



2724 2nd Ave. Des Moines, IA 50313 Phone: 800-367-5651 • Fax: 515-282-4483 • www.vdta.com

## Reserve your exhibit space today for THE trade show of the year for the vacuum and sewing industry.

Exhibit at the VDTA/SDTA Trade Show in Las Vegas NV, March 25-27, 2010.

**Who exhibits?** The “Who’s Who” of the industry. The manufacturers of vacuum cleaners and sewing machines, vacuum and sewing parts distributors, companies that sell fabrics, notions fragrances, air purifiers, patterns suppliers, specialty lighting, specialty products, books, scissors and so many more. The vendor hall is very diverse.

**Exhibit if you:** Want to make your business grow and make more money? Looking for a new market to sell your product? You want to reach the most reputable independent dealers in the world?

**Who attends this show?** The best independent dealers in the industry! The most successful independent vacuum cleaner and sewing machine dealers attend this show. Educators in the sewing industry attend to keep up to date with the industry personnel, products and techniques.

The only place some dealers can see new product is at the trade show. The dealers attending this trade show are looking for new products on the market, impulse sales items, ideal counter sale items and other products to enhance their product line. Dealers need new products to sell. This makes our trade show the best venue to get your product into the dealers’ stores. We give the dealers a venue to see a very diverse product mix, all under one roof.

**Your bottom line.** If you want to increase your sales, expand your dealer market and move more products, if you want to make more money, you need to exhibit at the VDTA/SDTA Las Vegas Trade Show. It’s a one of a kind trade show and convention.

This will be the 28<sup>th</sup> VDTA/SDTA Trade Show, making this show the most established and reputable trade show in the industry. There is a reason why so many of the vendors have been with us for those 28 years. They understand the importance of the show to get their product information into the hands of the most valued independent dealers in the industry.



### Sponsorship Opportunities

<b><u>VDTA/SDTA Cocktail Reception, March 24th</u></b>	Co-Sponsor	\$5,000	2 available
<b><u>Dealer Appreciation Social Event, Mar. 26th</u></b> (Held in the exhibit hall from 4 pm to 6 pm.) (Exhibits will be open during this time.)	Platinum	\$1,500	8 available
	Gold	\$1,000	10 available
	Silver	\$ 500	20 available
	Bronze	\$ 250	unlimited

**Dealer Appreciation Social Event.** VDTA/SDTA will set up various food and beverage stations at both ends of the hall to draw people through the exhibit hall. A map and poster will be printed with the sponsors’ booth locations indicated and distributed at the show. Logos or sponsor names will be printed on the show guide of the participating sponsors and on all relevant signage. If we have your investment commitment prior to printing, we will designate your sponsorship on our advertising and badge materials. This is a winning situation for all concerned.

**For more information contact VDTA/SDTA, 2724 2nd. Ave., Des Moines, IA 50313. Phone: 800-367-5651 or 515-282-9101.**

# Exhibit Rules & Regulations VDTA/SDTA Convention - March 25-27, 2010

The rules and regulations of the VDTA/SDTA, hereinafter known as the Show Management, and those of the Las Vegas Convention Center govern exhibits, displays and presentations to be held at the Las Vegas Convention Center, Las Vegas, NV, March 25-27, 2010.

YOUR CONTACT FOR ANY QUESTIONS WILL BE:

VDTA/SDTA,  
2724 2nd., Des Moines, IA 50313,  
Phone:(515) 282-9101 or (800) 367-5651  
Fax: (515) 282-4483

**1. INDEMITY & INSURANCE.** Exhibitor agrees to protect, save and hold the Show Management and the Las Vegas Convention Center and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as, strictly comply with the applicable terms and conditions contained in the agreement between the Las Vegas Convention Center and the Show Management regarding the exhibition premises; and further, Exhibitor shall at all times protect, save and hold harmless the Show Management and the Las Vegas Convention Center against and from any and all losses, costs (including attorney fees), damage, liability, or expense arising from, or out of or by reason of any accident or bodily injury or by reason of said Exhibitor's occupancy and the use of the Exhibition premises or part thereof.

The Show Management and the Las Vegas Convention Center cannot assume responsibility for the safety of property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident, other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect them against loss.

**2. REGISTRANTS.** Exhibit Occupants are entitled to attend all general assembly sessions, all workshops (except dealer member certification programs) and VDTA/SDTA sponsored social events.

