will need for show services and guidelines designed to increase the value of your consumer show experience.

CRITICAL INFORMATION

Location:

- Richmond Raceway Complex
Henrico Hall
600 E Laburnum Ave
Richmond, VA 23222

Show Contacts:

- Office: 443-759-5388
- Jess Carter: 410-804-4769 **effective starting 11/21**
- Katie Sherman: 443-745-9147 **effective starting 11/21**
- AJ Ekas: 410-299-7812 (Logistics) **effective starting 11/21**

Show Hours:

- Saturday, November 21st - Session 1 VIP: 11am-3pm, Session 1 General Admission: noon-3pm; Session 2 General Admission: 4-7pm

Move-In Dates & Times:

- Friday, November 20th - 10AM-3PM
- Saturday, November 21st - 8am – 10am

Move Out Date & Times:

- Saturday, November 21st - 7:01PM – 11PM

Important Notes

- This is an indoor event.
- All booths include pipe and drape
- Richmond Raceway Complex is a Coca-Cola venue so all vendors must sell Coca-Cola products.
- Each distillery/brewery booth is provided with a 6ft table, black linen, staffer to pour, rinse pitcher, spill bucket, signage and sign holder
- All Food vendors, or those providing samples of food items must file all necessary health department regulations.
- No vendor may bring or give away yard sticks as part of their promotions.

Rules & Regulations

EXHIBITOR BADGES

- Badges will be issued at the “Exhibitor Registration” table at the entrance.
- Each exhibitor will be allotted badges for their booth staff.
- The Management may refuse at its sole discretion to issue badges to any person(s) whose presence the Management deems not to be in the best interest of the show.
- Each vendor will receive two (2) complimentary pilsners. Additional pilsners can be purchased for a discounted fee of \$20. This does not include food.
- If you would like to purchase tickets for your staff in advance you may email katie@drinkeatrelax.com up until the Wednesday before the show. Give her your exhibitor name and she will honor the Exhibitor prices for you in advance. After Wednesday you will need to purchase them onsite.
- Please remember ALL of your employees will be carded at the event. If they are not of age, they will not be drinking alcohol.

OBSTRUCTION OF AISLES OR BOOTHS

- All aisle space belongs to the show.
- NO exhibit or advertising will be permitted to extend beyond space allocated to exhibitors.
- Any demonstrations, activities or displays that result in the obstruction of aisles or prevents ready access to neighboring booths may be suspended or removed by Management.

BOOTH PAYMENTS

- All booth fees must be paid in full prior to the show date or set up will be suspended.

SECURITY

- The show will have onsite and overnight security. If any issues arise which require immediate assistance, please notify the closest supervisor in your area. If you cannot find a representative close by, visit the show registration desk and office located at the only entrance of the event and a staff member will be there to assist you.

REMOVAL OF EXHIBITS

- Under no circumstances will the Management permit the removal of any portion of an exhibit during the show hours.

SALES TAX

- The sales tax on retail items being sold at this event is 5.3%. As a company selling items in the state of Virginia you should be charging sales tax and then forwarding the money to the State of Virginia.

ICE

- Ice will be available onsite to purchase. Show Management accepts CASH ONLY for ice.

LIABILITY

Drink Eat Relax Events and the Richmond Raceway Complex will NOT be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. The exhibitor assumes full responsibility and liability resulting directly or indirectly, or jointly, from other causes that arise because of the actions or omissions of its agents, employees or independent contractors, whether acting with or without the scope of their authority. **NOTE:** All exhibitors are responsible for their physical well-being. Please be careful during set-up, tear-down and during the event. Be aware of your surroundings.

- We suggest that each vendor be covered under a General Liability Insurance plan for each event, or an overall one for the year. If you do not already have a plan you may purchase one for the day here:
[https://www.totaleventinsurance.com/app/Customer/CustomerLogin.aspx?bid=iFeyhlyfBeo\\$](https://www.totaleventinsurance.com/app/Customer/CustomerLogin.aspx?bid=iFeyhlyfBeo$)
- For each event, please have the Drink Eat Relax Events, Spirit of Hope, and Richmond Raceway Complex listed as additionally insured.

AMENDMENT TO RULES

- Any matter not specifically covered by the preceding rules shall be subject solely to the discretion of Drink Eat Relax Events.
1. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceiling, walls, painted surfaces or columns, show tents or stages.
 2. No holes may be drilled, cored or punched in any show property, including the asphalt.
 3. No adhesive backed (stick on) decals or similar items may be distributed or used on show facilities.
 4. Parking in loading dock and service drives, except for loading and unloading, is prohibited. Violators will be towed at their own expense and risk.
 5. All freight and exhibit materials must enter the building through the designated entrances.
 6. All fire, safety and building regulations must be strictly followed. Particular attention should be paid to the prohibition against propane, acetylene and other flammable materials.
 7. Exhibitors are responsible for the removal of all materials at the conclusion of the show.
 8. Exhibitor shall obtain all permits and licenses, shall comply with all of the requirements and shall pay all taxes, fees and charges prescribed by federal, state, and local laws, ordinances, and regulations.
 9. Exhibitors are strictly prohibited from serving alcohol or alcoholic paraphernalia to minors. All such sales will be grounds for dismissal from the event and immediate closure of exhibitor's booth. Attendees must be 21 years old to drink alcohol.

