



**MEACHOOPS.COM**  
**VENDOR SHOWCASE**  
**2012 MEAC BASKETBALL TOURNAMENT**  
**VENDOR APPLICATION / CONTRACT**  
**MARCH 5-10, 2012**  
*(Form must be completed in its entirety for eligibility)*

**APPLICATIONS WILL NOT BE ACCEPTED AFTER FRIDAY, FEBRUARY 24, 2012**

**FEDERAL TAX IDENTIFICATION NUMBER:** \_\_\_\_\_

**VENDOR/EXHIBITOR REQUEST FORM:**

\_\_\_\_\_  
Last Name First Name M.I.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Daytime Telephone Number Evening Telephone Number

\_\_\_\_\_  
Email Address

**DESCRIPTION OF VENDING/EXHIBITION:** \_\_\_\_\_

**Booth Selection\***

\$ 950 (5' x 8' Booth Size) \_\_\_\_\_

\$ 1860 (5' x 16' Booth Size) \_\_\_\_\_

\$ 2810 (5' x 24' Booth Size) \_\_\_\_\_

\* Booths will be assigned on a first come first served basis at the sole discretion of the Mid-Eastern Athletic Conference. When we receive your booth registration along with payment, you will be sent a vendors' confirmation packet that will include ordering instructions additional services and equipment along with parking and load-in instructions. Your booth assignment will be given to you upon your arrival at the LJVM Coliseum for load-in.



## Fire & Safety Regulations

Exhibitors must comply with all Federal, State, and Local fire codes which apply to places of public assembly. Additionally, the rules and regulations listed below shall be vigorously adhered to:

**NOTICE: SMOKING IS PROHIBITED INSIDE THE Joel Coliseum!**

- Designated exterior smoking areas are available -

1. **EXITS IN ALL AREAS MAY NOT BE BLOCKED OR COVERED.**
  - A. All exits, box suite doors and exit aisles shall be kept clean and unobstructed.
  - B. Fire fighting and emergency equipment should not be blocked or obstructed under any circumstances.
2. It is the Exhibitors' responsibility to ensure proper and safe construction and display materials. All exhibitor displays, etc. are subject to inspection by the Fire Prevention Department.
  - A. All materials used in exhibit construction or decoration **MUST** be certified as flame retardant/fire resistant or a sample must be available for testing. Such material includes, but is not limited to Draping, Table Coverings, Banners, Props, Scenery, Green Trees, Christmas Trees, Shrubs, etc.
  - B. Exhibitors are responsible for the safe construction and maintenance of their displays, (e.g. handrails, steps, walls, etc.)
3. All fire standpipe connections, fire extinguishers, visual fire alarm devices and emergency exits shall be visible and accessible at all times.
4. No storage of any kind is allowed behind booths or within 36" of electrical services and panels.
  - A. Materials for handouts/sampling must be limited to a one day supply and stored neatly within the booth. The Joel Coliseum is not responsible for items left overnight.
  - B. All empty crates, boxes and cartons must be labeled and removed for storage in approved areas assigned by Arena Management and the Fire Prevention Department. Any unassigned and/or improperly stored materials may be removed as trash.
5. All temporary wiring must be accessible and shall not be covered. Hard back booths must have power supplies connected by a Joel Coliseum electrician.
6. All 110 volt extension cords shall be S-wire (grounded) #14 or larger awg, copper wire. Connections must not be supported by cords. ALL extension cords are to be brought by the exhibitor. The Joel Coliseum **WILL NOT** supply exhibitor with extension cords.
7. Cube tap adapters are prohibited. Multi-plug connectors must be approved with built-in overload circuit protection.

- A. No extension cords/piggybacking on electrical outlets.
8. Electrical work under carpets must be completed by and/or supervised by a Joel Coliseum electrician.
9. Operation of gasoline powered vehicles:
- A. Will not be permitted during load-in and load-out periods inside the venue.
  - B. May not be operated in the exhibit area during show hours.
10. Gasoline operated vehicles on display must have:
- 1) Locked filler caps or sealed to prevent escape of vapors and to avoid tampering.
  - 2) Batteries must be disconnected and wires taped down.
  - 3) Minimal amounts of fuel in tanks (1/4 tank maximum)
  - 4) Protective covering under tires.
  - 5) All space beneath vehicles must be clear and visible.



**WINSTON-SALEM**  
entertainment-sports complex

● Lawrence Joel Veterans Memorial Coliseum ● Dixie Classic Fairgrounds  
● Joel Coliseum Theatre ● Joel Coliseum Annex ● Ernie Shore Field  
● Bowman Gray Stadium

## **Exhibitor Information**

All information/regulations stated herein shall be recognized by all event participants (i.e. exhibitors / vendors) upon space reservation.

### **Decorating/Signs**

1. Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, painted surface or wall of the venue. Any special decorations or signs must be approved by Arena Management as to location and method of installation.
2. Under NO circumstances are adhesive back decals or materials to be given away or permitted to be used in the facility.
3. Tape/Adhesive materials are at NO time permitted on walls or flooring of the facility.
4. Any costs incurred by the facility from the use of, or removal of these items will be your expense, only cash or credit card will be accepted.
5. Existing advertising contracts include certain restrictive language that may impact event signage.
6. All signage beyond normal booth identification must be approved by Management.
7. The use of helium balloons is not permitted inside the facility.
8. Vendors must stay within their booth to sell; persons may not sell in front of concession stands, box office or in the seating bowl.
9. No use of music or loud noise makers may be used at a vendor booth.