**3. ADMISSION POLICY - EXHIBITOR PERSONNEL.** Admittance badges may be requested only for personnel in your employ that will staff your exhibit booth. All persons attending the convention must be registered. Should any exhibitor fraudulently register, as being a representative of his or her firm, any individual or individuals who are not actually connected with their firm, Show Management reserves the right to cancel the privileges extended without liability or obligation to the exhibitor. **Badges are restricted to official registrants: Exhibitors, Conference Participants and invited guests of VDTA/SDTA.**

**4. FAILURE TO COMPLY.** If the Exhibitor or Booth Occupant fails to install a product or display in the assigned space, or fails to man the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, the Show Management shall have the right without notice to the Occupant to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem proper, and the Occupant agrees to pay any deficiency or any other loss or damage suffered by the Show Management resulting from such failure to comply.

**5. SUBLEASE OR SHARED SPACE.** The Exhibit Occupant will not assign or sublet assigned space or any part thereof without prior written consent of the Show Management, and agrees that no sign, placard or names shall be placed in or about the space herein leased or upon the printed list of Occupants or Directory of the Exposition, except such as identify the Occupant or his product

or products, that no products or services other than his own will be displayed in said space without the prior written consent of the Show Management, and that all displays, shall be subject to the approval of the Show Management.

**6. MANAGEMENT.** Should it be deemed advisable to transfer the management of the Conference or any part of it to a separate corporation set up by the Management for that purpose, the Management reserves the right to assign this agreement to such corporation.

**7. RULES.** The Management shall make rules and regulations and amend the same from time to time, and shall have exclusive final determination in the matter of the interpretation and enforcement of all such rules, regulations and amendments. Every agreement and representation must be in writing and signed by the Show Management to be binding, and this agreement cannot be altered, modified or cancelled by the Exhibit Occupant without the written consent of the Show Management.

**8. EXHIBITS.** If deemed necessary for best interest of the show, Show Management reserves the right to move exhibits at it's discretion, prior to show and with or without the exhibitors' knowledge.

**9. BILL OF RIGHTS FOR FELLOW EXHIBITORS.** No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other displays. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recording, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from the Show Management should be obtained in advance in order to avoid disappointment.

**10. INSTALLATION OF EXHIBITS.** Exhibits may be installed after 8:00 a.m. Wednesday, March 24, 2010. All materials must be in place on Thursday, March 25, 2010, 9:00 a.m. in readiness for opening of exhibits. Exhibits with 1,000 sq. ft. or more may request early set-up. **This must be arranged in advance with Show Management.** (Setup & Exhibit time subject to change.)

**11. DISMANTLING.** Exhibitors may not dismantle booths or do any packing before 12 p.m. (Noon), Saturday, March 27, 2010. The Exhibit Hall must be cleared 10 p.m. Saturday, March 27, 2010.

**12. SECURITY.** Security guard service will be furnished continuously by the Show Management in the exhibition hall. During set up, the security guards will patrol and observe. Until the official conference opening, they will limit entry to persons possessing a VDTA/SDTA Exhibitor or Staff badge. Badges will be available at the convention registration desk.

**13. RIGHT TO PRIVACY.** Cameras, audio and video recording equipment are prohibited in exhibition area, unless given exclusive permission by the Show Management.

**14. MERCHANDISE PASS.** Guards will require a pass from all persons leaving the Exhibit Hall with any merchandise or display material at any time other than official exhibit hours. Passes may be obtained from service desk. This applies until the official close of the show.

**15. FORCE MAJEURE.** Show Management shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of the Show Management.

**16. EXHIBIT PAYMENT.** A minimum of 50% of the total booth rental fee (non-refundable) must accompany a signed contract to hold any space. Anyone with advertising balances overdue by 30 days on their account will not be allowed to exhibit until all balances are paid in full.

**Any company who cancels exhibit space after Jan. 5, 2010, will still be liable for all balances due on exhibit space.**

# Rules & Regulations

**Exhibit Construction, Decoration, Signs, Etc.** – Exhibitors are solely responsible for the safety of their exhibits. The Exhibitor and its display company remain solely liable for the safety of their exhibit. Exhibitors must comply with all regulations published by VDTA/SDTA, laws, regulations, and ordinances in force in the exhibit facility, city of Las Vegas, the state of Nevada, and the United States.

**Special Electrical, Cleaning, Catering Services, Etc.** - For insurance, safety and security purposes, electrical, cleaning, catering, sign hanging, drapage, and other special services needed by individual Exhibitors are provided only when the Exhibitor orders and agrees to pay for them from the exclusive suppliers authorized to provide such services listed in the Exhibitor Manual.

**Floor Plans** - VDTA/SDTA publishes floor plans that are provided by the exhibit facility and are believed to be correct.

