



2018 WORLD CHAMPIONSHIPS

wgi

EXPO

RESERVE YOUR EXPO BOOTH!

More than 15,000 performers and 40,000 fans will converge in Dayton, OH for the WGI World Championships. Expo booth space is available just steps outside the UD Arena. Space is limited so reserve your booth ASAP! Reservations will close March 1, 2018, or when full. A large secure tent will be divided into 10' by 10' booths with 8' high pipe and drape back wall with 3' high drape side rails. The booth rental fee includes a company identification sign, one 6' undraped table, two folding chairs, four admission wristbands to the competition sites, and electricity.

EXHIBIT SPECIFICATIONS & AGREEMENT TERMS

COLOR GUARD

University of Dayton Arena

Tues, April 10	9 am - 5 pm	All on-site shipments must arrive at the loading dock.
Wed, April 11	12 pm - 6 pm	All Setup
Thurs, April 12	10 am - 10 pm*	Display
Fri, April 13	9 am - 11 pm*	Display
Sat, April 14	10 am - 10 pm*	Display
Sat, April 14	After World Class Finale Approx. 10 pm*	Teardown

**Subject to change according to performance schedule*

PERCUSSION/WINDS

University of Dayton Arena

Tues, April 17	9 am - 5 pm	All on-site shipments must arrive at the loading dock.
Wed, April 18	12 pm - 6 pm	All Setup
Thurs, April 19	9 am - 10 pm* 12 pm - 7 pm*	Front Back
Fri, April 20	10 pm - 11 pm* 11 am - 8 pm*	Front Back
Sat, April 21	9:30 am - 11 pm* 9:30 am - 2 pm*	Front Back
Sat, April 21	After World Class Finale Approx. 11 pm*	Teardown Front & Back
Sun, April 22	10 am - 4 pm	Optional display day for Winds Finals

**Subject to change according to performance schedule*

TO RESERVE A BOOTH, VISIT WGI.ORG/EXPO

WGI COLOR GUARD WORLD CHAMPIONSHIPS

Expo will be held at the University of Dayton Arena on April 12-14, 2018. Set-up will be on Wednesday, April 11.

Reserve before February 1st, each booth is \$900.
Reserve after February 1st, each booth is \$1,000.

WGI PERCUSSION AND WINDS WORLD CHAMPIONSHIPS

Expo will be held at the University of Dayton Arena on April 19-22, 2018. Set-up will be on Wednesday, April 18. Winds Finals on Sunday is an optional display day.

Reserve before February 1st, each booth is \$900.
Reserve after February 1st, each booth is \$1,000.

An attendant must be in charge of each display during display hours. All exhibitors must close their exhibits promptly at the closing time each day and vacate the exhibit hall immediately. Any space not claimed and occupied by tent opening on Thursday morning may be reassigned without refund of rental paid. No exhibitor will be allowed to dismantle or do any packing before the final closing of the exhibits on Saturday. If violated, the exhibitor will jeopardize their booth assignment standing for the following year.

Exhibits will be assigned on a first come-first serve basis based on postmark date. Payment must accompany registration. WGI sponsors will have priority.



WGI.ORG

CANCELLATION POLICY

Exhibitors shall have the right to cancel this agreement upon written notice to WGI Sport of the Arts. Fees are nonrefundable and nontransferable. WGI reserves the right to sell any booth space cancelled by an exhibitor.

HOTEL AND TICKETS

All hotel reservation information and ticket order forms will be sent to all confirmed exhibitors prior to February 2018. If you have any questions concerning these, please contact **Megan Harmon**, megan@wgi.org.

DECORATOR INFORMATION

A complete Exhibitor Service kit from Tradeshow Services will be sent to all confirmed exhibitors prior to February. This kit contains all the forms necessary to order any items and services you may require such as additional tables, chairs, and other display items. Please keep in mind that the expo tent has limited lighting at night. Ordering or bringing additional lighting for your booth is recommended. Please note order deadlines for furnishings and services contained in the Exhibitor Service kit in order to secure discounted rates.

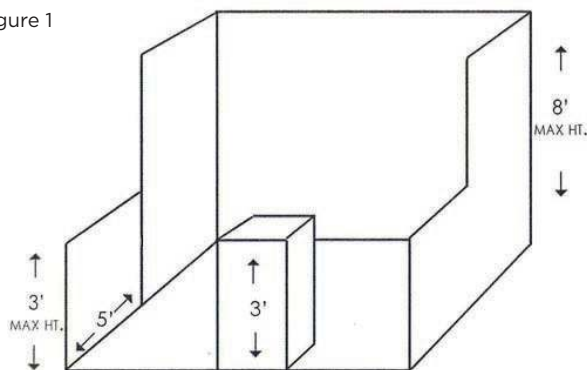
FREIGHT INFORMATION

1. The Exhibitor Service kit, which will be emailed to you by February, will have full details on shipping.
2. Exhibitor shipments for the ADVANCED warehouse AND for ONSITE deliveries at the expo must be consigned to Tradeshow Services with the "shipping and drayage" and "advanced payment" forms provided in the Exhibitor Service Kit which will be emailed at a later date.
3. On site freight deliveries must be delivered to the UD Arena loading dock, and coordinated with Tradeshow Services to be moved to the expo tent.
4. Exhibitors may personally deliver freight and unload it. If you are planning to use Tradeshow Services (ABF) for your outbound shipping, arrangements for a Sunday pick up should be coordinated with **Roger Miller**, roger@tradeshow-services.com.

SPACE POLICY

Each exhibit will be confined to the spatial limits of its respective booth(s). Soliciting or displaying outside of your booth is strictly prohibited anywhere in the expo tent and on the grounds of the competition. Exhibits or displays that block the view of adjoining booths will not be permitted. Aisles must be kept clear of displays and exhibits at all times. Electrical wiring must conform to the National Electricians Code of Safety Rules. Exits, fire alarms, and fire extinguishers equipment must not be obstructed.

