

PGI

Trade Show Policy



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 nonrefundable, 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

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Guidelines

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 8th to participate in the PGI Convention 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 to participate in vending at the Trade Show. Please see Member Services Manager for information on PGI Membership and/or PGI Convention registration. The Membership Manager 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.

- 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 onsite registration must be by cash or credit card, checks will not be accepted.
- 8) Cancellation Policy. There will be no refunds made for payment of Trade Show booth space, except for special circumstances presented to the PGI Board for approval.
 - a. *NOTE: When the PGI Board approves a cancellation, there is 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 to make sure your needs will be met at the event.