

PGI 2021 Trade Show Vending Policy and Forms

Trade Show Vending

Policy

Spaces at the PGI Convention Trade Show are assigned by the vending area chair, on a first come-first served basis. The vendor chair has absolute discretion in space assignment and will do whatever is feasible to reasonably accommodate requests. Fees paid are non-refundable, though, given exigent circumstances, the Board may direct the Chair to refund fees in particular individual circumstances. A refund fee may be assessed to offset Guild costs.

General Information

NICK D'AMBROSIA
c/o N&D Sports
Attn: NICK D'AMBROSIA
2951 STATE ST
HAMDEN, CT 06517

Email: nickd@nanddsports.com
Phone: 203-287-9990 ext. 212
Cell: 203-668-7811

If you are planning on participating as a vendor, please follow these guidelines and get your registration in early:

- 1) **Registration is to be directed only to the Trade Show Chair.** Registration forms are required and are currently available on the PGI website or directly from the Trade Show Chair upon request via email.
- 2) **Space will be assigned on a first come, first served basis.** The Trade Show Chair will work as diligently as possible to accommodate all placement requests. Wall space is preferred by most vendors and will be sure to sell out quickly.
- 3) **Registration closing date will be specified by the Trade Show Chair.** No standard registrations will be accepted with a postmark later than the closing date. Late registrants will be considered with appropriate reason after the closing date and a \$25.00 per table late fee will apply. All registrations must be received (not postmarked by) July 15th in order to participate in the 2021 Trade Show. *On-site registrations will be charged an additional fee equal to 50% of the total registration, if there is space available.*
- 4) **Vending fees are set by the Trade Show Chair.** All tables will be the same cost and wall tables will be available on a first come, first served basis. In addition, there will be a \$75.00 per vendor clean-up deposit required, which is fully refundable upon your departure if your area has been left clean. Tables and chairs shall be stacked in the manner and location found and in the same condition as delivered by the table and chair vendor. This must be verified by the Trade Show Chair and the Secretary/Treasurer or another Board member.
- 5) **Please note that you MUST be registered to attend the Convention in order to participate in vending at the Trade Show.** Please see Julie Wozniak for information on membership and/or Convention registration. Julie will receive lists of those vendors scheduled to participate in the Trade Show and you will be required to register for the Convention prior to setting up your booth, so please do so in advance.

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- 6) There is no charge for the use of electrical outlets or for the use of one phone line that will be available for the use of credit card transactions only.
- 7) ***Payment by check is required to make your reservation complete. Please submit your payment in full, made out to "PGI, Inc" or "Pyrotechnics Guild International, Inc".*** Please do not make your checks out to the Trade Show Chair. If incomplete forms or payments are submitted, you will not be registered for the Trade Show. *Payment for on-site registration must be by cash or credit card, checks will not be accepted.*
- 8) ***NOTE! Cancellation Policy.*** There will be no refunds made for payment of Trade Show booth space, except for special circumstances and those must receive Board approval. In the event that a cancellation is approved, there will be a 20% cancellation fee assessed.
- 9) For Collectibles, Class C and Chemical Sales, please see the appropriate Chair. No live materials or chemicals are permitted in the Trade Show.
- 10) Sales will not be permitted to non-members. All vendors and those in attendance must display their PGI Convention name badge.
- 11) Trade show tables will be 6-8' tables (based on availability). If you reserve 2 tables, please count on your available space being approximately 14-16' wide, with approximately 5-6 feet behind your tables. If you require additional space to either side of your table(s), then you should purchase additional space. We anticipate all space being sold, so please plan ahead to make sure your needs will be met at the event.

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Trade Show Registration

(fill out and return form to the chair if you are in Trade Show)

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Please contact Nick with any questions.

Trade Show Set-Up: Saturday, August 7, 2021
Trade Show Dates: Sunday, August 8 – Friday, August 13, 2021
Registration Postmark Dates: March 15 – July 15, 2021

- Registrations postmarked after 7/15/2021 will require a \$25.00 per table late fee
- On-site registrations (if space is available) will be charged an additional fee equal to 50% of the total registration.
 - Payment must be by cash or credit cards, checks will not be accepted on-site.
- All registrations will be processed on a first come, first served basis
 - Each registration requires one registration form and two checks
- A confirming email address is required if you would like to receive a confirmation
- Please make all checks payable to “PGI, Inc” or “Pyrotechnics Guild International, Inc”
- Please note cancellation policy under Vendor Guidelines

“As a representative of the company to be registered with this form, I agree to abide by all PGI rules & regulations, as well as the published policies of the Trade Show. I agree to cooperate with vendors and the Trade Show Chair to ensure a pleasant environment for all participants. I agree to leave my area of the Trade Show clean and free of debris at the close of the event.”

Signature: _____ Date: _____

COMPANY: _____

MAIN CONTACT: _____

ASSOCIATE VENDORS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

I/We will be vending the following basic merchandise, or representing a line of inert sample materials or company services: _____

Special needs and/or placement requests (no guarantees): _____

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Tables (wall or center) are \$100.00 per table; _____ x \$100.00 = \$ _____

Late Fee (after 7/15/21 and before 8/3/21) is \$25.00 per table; _____ x \$25.00 = \$ _____

TOTAL DUE UPON REGISTRATION: \$ _____

CHECK # _____ DATE: _____

The area surrounding your location **must** be left entirely clean and free of debris. A \$75.00 clean-up deposit is required for all vendors. Upon inspection at the end of the Trade Show, if your area is found to be appropriately clean, your deposit check will be given back to you and/or destroyed. Please postdate this check with a date of August 13, 2021. CHECK # _____