Figure 1



Nothing may be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. There will not be a rigger available at this event.

Standard booth backgrounds and side rails, decorated with curtains, one 2'x6' UNdraped table, two folding chairs, electricity, and a uniform two-line sign are provided without charge. Booth backgrounds are eight feet in height, and divider rails are three feet in height. In the area five feet forward from the rear background of each booth, display material may be placed up to a height not exceeding eight feet from the floor. Beyond five feet from the rear of the booth, all parts of the exhibit shall not exceed three feet from the floor. Display material may not be placed outside the rented booth dimensions. Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are objectionable in the opinion of the management will be prohibited. Pop up tents will not be permitted.

SOUND POLICY

Volume control is the responsibility of each exhibitor. Extended demonstrations of instruments will not be allowed. There will be no impromptu performances or concerts in the exhibit area. The sound level emitting from any source in an exhibit booth should not exceed a moderate dynamic level (up to mezzo forte) and for duration no longer than 20 seconds. Exhibitors and attendees who do not cooperate will be required to leave the exhibit area. Please refer to The Sound Policy for more details on monitoring sound level and offense procedures.

Sound levels will be monitored, and failure to adhere to this sound policy will result in the following: 1st offense: WARNING (Badge will be punched), 2nd offense: EXPULSION from the exhibit hall (24 hours), 3rd offense: PERMANENT EXPULSION from the exhibit hall. No refunds will be given, and decisions of the Sound Monitors are final. This policy applies to all badge holders, exhibitors and attendees.

RESTRICTIONS

- A. All sales activities must be confined to the limits of the assigned exhibit booth. There will be no product demonstrations allowed outside of your immediate space or after normal exhibit hours or anywhere else on the premises.
- B. All exhibitors selling on-site are responsible for applying for local sales permits, as well as collecting and paying local and state taxes.
- C. WGI reserves the right to close down any exhibitor whose exhibit, because of method of operation, materials, or for any reason, is objectionable in the discretion of WGI; and also to prohibit or evict any exhibit which, in the opinion of WGI, may detract from the general character of the exhibits as a whole, unless the exhibitor rectifies the problem immediately at the request of the WGI representative in charge of the exhibit area. This reservation includes persons, things, conduct, printed matter, or anything that WGI determines is objectionable to the exhibit.
- D. Vendors may not sell merchandise with any WGI logo, the words "World Championships", or any unit name or image other than the unit they are representing while purchasing the booth. No food or drink items may be sold at any booth.
- E. An exhibitor who does not occupy their reserved booth without cancelling with two weeks notification will jeopardize their booth assignment standing for the following year. No exhibitor shall reassign or sublet the allotted booth space reserved for them. Fees are nonrefundable and nontransferable.

F. Firms or organizations that have not reserved or been assigned exhibit space will not be permitted to solicit business within the expo area or anywhere on the premises. Any individuals or groups, who are in violation of this, will not be permitted to re-enter the exhibit area for the duration of the event, and will not be permitted to reserve booth space the following year. If you see anyone violating this, please contact WGI headquarters immediately so we may resolve the issue.

G. Each vendor must directly purchase booth space from WGI. Vendors are prohibited from reselling or giving any portion of space to another organization or company.

INDEMNIFYING CLAUSE

Exhibitor agrees to protect, save, indemnify, and keep Winter Guard International and other parties that may also be affected forever harmless from any damage or charges imposed for violation of any law or ordinance by exhibitor, his, her, or its agents and employees, and from any and all loss, cost, damage, liability, or expense arising from or out of exhibitor's use of the exhibition premises or a part thereof.

LIABILITY AND INSURANCE

Winter Guard International, the official decorator, WGI officers, Board members, and staff members are not responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes. Security service is provided by WGI on a 24-hour basis from move-in through move-out. By executing the application and participating in the event, the exhibitor acknowledges that the security service is reasonable and sufficient, and the exhibitor releases WGI of any further responsibility. WGI cannot insure the protection of property and the exhibitor assumes all risks of theft and other loss.

VIOLATIONS

Violations of any of these regulations on the part of the exhibitor, its employees, or agents shall, at the option of WGI annul the right to occupy space and exhibitor will forfeit to WGI all monies paid. Additionally, WGI reserves the right to not accept applications and agreements from exhibitors who have in past violated any of the exhibitor specifications or facility rules.

RULES SUMMARY STATEMENT

These rules and regulations become a part of the agreement between the exhibitor and Winter Guard International. All points not covered are subject to the decision of WGI. Any specific regulations pertaining to the agreement, exhibit site or hotel becomes a part of this agreement.

CONTACT INFORMATION

For more information please contact megan@wgi.org, 937/247-5919 Ext. 304.

IMPORTANT CONSIDERATIONS

LIGHTING

Lighting in the expo tent area is adequate, but does not highlight each booth. It is encouraged for vendors to bring or rent lighting from the Exhibitor Service Kit provided by www.tradeshow-services.com.

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lights must comply with facility rules.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

FLOOR

The expo tent is located in a parking lot on asphalt. Rental carpet is available in the Exhibitor Service Kit which will be sent out by February.

Please be aware that for the Percussion weekend only, there are two categories of booths. The front stage booths will be open for more hours than the back stage area.

Booth numbers will be assigned according to booth reservation postmark date with priority space given to Presenting, Corporate, Championships Sponsors and Strategic Partners. Booth numbers will be sent when expo area is confirmed.

ELECTRICITY

One electricity access point is provided to each exhibitor. If you require additional extensions points or amps, please notify **Megan Harmon**, megan@wgi.org, as early as possible to help guarantee access.