

Dear Exhibitor:

We invite you to participate in the 17th Annual Wilmington Garden Show on February 13th and February 14th, 2010. The Garden Show, sponsored by the NHC Arboretum Foundation, will be held at the Schwartz Center, Cape Fear Community College, in downtown Wilmington, NC. We will be incorporating some exciting new ideas this year and our expectations are to make the show a huge success for exhibitors, the community and the Arboretum.

We will have extensive publicity, including the Star News and WECT and as the event takes shape, our web site (www.gardeningnhc.org) will contain information for the show, including a list of exhibitors.

The schedule of events for the 2010 Garden Show is as follows:

- Friday morning, February 12th --vendor set-up begins
- Saturday 9:00 A.M.-5:00 P.M. -- show is open
- Sunday 11:00 A.M.-4:00 P.M. -- show is open
- Sunday 4:00 P.M. -- show closes and displays need to be dismantled and removed immediately

We have enclosed the contract for the 2010 Wilmington Garden Show. If you return the contract before November 1, 2009, you can take advantage of discounted rates. All contracts need to be returned with full payment no later than January 1, 2010. To confirm your booth space for this Arboretum event, please follow these instructions:

1. This mailing includes a copy of: (1) Terms and Conditions, (2) Exhibit Hall Floor Plan, and (3) Reservation Contract. The Reservation Contract must be signed and returned in the enclosed envelope with your check made out to the NHC Arboretum Foundation. If you would like to pay by credit card call the Arboretum Foundation, Gary Levesque (910-798-7670).
2. Please remember that your reservation for booth space will not be confirmed without the return of a SIGNED CONTRACT and PAYMENT IN FULL for the amount for the space requested. No space will be held without the signed contract and full payment. All contracts must be mailed to the Arboretum Office with your 3 preferences for space indicated. The Garden Show Committee will do their best to assign booth spaces according to preferences but cannot guarantee that you will receive your first choice space. The earlier you return your contract and payment, the better your chances are for being assigned your choice space.
3. The final mailing in January will contain booth assignment and information for set - up.
4. Booth awards will be given for Best Single in-Line booth, Best Multiple in-Line booth, Best Non in-Line booth, Best Educational exhibit and Best in Show.

If you know of other vendors who would like to participate in the 2010 Garden Show, please let us know. We are always happy to answer any questions you may have. Please call Gary Levesque at 910-798-7670. We look forward to working with you on a highly successful and enjoyable weekend!

Sincerely,

Jim Lanier
Foundation President

Melissa Hight
2010 Garden Show Chair

TERMS AND CONDITIONS

Wilmington Garden Show
February 12, 13 & 14, 2010
Sponsored by

New Hanover County Extension Arboretum Foundation, Inc.

1. Exhibitors may sell directly to the public. Exhibitors are solely responsible for appropriate tax I.D. numbers and related information.
2. Display booths/spaces should be staffed at all times during the show.
3. The nature of the Exhibitor's display and any related audio-visual or sound services must not disturb neighboring Exhibitors or detract from the overall show.
4. Exhibitors may not sublease booth space and may not display or sell any objects or products not indicated on Exhibitors contract.
5. No refunds will be issued after a contract is signed and a space assigned to an Exhibitor, unless the Sponsor cancels the show. Exhibitors who fail to set up at the specified time forfeit their right to exhibit without recourse or refund.
6. Exhibitors are required to abide by all local, county, and state ordinances, rules, regulations and fire codes.
7. Sponsor shall not be responsible for loss or damage to any products or merchandise sold or exhibited by Exhibitors, and insurance for such loss or damage shall be the sole responsibility of each Exhibitor.
8. Sponsor reserves the right to request the removal and to remove any product or merchandise which, in the sole judgement of Sponsor, violates any of these terms and conditions.
9. ***Exhibitors must complete the set up of their displays no later than 5:00 p.m. on Friday, February 12, 2010. They must begin breakdown no earlier than 4:00 p.m., removing all products, merchandise and other material related to their displays, no later than 8:00 p.m., Sunday, February 14, 2010.***
10. Exhibitors are responsible for returning their booth space to a broom clean condition immediately after vacating the space.
11. To ensure good traffic flow and in fairness to all please stay within allotted space.
12. **Exhibitors using a water display must put down a protective covering (plastic sheet material) to prevent floor damage. Note this is in addition to the tarp that will be covering the floor.**

