



GENERAL INFORMATION:

SHOW LOCATION:

Dulles Expo & Conference Center
4368 Chantilly Shopping Center
Chantilly, VA 20153

SHOW DAYS & HOURS:

Saturday, May 16:
9am-6pm
Sunday, May 17:
10am – 5pm

GENERAL ADMISSION:

\$7 online
\$7 at door
\$10 both days
Kids 7 and under FREE

EXHIBIT SPACE RATES:

\$7 per square foot
10' x 10' = \$700
10' x 20' = \$1,400
Exhibits 300 sq ft or larger =
5% discount
Corner space \$100 extra not to exceed \$200
All unfinished tables are to be draped to the floor.

SPACE RENTAL INCLUDES:

- 8' high draped backdrop
- 3' high draped booth dividers
- Standard sign (7" x 44")
- General exhibit hall security
- Listing on official show website
- Badges for staff
- Discounted admission tickets

STANDARD EXHIBIT SPACES:

Standard exhibit spaces are 10' x 10' unless otherwise noted. Exhibits may not exceed 8' height in the back; dividers may extend one-half exhibit depth (*back to front*) at 8'. Balance of side dividers (*front portion of space*) may not exceed 4' height.

SETTING UP:

Exhibitors must provide their own moving/rolling equipment. Fork lifts and front-end loaders (*with driver*) are available for a fee. The facility does not provide carts or dollies.

INSURANCE:

Exhibiting companies and individuals are required to provide an insurance certificate covering liability for exhibit contents, personnel and show guests within the exhibit space. The certificate should list KOJAM Productions, Inc. as well as the facility as the additional insured.

TAXES-LICENSES:

Sales tax must be collected. Each exhibitor selling at the show must have a business tax license for the specific location and city. Each exhibitor is responsible for reporting and paying taxes on sales made at the Expo.

FOOD SAMPLING:

Each exhibitor sampling any food product must follow Health Department guidelines, as well as sample size restrictions enforced by the facility.

EXHIBITOR ID BADGES:

100 sq ft - 8 badges
200 sq ft - 12 badges

300 or more sq ft - 12 badges for first 200 sq ft and 2 badges for each additional 100 sq ft.

GUEST TICKETS:

Guest tickets (*not for resale*) are available on consignment for \$5 each. Unused tickets may be returned for credit prior to Expo's conclusion.

EXHIBITOR DOCUMENTS ONLINE:

The following documents are available online at www.activegirlzexpo.com

- Exhibitor Kit
- Forms for electrical, telephone, internet and other utilities
- Information for creating your exhibitor website
- Show program advertising information
- Show floor plans

PARKING:

FREE!

MOVE-IN SCHEDULE:

Friday May 15:
8 am to 8pm

Exhibits must be fully set up by Friday, May 15 at 8pm.

MOVE-OUT SCHEDULE:

Sunday, May 17:
5pm to 10pm
All products must be removed from the building by 10pm Sunday, May 17.

PRESENTED BY:
KOJAM Productions, Inc.