

22ND ANNUAL

West Virginia

FISHING, HUNTING & OUTDOOR
SPORTS SHOW

March 2-3, 2024
Morgantown, West Virginia

Ruby Community Center | Mylan Park

**THE SHOW HAS
DOUBLED TO
100,000 SQ.FT.!**

+ we're
advertising on
60+ radio stations
in WV, OH,
PA & MD

Put your
products and
services in front
of thousands of
outdoors
enthusiasts
during the
region's largest
outdoors show.

wvoutdoorsportsshow.com



2024 WV FISHING, HUNTING & OUTDOOR SPORTS SHOW BOOTH APPLICATION

BUSINESS NAME: _____

CONTACT: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____

EMAIL: _____ REFERRED BY: _____

Booths cannot be held without a signed agreement and payment.

BOOTHS

10X10 = (\$299) _____ Share a 10x10 = (\$185 each) _____

10X20 = (\$550) _____ 10X30 = (\$785) _____ 10X40 = (\$975) _____

CORNER BOOTH or PREMIUM UPGRADE (ADD \$75) _____ CAMPERS,BOATS,ETC-(CALL FOR SPECIAL RATES) _____

EXTRAS

500 WATTS ELECTRICITY (\$40) _____ EXTRA TABLE (\$20) _____ EXTRA CHAIR _____

(Extras must be Ordered by Feb. 1st.) (All tables are covered)

Checks and all major Credit Cards are accepted.

Please Make Checks Payable to: WVRC MEDIA and Mail to:

WVRC MEDIA
Attention: Outdoor Show
1251 Earl Core Road Ste. 201
Morgantown, WV 26505

OR IF Paying by Credit Card Please fill out the required information below

Name on Card: _____ CC Billing Zip Code: _____

CC# _____ EXP _____ SEC CODE _____

PLEASE DESCRIBE THE PRODUCTS OR SERVICES YOU WILL BE SELLING OR DISPLAYING:

I HAVE READ THE POLICIES AND PROCEDURES FOR APPLICATION TO PARTICIPATE IN "The WV Fishing, Hunting & OutdoorSports Show." I FULLY UNDERSTAND THE POLICIES AND PROCEDURES, FOR WHICH I HAVE A COPY AND AGREE TO COMPLY WITH THEM. I UNDERSTAND FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN CANCELLATION OF MY BOOTH WITHOUT REFUND. I ALSO UNDERSTAND I AM RESPONSIBLE FOR PAYING FOR MY BOOTH IN FULL AND FOR PROVIDING ACERTIFICATE OF LIABILITY INSURANCE (NAMING WVRC MEDIA AS ADDITIONAL INSURED) **BY JANUARY 1, 2024.** IFSERVING FOOD OR SAMPLES, I WILL CONTACT THE HEALTH DEPARTMENT FOR REQUIRED PERMIT. I ALSO AGREE TOCOMPLY WITH ALL COVID-19 RULES IN EFFECT AT THE SHOW AS DESIGNATED WVRC MEDIA.

AUTHORIZED SIGNATURE _____ **DATE** _____

FOR OFFICIAL USE ONLY

Date rec'd _____ Check # Approved _____ Rejected _____ Insurance Cert. _____
Amt rec'd _____ Bal Due _____ Pd in Full _____ Deposit # _____

******Send Completed Application to: WVOutdoorsShow@wvradio.com ******

2024 FISHING, HUNTING & OUTDOOR SPORTS SHOW
A WVRC MEDIA EVENT—EVENT INFORMATION

SHOW TIMES: SATURDAY, MARCH 2nd (10AM-7PM) SUNDAY, MARCH 3rd (10AM-4PM)

LOCATION: **The Ruby Community Center at MYLAN PARK (Morgantown, WV)** (Take 1-79 toward Morgantown. Take Exit 155. If traveling Northbound on I-79, turn left off the exit ramp. If you are traveling Southbound, turn right off the exit ramp. Go about a mile and a half. Mylan Park is on the right. (Big white and green building in the lower field).