**Americans with Disabilities Act** - Exhibitors must be in full compliance with the Americans with Disabilities Act.

**Amendments** - VDTA/SDTA shall have full power to make or amend these rules.

**VDTA/SDTA RESERVES THE RIGHT TO RELOCATE ANY BOOTH(S) FOR ANY REASON DEEMED NECESSARY.**

## Height Restrictions

**Standard Booth** – Maximum height is 14 feet. This 14 foot height may be maintained on the side wall of your booth up to a distance of 5 feet forward from the back wall of your booth. The remaining length of the side wall may not exceed 5 feet in height.

**Peninsula Booth backed by a row of standard booths** – For a peninsula booth backed by a row of standard booths, the back wall can be 12-14 feet in the center of the back wall and must be no higher than 4 feet for 2 feet on either side of center.

**Peninsula booth sharing common back wall with another peninsula** - Where two peninsula booths share a common back wall with no standard booths in between, the maximum height may be 14 feet in all areas of the booth, including back wall.

**Island Booths** – The maximum height for all island booths may be 14 feet in all areas of your booth. There are no limitations on the number of solid walls for your island booth although we do ask that you be courteous to your neighbors.

**Perimeter Booths** - A perimeter booth, (a linear booth found on the edges of the show), may exceed the 12-14 foot height restriction at the back wall only with the permission of Show Management and is limited to not more than 16 feet. Requests to exceed the 12-14 foot height restriction must be received in writing by Show Management at least four weeks prior to the opening of the Show.

**Due to fire marshall regulations, when specialty booths are built, we suggest you submit a proposal to VDTA/SDTA for fire marshall approval BEFORE the booth is built.**

**Hanging Signs** – Hanging signs must be a minimum of 16 feet from the floor. This is measured as the minimum distance between the bottom edge of the sign and the show floor.

**Show Colors** - Pipe & drape must be VDTA/SDTA show colors unless permission is granted by Show Management.

**Third Party Contractors** – Must provide a certificate of insurance to VDTA/SDTA, Attn: Show Manager, 2724 2nd Ave., Des Moines, IA 50313  
• Fax: 515-282-4483 and the official show contractor: Shepard Exposition, 1531 Carroll Drive NW, Atlanta, GA 30318 • Phone: 404-720-8610 • Fax: 404-720-8755 • Web site: www.shepardes.com

**Only EXHIBITORS & VDTA/SDTA STAFF will have access to the trade show floor during setup hours.  
Booth staff must display badges at all times during set-up. All booths shall be fully staffed during show hours.**

## Exhibit Hours - Show Hours

Thursday, March 25                      11 a.m. - 5 p.m.  
Friday, March 26                        11 a.m. - 6 p.m.  
Saturday, March 27                      9 a.m. - 12 p.m. (Noon)

*All schedules subject to change*

## Exhibit Move-In Hours

Wednesday, March 24                      8 a.m. - 8 p.m.  
Exhibits with 1,000 sq. ft. or more may request early set-up. (Mar. 23)  
**This must be arranged in advance with Show Management.**

## Exhibit Tear Down

Saturday, March 27                        12 p.m. - 10 p.m.

**NOTICE: Exhibitors MUST check in at the convention registration desk before 5 p.m. if they plan to set up after 5 p.m.  
You may not be allowed into the building if you fail to check in prior to 5 p.m.  
Later setup must be pre-arranged with Show Management.**

## Freight Shipments

The convention center cannot accept advance shipments for exhibitors. All freight should be directed to the official show service contractor or delivered direct to the service contractor. Late freight accepted could be charged an additional fee.

## Admission Policy - Exhibitor Personnel

Admittance badges may be requested only for employee personnel who are to staff your exhibit booth.

All persons attending the convention must be registered. Should any exhibitor fraudulently register, as being a representative of his or her firm, any individual or individuals who are not actually connected with their firm, management reserves the right to cancel the privileges extended without liability or obligation to the exhibitor.

## Exhibit Labor/Union Labor

THIS IS A UNION FACILITY. You MUST obey the union regulations for material handling, labor, etc. All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-

time company personnel is under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

## Freight Handling

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as, the handling of empty crates and the operation of material handling equipment is under union jurisdiction. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process.

An exhibitor may 'hand carry' material provided they do not use material handling equipment to assist them. When exhibitors choose to 'hand carry' material, they will not be permitted access to the loading dock/freight door areas.

Exhibitors are expected to comply with the union requirements and regulations in effect.

***There is absolutely NO SMOKING permitted on the trade show floor.***



# 2010 VDTA/SDTA Convention

March 25-27, 2010

## Floor Care • Janitorial • Industrial • Sewing • Quilting Las Vegas Convention Center, Las Vegas, NV

### Important Instructions:

Complete all sections and return to VDTA/SDTA with payment.

Contracts received after December 30, 2009 must include 100% payment. Applications received without payment will not be processed.

### SPACE REQUIREMENTS & COSTS

We hereby request to reserve exhibit space indicated below.