Any type of damage to the venue property or equipment is to be reported immediately to Arena Management.

### **Vehicles in Interior of Venue**

1. Vehicles are not permitted in the arena for loading/unloading. Any vehicle that remains in the venue as part of a display must conform to all fire regulations and facility exhibition rules. Please refer to the Fire & Safety Regulations.

### **Load-In / Load-Out**

1. Exhibitors must provide their own carts for transportation of goods - porter service can be contracted on an individual basis and is available only upon request.
- Motorized vehicles are prohibited in the Joel Coliseum at any time.

### **Vendor Displays**

1. Food & Beverage for immediate consumption may not be sold or given away.
2. Vendors must provide their own covers and/or skirts for any tables needed with their booths. One Table, two chairs and 8' black pipe and drape will be provided by the venue.

**Prohibited Items**

The following items are prohibited from being sold in the Joel Coliseum: alcoholic beverages, tobacco products, illegal substances, fireworks, laser pointers, pepper spray, stun guns, smoking paraphernalia, or weapons of any kind including swords, knives, firearms, air riffles. The Joel Coliseum reserves the right to refute any item deemed inappropriate/unsafe.

**Animals**

Animals are not permitted inside the Joel Coliseum; with the exception of Service Animals.

**Search Procedures**

The Joel Coliseum reserves the right to determine if a visual search, full search, or metal detector is used on anyone entering any event.

**MEAC VENDOR / EXHIBITOR CONDITIONS:**

1. Exhibition must be set-up each day no later than one (1) hour before doors open for the event. If the exhibition is not set-up at the time doors are open for the event, then the ability to vend/exhibit will be at the sole discretion of the Licensor.
2. Licensor is not responsible for tables, storage, set-up, clean-up, or other local fees assessed on site.
3. Vending/Exhibition spaces will be assigned at the sole discretion of the Licensor.
4. Vendor/Exhibition represents that it has secured appropriate licenses/clearances for reproduction, resale, and distribution of any name mark, or likeness that is offered for resale.
5. Vendor/Exhibitor represents it has liability insurance and has added the MEAC as additional insured. Please provide insurance company information below along with submitting a copy of the policy.

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**VENDOR/EXHIBITORS FEE:**

Quantity

\$ 950	(5' x 8' Booth Size)	_____
\$ 1860	(5' x 16' Booth Size)	_____
\$ 2810	(5' x 24' Booth Size)	_____

Additional Items that may be needed:

- \_\_\_\_\_ \$ 150.00 per day / per line – Phone Line  
 \*An additional \$150 will be added / per line after the deadline
- \_\_\_\_\_ \$ 300.00 per day / per line – High Speed Internet  
 \*An additional \$200 will be added / per line after the deadline

\_\_\_\_\_ Grand Total

\*space is for five (6) days – Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday in the LJVM Coliseum

**SET-UP SOURCE:**

VENDOR/EXHIBITOR space per exhibitor allotment will be in as stated above. Some areas may be larger or smaller. However, if additional space or fixtures are needed, the Vendor/Exhibitor may be charged an additional fee. This fee may vary from one vendor to another dependent upon your needs. Space will be allocated on a first-come, first-served basis based on when your contract along with full payment is received.

**PAYMENT DUE WITH CONTRACT:**

This agreement must be signed by the Vendor/Exhibitor with accompanying fees and returned to the MEAC Office not later than **FRIDAY, FEBRUARY 24, 2012**. A signed copy of this agreement will be returned to your within (5) business days upon receipt of payment along with confirmation for your vending space.

**CREDIT CARD PAYMENTS:**

Name on Card: \_\_\_\_\_ Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**IMPORTANT:**

PAYMENTS ARE **NON-REFUNDABLE** AND PAYMENT RECEIVED AFTER **FRIDAY, FEBRUARY 24, 2012** WILL BE RETURNED NON-PROCESSED.

The Mid-Eastern Athletic Conference retains all rights to its name(s), word marks, and logos. Vendors wishing to purchase a rights fee to sell MEAC (names(s), word marks, or logos) merchandise **must** submit a Five Hundred Dollar (\$500) rights fee to the MEAC Office. All merchandise bearing the MEAC Logo must be on product produced by the Russell Athletic Corporation. That information will be provided to you in the confirmation packet upon receipt of agreement.

**GOVERNING LAW:**

This agreement shall be constituted and enforced in accordance with the laws of the state of Virginia.

\_\_\_\_\_  
VENDOR/EXHIBITOR SIGNATURE/TITLE

\_\_\_\_\_  
REP. MEAC SIGNATURE/TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**MAIL CONTRACT AND  
PAYMENT TO:**

ATTN: Mid-Eastern Athletic Conference  
Attn: Vendor Application  
2730 Ellsmere Ave  
Norfolk, VA 23513  
757.951.2055 - Phone  
757.951.2078 - Fax

**MAKE PAYABLE TO:**

MEAC BASKETBALL TOURNAMENT  
(Certified Check or Money Order Only)

\*Cash / Personal Checks will not be accepted