SET-UP: FRIDAY, MARCH 1st (11AM - 8PM) SATURDAY, MARCH 2nd (7AM – 9AM). **LARGE DISPLAYS & EQUIPMENT will have designated move-in times on Wednesday & Thursday. If additional time is necessary, please contact WVRC Media. For Equipment and LARGE displays move in is on Wednesday or Thursday of the week of the show. Please contact WVRC Media at 304-296-0029 if you have any questions about your move-in time.

TEAR-DOWN: All displays and equipment must be removed immediately following the show on Sunday 4-6pm! The building must be vacant Sunday evening after the show! Large equipment moves out Monday by noon.

BOOTH: Includes blue back draping, 8 foot table (covered), one chair, a table sign and a listing in Event Program.

10x10 = \$299 10x20 = \$550 10x30 = \$785 10x40 = \$975

Corner or Premium Booth Upgrade (add \$75) Campers, boats, ATV's, RVs, tractors & trucks – Special Rates TBA

To secure the best booth location, send us your application and payment as soon as possible.

COURTESY HOLD: When you verbally commit to a booth, please email or fax application immediately. NO BOOTH SPACE will be held without signed contract! This is to ensure fairness to all other vendors reserving the best locations at that time. Your payment must arrive within 7 days.

LIABILITY INSURANCE IS REQUIRED FOR ALL VENDORS: Please email copy of your "Certificate of Insurance" to wvoutdoorsportsshow@wvradio.com prior to January 1st listing "WVRC Media" AS ADDITIONAL INSURED for your participation in this event. If you do not have insurance, Vendor Event Insurance can be purchased online. Call WVRC Media for more information.

HOST HOTEL: WE have a special rate for Vendors at OUR HOST HOTEL(S). The hotel info will be listed in your confirmation letter. The room block(s) will sell out, so book early.

FOOD PERMIT: If you are serving food or samples, You **MUST** have a Health Permit. Please contact Richard McCord at the Health Department at 304-598-5131 by February 1. They do come to the show to check.

ELECTRICITY: ELECTRICITY IS NOT INCLUDED. To order electricity for \$40, please mark application or contact WVRC MEDIA to add to an existing application. It must be ordered by February 1ST. Not all booths will have access to electricity! To order additional tables (\$20 - covered), or chairs, please mark the application or contact WVRC MEDIA to add to an existing application in advance. You may also bring your own additional tables, chairs, etc.

FREE PARKING: Parking is available to all vendors. VENDOR Parking is in a designated area and must be used during show hours. Please move your vehicles from the unloading areas as soon as you are done unloading. No Vendors are permitted to park in front of the building. Handicap spaces are available to those Vendors with the appropriate handicap placard. Thank you for your cooperation!

VENDOR REGISTRATION: Vendors must register upon arrival at the table inside ENTRANCE B. You will then be directed to your booth location and your move-in entrance. Name badges will be distributed on Saturday and should be worn at all times. Vendors must have name badges to exit and reenter the building. YOU must use your designated MOVE-IN entrance to ensure a smooth arrival for ALL VENDORS!

GUNS & EQUIPMENT: All guns must have locks and keys MUST BE REMOVED from ALL EQUIPMENT.

ADVERTISING: The Show is owned by WVRC MEDIA and will be advertised on 60 radio stations broadcasting in WV, MD, OH & PA, as well as digital campaigns, Dominion Post Newspaper, street signs and fliers throughout the region.

**2024 WV FISHING, HUNTING & OUTDOOR SPORTS SHOW
A WVRC MEDIA EVENT—POLICIES AND PROCEDURES**

1. APPLICATION DEADLINE: Booths are assigned on a first-come / first-served basis. The Show committee reserves the right to make final decisions regarding booth lay-out and positioning as they deem necessary. Full payment will be accepted to reserve a booth. All new applications after February 1st must include full payment for the booth via Credit Card. NO PERSONAL CHECKS WILL BE ACCEPTED AFTER FEBRUARY 1.

