

Dear Exhibitor:

We invite you to participate in the 15<sup>th</sup> Annual Wilmington Garden Show on February 2<sup>nd</sup> and 3<sup>rd</sup>, 2008 with a Preview Party on the evening of February 1<sup>st</sup>. The Garden Show, sponsored by the NHC Arboretum Foundation, will be held at the Schwartz Center, Cape Fear Community College, in downtown Wilmington, NC. Our expectations are to make the show a success for exhibitors, the community and the Arboretum.

We will have extensive publicity, including the Star News for the Garden Show. As the event takes shape, our web site ([www.arboretumnhc.org](http://www.arboretumnhc.org)) will contain information for the show including the exhibitor listing.

The schedule of events for the 2008 Garden Show is as follows:

- Friday morning, Vendor Setup begins.
- Friday 6:00 P.M. Booth judging
- Friday 7:00-9:00 P.M. Preview Party with hors d'oeuvres, desserts, coffee and wine
- Saturday 9:00 A.M.-5:00 P.M. Show is open
- Sunday 9:00 A.M.-5:00 P.M. Show is open
- Sunday 5:00 P.M. Show closes. Displays need to be dismantled and removed immediately.

We have enclosed the contract for the 2008 Wilmington Garden Show. If you return the contract before November 1, 2007, you can take advantage of discounted rates. If you will be returning it after this date, we would appreciate knowing this so that we can hold the space

for you. All contracts need to be returned with full payment no later than January 1, 2008. To confirm your booth space for this Arboretum fundraiser, 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 or if you would like to pay by credit card call the Arboretum Foundation secretary, Patty Cain (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 contract and full payment.
3. The order in which booth space will be assigned is based on the date and time your return contract is logged in at the Arboretum whether it is mailed or hand delivered.
4. The final mailing in January will contain booth assignment and information for move in.
5. 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.

To register, or if you have questions call Patty Cain at 910-798-7670. We look forward to your participation in a successful and enjoyable weekend. Working together we will achieve our goals.

Sincerely,

Mary Ann Beltracchi  
Exhibitor Co-Chairperson

Anne O'Malley  
Exhibitor Co-Chairperson

**CONTRACT**  
**THE WILMINGTON GARDEN SHOW**

Sponsored by  
***New Hanover County Cooperative Extension Arboretum Foundation, Inc.***

New Hanover County Cooperative Extension Arboretum Foundation, Inc., Sponsor, agrees to provide exhibit space to Exhibitor, and Exhibitor agrees to contract for exhibit space as indicated below, subject to the attached terms and conditions.

1. Exhibit Dates:      Friday, February 1st,                      7:00 p.m.- 9:00 p.m.  
                                 Saturday, February 2nd                      9:00 a.m.- 5:00 p.m.  
                                 Sunday, February 3<sup>rd</sup>                      10:00 a.m. - 4:00 p.m.  
Exhibitors set up: Friday, February 1st                      7:00 a.m. - 6:00 p.m.
2. Location: Schwartz Center, 610 N. Front St., Wilmington, N.C.
3. Exhibit Space and Fee:
- |  | <u>Before 11/01/07</u> | <u>After 11/01/07</u> |
|--|------------------------|-----------------------|
| Single In-line booth 10'W x 10'D         | \$315                  | \$340                 |
| Double In-line booth 20'W x 10'D         | \$630                  | \$655                 |
| Premium Non In-Line booth 20'W x 10'D    | \$665                  | \$690                 |
| Outside Covered Courtyard Area 20'Wx 8'D | \$215                  | \$240                 |
| * Courtyard Concrete Area                | \$125                  | \$150                 |
- \*(Three areas available; one approximately 25' x 20', two approximately 18' x 25'; area is not covered)
4. Terms of Payment: Full payment due with application. All checks should be made out to: N.H.C. Arboretum Foundation, Inc. (Envelope enclosed). Credit Card Payments, please call Patty Cain @ 910-798-7670.
5. Electricity: One 110-volt outlet can be made available per space; you need to check the line below if you want this service; it cannot be added at move in.  
\_\_\_\_\_ Check here for Electrical
6. Exhibit Space Number Preference: First choice \_\_\_\_\_  
Second choice \_\_\_\_\_ Third choice \_\_\_\_\_

Note: Sponsor will use its best efforts to assign to Exhibitor one of the three spaces indicated above. However, in order to assure an overall balance of Exhibitors, sponsor reserves the right to make the final decision as to the display space assigned to each Exhibitor. In addition, electrical requirements may dictate booth location.

7. Brief description of your exhibit:

\_\_\_\_\_  
\_\_\_\_\_

Exhibitor hereby accepts exhibit space, as noted above, and agrees to abide by the attached terms and conditions. This the \_\_\_\_\_ day of \_\_\_\_\_, 2007/2008.

\_\_\_\_\_  
Signature of Exhibitor

\_\_\_\_\_  
Please print your name

Contact phone \_\_\_\_\_

Fax number \_\_\_\_\_

\_\_\_\_\_  
(Company name & address as to be printed on all advertisements & programs)

E-Mail Address: \_\_\_\_\_

## TERMS AND CONDITIONS

Wilmington Garden Show

February 9, 10 & 11, 2007

Sponsored by

New Hanover County Extension Service 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 6:00 p.m. on Friday, February 19, 2008. They must begin breakdown no earlier than 5:00 p.m., removing all products, merchandise and other material related to their displays, no later than 10:00 p.m., Sunday, February 3, 2008.***
10. Exhibitors are responsible for returning their booth space to a broom clean condition immediately after vacating the space.
11. **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.**