**Exhibit space cannot be guaranteed and will not be assigned unless contract is returned with payment.**

Booth Type	Booth Size	Booth Cost
<input type="checkbox"/> Single	8' x 10'	\$760 (Limited Spaces)
<input type="checkbox"/> Single	10' x 10'	\$960
<input type="checkbox"/> Double	10' x 20'	\$1920
<input type="checkbox"/> Triple	10' x 30'	\$2880
<input type="checkbox"/> Quad	10' x 40'	\$3840
<input type="checkbox"/> End Cap	2 booths	\$2400
<input type="checkbox"/> End Cap	4 booths	\$4800
<input type="checkbox"/> End Cap	6 booths	\$5760
<input type="checkbox"/> Island	8 booths	\$7680
<input type="checkbox"/> Island	10 booths	\$9600
<input type="checkbox"/> Other Sizes: _____		

### Booth Choices: (see appropriate floor plan)

Booth(s) # 1st. \_\_\_\_\_ 2nd. \_\_\_\_\_ 3rd. \_\_\_\_\_

*If your requested space is not available, Show Management reserves the right to assign alternate space. You will be notified of your booth assignment.*

### BOOTH RENTAL INFORMATION

1. Companies reserving 1,000 sq. ft or more, with prior exhibitors given first priority, will have first choice of approximate location if reserved by March 30, 2009. Prior exhibitors with 1,000 sq. ft. or more who wish to relocate will be required to wait until March 30, 2009 to select space.

2. Companies reserving 600 to 800 sq. ft. or more, with prior exhibitors given first priority, will have from April 1—30, 2009 to make their selections.

3. After April 30, 2009, all other booth space will be released to exhibitors on a first come basis.

**4. A 50% nonrefundable deposit of total booth space must accompany booth request. NO SPACE WILL BE CONFIRMED UNTIL PAYMENT IS RECEIVED.**

5. **No exhibitor shall be permitted to erect an exhibit without having made full remittance of space rental fee. See rules.**

6. Exhibit booth personnel shall wear an identification badge at all times when on the floor.

7. **Hospitality rooms or other exhibitor planned functions for convention attendees cannot be open during exhibit hours or association planned functions.**

8. Cameras, audio and video recording equipment are prohibited in the exhibition area or seminar rooms, unless given exclusive permission by Show Management.

9. **NO REFUNDS FOR CANCELLATIONS FOR ANY REASON. Any company who cancels exhibit space after Jan. 5, 2010, will still be liable for all balances due on exhibit space.**

### SHOW SPECIALS, DOOR PRIZES, STATEMENT STUFFERS & SPONSORSHIP OPPORTUNITIES

Will you offer a show special?

Yes  No

**Sponsorship Opportunities:** We are interested in the following sponsorships.

Co-Sponsor/Cocktail Reception  Dealer Appreciation Event

Will you offer a door prize?

Yes  No Prize: \_\_\_\_\_

Promotional materials for vendors to distribute/mail (Quantity Needed)

500  1000  other: \_\_\_\_\_

### PAYMENT

**Requested Deposit: A 50% nonrefundable deposit of total booth space must accompany booth request. NO SPACE WILL BE CONFIRMED UNTIL PAYMENT IS RECEIVED.** Prior to Dec. 30, 2009, you may reserve your exhibit space by paying a nonrefundable deposit of 50% of the cost of space. **After December 30, 2009, nonrefundable payment in full must accompany contract.**

**Balance Due:** If you have paid with a deposit, your nonrefundable payment of the remaining 50% must be made no later than January 15, 2010.

**After March 1:** booth payments **MUST** be made by credit card (Visa or MasterCard). Make checks payable to **C.D. Management in U.S. funds.**

Company Name as it should appear on your Booth ID Sign: (please print)

Person in charge of exhibit details: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Products or services to be exhibited: \_\_\_\_\_

Name as it appears on credit card (please print clearly): \_\_\_\_\_

I authorize a charge of \$ \_\_\_\_\_ to my credit card.  Visa  MasterCard

Card# \_\_\_\_\_ \*CCID#: \_\_\_\_\_  
\*Security code CID--3 or 4 digit codes on front or back of card.

Exp. Date: \_\_\_\_\_

**The balance, if applicable, will be charged on the credit card listed on January 15, 2010.**

Amount Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read, understand, and agree to abide by the rules and regulations, which is made part of this agreement.*

2724 2nd Ave., Des Moines, IA 50313 • 800/367-5651 • 515/282-9101 • Fax: 515/282-4483 • www.vdta.com

#### Credit Card Automatic Payment Plan for BALANCE due Once the deposit is made

Pay Balance on Due Date  
January 15, 2010

\*  
Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_