2. LIABILITY: The WV Fishing, Hunting & Outdoor Sports Show, WVRC Media and their management are not responsible for the safety of the property of exhibitors due to theft, damage by fire, accident, vandalism or other causes. The exhibitor agrees that it will indemnify and hold and save The WV Fishing, Hunting & Outdoor Sports Show, its directors, WVRC Media and its subcontractors harmless against all claims, demands, actions, damages, loss, cost, liability and judgments against WV Fishing, Hunting & Outdoor Sports Show on account of any injury or damage to persons or property associated with this event. Exhibitor covenants and agrees that should the WV Fishing, Hunting & Outdoor Sports Show or WVRC Media be made a part of any litigation commenced by or against Exhibitor or relating to this show, the exhibitor shall and will pay any costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon the WV Fishing, Hunting & Outdoor Sports Show or WVRC Media by virtue of any such litigation.

3. APPLICATION: WVRC Media reserves the right to reject ANY application for any reason, at any time.

4. CANCELLATION POLICY: Booths cancelled prior to November 1, 2022 will receive a full refund minus a \$50 administration fee. No refunds will be given after November 1st. In the event the show is cancelled due to circumstances beyond the control of show management (severe weather, building damage, emergencies, Covid resurgence, etc.), the show will be rescheduled immediately and NO refunds will be given. WVRC Media will assume responsibility for the expense of the additional advertising of the new date only, etc. All other expenses will be the responsibility of the vendor. Should severe weather force the show to close early, there will be NO REFUNDS.

5. NON-TRANSFERABLE: Exhibitor space contracted may not be shared or transferred to another party without the written permission of WVRC Media.

6. INSURANCES & PERMITS: Liability insurance is required for all vendors. Contact WVRC Media for more info at 304-296-0029. No food or drinks may be distributed without Product Liability Insurance and the proper Health Department permits. Contact Richard McCord at the Health Department (304) 598-5131. Please email copies of insurance and permits to wvoutdoorsshow@wvradio.com

7. EXCLUSIVITY: The Show does not guarantee any vendor the exclusive right to sell any product or service.

8. SALES TAX: Exhibitors are responsible for collecting and paying all applicable sales taxes, permit fees and having proper licensing.

9. FURNITURE RENTAL: You may bring additional tables and displays or additional tables and chairs may be rented. Please contact WVRC Media for prices and availability. **NO SPACE OR FLOOR HEATERS, HELIUM or PROPANE TANKS or BALLOONS ARE PERMITTED IN THE BUILDINGS.**

10. PROPERTY DAMAGE: No vendor may damage, injure or deface the turf, floor, track, any furniture, fixtures, equipment or any part of the exhibit facility. Nails, screws, staples, pins etc., may not be driven into any property including furniture, draping, fixtures, equipment or the building. The rubber floor must be protected at all times. Equipment must be placed on cardboard or plywood. Oil pans should be under vehicles. All vendors will be held responsible for payment of any damages done by himself, employees or agents associated with his booth to the owner of the property.

11. EXHIBITS: Vendor agrees to exhibit only those products listed on the application and approved by WVRC Media.

12. RETURNED CHECK POLICY: Vendors will be charged a \$35 administrative fee for a returned check. A valid check or Credit Card must replace that check within 5 days.

13. MEDIA RELEASE: As a vendor, you release to WVRC MEDIA your photographic, television and all other similar rights to be used for advertising and promoting the event.

The WV Fishing, Hunting & Outdoor Sports Show reserves the right to make any change, anytime as necessary and shall have full power to interpret amend and enforce these policies and procedures, provided any amendments, when made, are brought to the notice of the exhibitor. Each exhibitor, for himself and his employees, agrees to abide by the foregoing policies and procedures and by any amendments as added.

