



Please Read Carefully - These Rules Are Part Of Your Contract

Important Notice About Insurance:

*All vendors must provide certificates of coverage for, at minimum, \$1M per occurrence/\$3M aggregate limits, and are required to list J&A Racing as an "additional insured" on your certificate. Please make sure that on your certificate that you provide, it lists J&A Racing as an additional insured on your policy. **This must be submitted by Friday, March 1, 2024** or you will not be able to set up your booth until we are provided with the certificate.*

1. Notice: Total booth rent must be paid by March 1, 2024.

2. Hours:

Booth Set Up:

Thursday, March 14, 2024 - 12 PM - 4 PM

Friday, March 15, 2024- 7 AM - 11 AM

Expo Hours:

Friday, March 15, 2024- 11 AM - 7 PM

Saturday, March 16, 2024- 12 PM - 5 PM

*Exhibitor must be present throughout show and **may not break down before end of show.** **Move out- 5 PM - 10 PM** You **MUST** move out that night.*

3. ELIGIBLE EXHIBITS: The show management reserves the right to determine the eligibility of any company or products to exhibit/sell in the show. Due to building regulations, **sale of food products is prohibited.**

4. SUBLETTING of space partially or in its entirety is not permissible.

5. CARE OF SPACE will be Exhibitor's responsibility, and the space will be surrendered at the close of the show in the same condition it was when taken over. In case of damage, the Exhibitor will pay such claims as are necessary to restore the space to its original condition. All rubbish and recycling should be placed in appropriate containers located throughout the facility. This includes boxes that must be broken down, and placed in recycling containers that will be available in the expo hall.

6. ELECTRICITY: Provided by VBCC at Exhibitor's request (additional cost paid by Exhibitor.)

7. WIRELESS CONNECTION: Provided by J&A Racing at Exhibitor's request (additional cost paid by Exhibitor.)

8. WATER: Provided by VBCC at Exhibitor's request (additional cost paid by Exhibitor.)

9. BOOTH DESIGN: Rear wall curtain 8' high and two sidewall curtains 3' high. Two chairs and one 6 ft table will be provided at no charge. Extra tables may be secured in advance for minimal fee through our exhibit company.

10. SELLING POLICY-COSTUMES-SAMPLES: Sales may be made within the confines of the Exhibitor's area. Merchandise must be displayed within your booth space and no higher than your 8ft pipe and drape. Personnel in costumes or in uniforms shall not appear other than in their own display area. Sample catalogs, etc., may be distributed only in Exhibitor's area. NOTE: SHAMROCK MARATHON, SHAMROCK SPORTSFEST AND SHAMROCK LOGO, etc. are protected trademarks and cannot be marketed in any form.

11. RELOCATION OF EXHIBITS: Management reserves the right to alter locations as shown on official floor plan, if deemed advisable. The actual occupancy of the Exhibitor is of the essence hereof and, in the event the Exhibitor does not occupy the space by 12 P.M. Friday, March 15, 2024, show management is authorized to occupy or cause said space to be occupied in such manner as it may deem best for the interest of the Exhibition without in any way releasing the Exhibitor from any liability hereunder.

12. BUILDING RULES AND CITY ORDINANCES: The Exhibitor will obey all rules and ordinances as prescribed by the Department of Community Promotion of the city of Virginia Beach now in existence or may hereafter be made and will abide by the rules and regulations of all other departments whose duties embrace such exhibits.

13. LIMITATIONS OF LIABILITY: The Exhibitor agrees to make no claim for any reason whatsoever against show management for loss, theft, damage or destruction of goods, or for any injury to himself or employees while in the show. Exhibitors agree to indemnify show management against and hold them harmless for any blame rising out of the Exhibitor's participation in Shamrock Sports & Fitness Expo.

14. DISMANTLING OF EXHIBITS: Exhibitors may not begin dismantling or packing material until show close Saturday, March 16, 2024 at 5 PM.

15. SECURITY WATCHMEN will be supplied to guard the building during closed hours of the show at no expense to the Exhibitor; however, show management will not be responsible for any loss or damage suffered by any Exhibitor or its employees or guests from any act of theft, vandalism or accidental injury.

16. THE DECISION of the show management must be accepted as final in any dispute between Exhibitors or any situation not covered by the rules governing the show.

17. CANCELLATION: Cancellation must be made in writing. Any company that gives written notification before January 23, 2024 will receive a refund of 50% of the total booth cost. No refunds will be given after January 23, 2024, even in the event of race cancellation.