BOOTH ACCESSORY ORDER FORM

Beer Bourbon and BBQ - Richmond

DEADLINE: November 6, 2020

All electricity order forms must be received and paid in full by the above deadline. Order forms received after the deadline cannot be guaranteed and will be subject to increased fees.

No refunds or credits will be given for unused electrical service. The under ordering of electricity will result in the loss of service/ onsite fees. *Please make sure all order forms are sent to AJ Ekas directly. An order confirmation will be sent to any vendor ordering booth accessories or electric. Please note that if you do not have a confirmation receipt from Joshua your order has not been fulfilled and your accessories are not guaranteed and will become susceptible to one site costs.*

<u>Quantity</u>	<u>Price</u>	<u>Total</u>
_____ Folding Chair	\$5.00 per chair	\$ _____
_____ 6' Undraped Table	\$25.00 per table	\$ _____
_____ Black Linen	\$20.00 per linen	\$ _____
	Subtotal:	\$ _____
	6% Tax:	\$ _____
	Grand Total:	\$ _____

Payment Information

Company Name _____

Email: _____

☐ Check Enclosed ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover

Please make checks payable to Drink Eat Relax Events

Card # _____ Exp. _____ Sec. # _____

Card Holder Name _____

Authorized Signature _____ Date _____

No refunds will be made on any order forms submitted.

All payments are Non-Refundable and Non-Negotiable.

Return Completed Form To:

Drink Eat Relax Events
919 West 34th Street
Box 50310
Baltimore, MD 21211
Attn: AJ Ekas



Electrical Service Order Form

Event Name _____	
Exhibitor or Company Name _____	Booth# _____
Company Address _____	
Contact Name _____	On Site Contact Number _____
Signature _____	Date _____
(Must include signature before we will process order)	

IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER

NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.

PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.

<u>ELECTRICAL SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>QUANTITY</u>	<u>TOTAL</u>
115V Single Phase	\$35.00	\$70.00	_____	_____
0-20 Amps				

*Call for pricing for special hook-ups and higher power needs. Any single load over 30 amps will require an additional 115V drops.

IMPORTANT CONDITIONS AND REGULATIONS

1. **Exhibitor is held responsible for replacement cost of missing extension cord. Richmond Raceway Complex will assign an extension cord imprinted with a number and "Property of RIR".**
2. ADVANCE orders will be installed prior to or during set-up. All other orders will be handled on a first come first served basis. Payment must be received before service in all cases. Richmond Raceway Complex reserves the right to disconnect any service from a booth for lack of payment. **NO EXCEPTIONS.**
3. Wall column and permanent building outlets are not part of booth space. All electrical service hook-ups must be ordered. **ONLY** house electricians are permitted to make hard wired connections.
4. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes.
5. All exhibitors' extension cords must be of the heavy-duty 3-wire grounded type UL approved. All exposed non current carrying metal parts of fixed equipment which are liable to be energized must be grounded. All spotlights and electrical cords must be UL approved. Richmond Raceway Complex reserves the right to remove items that it deems unsafe or zone hazardous.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without house electrician. However, house electrician must make all service connections and overload protection to such equipment. Special services paid upon receipt of invoice.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. Materials and equipment furnished by Richmond Raceway Complex for service orders, and not purchased by the exhibitor, remain the property of Richmond Raceway Complex and are removed **ONLY** by house electrician.
9. **RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF SERVICE TO THE BOOTH IN THE MOST CONVENIENT MANNER AND DO NOT INCLUDE SPECIAL WIRING OR CONNECTIONS.**

MAIL, EMAIL OR FAX COMPLETED FORM WITH PAYMENT TO:

Richmond Raceway Complex
 Attention: Laura Ivey
 600 East Laburnum Ave
 Richmond, VA 23222
 Phone: 804-228-7512 Fax: 804-228-7526
 Email: events@richmondraceway.com

*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form.



Credit Card Payment Authorization Form

This is my authorization to pay the following:

(Please list invoice number(s) and amounts or other reference information to identify items for which you are authorizing payment).

Credit Card Information:

_____ Visa _____ Master Card _____ Discover _____ Amex

Account Number: _____

Expiration Date: _____

Cardholder's Name: (please print) _____

Cardholder's
Signature

Date: _____

Additional information REQUIRED since this is a "card not present" transaction.

Credit card billing information: (This info pertains to the address the credit card bill is sent to.)

Street Address: _____

Zip Code: _____

V-code: _____ (On the back side of the card, in the signature block, there are some numbers. The "last three digits" are the v-code.)



Insurance Requirements for Drink Eat Relax Events:

General Liability:

\$1,000,000 each occurrence
\$2,000,000 aggregate

Worker's Compensation and Employer's Liability:

E.L Each Accident	\$500,000
E.L. Disease-EA Employee	\$500,000
E.L.Disease-Policy Limit	\$500,000

Please list Drink Eat Relax Events, LLC and Spirit of Hope Children's Foundation, Inc. as additional insured on all certificates.

Please list venue as additional insured on all certificates.