

SHOW FACTS

MID-ATLANTIC C-STORE EXPO RICHMOND RACEWAY COMPLEX RICHMOND, VA SEPTEMBER 18, 2025

BOOTH EQUIPMENT

Each 10' deep x 10' wide booth includes: one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, one wastebasket and one booth ID sign. Show Color is burgundy and orange.

EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted. The trade-show will be held in the Exhibition Hall.

SHOW SCHEDULE:

EXHIBITOR MOVE-IN:

Wednesday, September 17, 2025 from 11:00am-5:00pm

Show Hours:

Wednesday, September 17, 2025 from 6:00pm-8:00pm Vendor Reception

Thursday, September 18, 2025 from 11:00am-6:00pm

Exhibitor Move-Out:

Thursday, September 18, 2025 from 6:00pm-8:00pm

DEADLINE:

Carpet orders must be emailed to: alessia@partyzonerva.com by
Monday, September 1st, 2025

Credit Card Authorization Form

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

All credit/debit card payments will be subject to a 4% processing fee.

CREDIT CARD: VISA MASTERCARD AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S SIGNATURE: _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth# _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email address: _____

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.

Please notify your company representative of the following:

All orders must be paid in full and/or credit card authorization (above) to be on file with your order(s) before services are rendered.

There will be no invoicing. Purchase Orders are not a form of payment.

Payment for orders mailed to Party Zone in advance can be made by company check or credit card.

Event site orders can be paid by cash or charged to a credit card.

International exhibitors must prepay all services in U.S. Currency

Items ordered, delivered to booth, then cancelled, will not be refunded.

Other refund requests will not be considered unless exhibitor makes request of Party Zone prior to the event.

Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while being rented.

Payment must be received by **Friday, September 12th, 2025**

Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Party Zone to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

STANDARD FURNISHINGS

CARPETING				CHAIRS			
QTY	CARPET SIZE	PRICE	SUBTOTAL	QTY	CHAIR STYLE	PRICE	SUBTOTAL
	9'x10'	\$ 164.00			Black bar stool w/foot rest	\$ 72.00	
	9'x20'	\$ 315.00			Poly folding chair	\$ 39.00	
	9'x30'	\$ 469.00			Padded side chair	\$ 52.00	
	9'x40'	\$ 589.00					
Carpet Color: Black				SPECIAL DRAPERY/SKIRTING			
SPECIAL CUT CARPETING				Drape Colors: Gray Blue Red Black White Green Burgundy (circle one)			
Booth size: _____ ft. x _____ ft. = _____ sq.ft. x 3.25 = _____				QTY PRICE SUBTOTAL			
				8' high drapery Per lineal ft \$ 9.80			
				3' high drapery Per lineal ft \$ 8.80			
				13' long table skirting \$ 75.00			
SKIRTED TABLES				ACCESSORIES			
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle one)				QTY ITEM PRICE SUBTOTAL			
QTY	TABLE SIZE	PRICE	SUBTOTAL		Clothes tree	\$ 75.00	
	2'x4'x30" high	\$ 94.00			Easel (Tripod Display)	\$ 38.00	
	2'x6'x30" high	\$ 105.00			Garment Rack	\$ 89.00	
	2'x8'x30" high	\$ 118.00			Pegboard	\$215	
	2'x4'x40" high	\$ 118.00			Stage (4'x4' , up to 24")	\$150	
	2'x6'x40" high	\$ 135.00			Stage (4'x4' w/ carpet & skirt)	\$165	
	2'x8'x40" high	\$ 145.00			Stanchion post	\$ 65.00	
UNSKIRTED TABLES					Stanchion belt	\$ 6.65	
QTY	TABLE SIZE	PRICE	SUBTOTAL		Waste basket	\$ 25.00	
	2'x4'x30" high	\$ 54.00					
	2'x6'x30" high	\$ 58.00					
	2'x8'x30" high	\$ 69.00					
	2'x4'x40" high	\$ 63.00					
	2'x6'x40" high	\$ 72.00					
	2'x8'x40" high	\$ 80.00					

ORDER SUMMARY

Subtotal:	\$
6.60% Sales tax:	\$
Grand Total:	\$

All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Party Zone prior to the event. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are basedon availability. Order early to guarantee what you want is available.

Company name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

ATTENTION VENDORS

ALL MATERIALS MUST BE SHIPPED TO THE RICHMOND RACEWAY.

ADDRESS: 600 E. LABURNUM AVENUE, RICHMOND VA 23222

C/O VAASOA

Show space cannot accept deliveries until Monday, September 15th at the very earliest for the show.

Please include square feet and weight of each shipment.

Credit card information and shipping will be handled by:

Asia Sheikh (Expo Director) macs.expo@gmail.com

Credit Card Authorization Form

To have orders charged to a credit card account, please complete the information requested below
All credit/debit card payments will be subject to a 4% processing fee.

CREDIT CARD: VISA MASTERCARD AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S SIGNATURE: _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth# _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email address: _____

LABOR ORDER FORM

Display labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits.

STRAIGHT TIME 8:00am to 4:30pm, Monday-Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

DOUBLE TIME 12:00am-7:59am, Monday-Sunday & all Holidays

***Two Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours on advance of start time to avoid estimated labor charges.

RATES:

per person/per hour

\$75

\$115

\$148

INSTALLATION LABOR

☐

Party Zone Supervised labor- Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency contact:

Phone:

Display Contact:

Phone:

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Exhibitor Supervised Labor- Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

Supervisor Contact:

Phone:

Date	Start Time	No. of Laborers	x	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			x		=		@		=	
			x		=		@		=	
Party Zone Supervision 30% / \$60.00 minimum										
Total										

DISMANTLE LABOR

☐

Party Zone Supervised labor- Dismantle of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency contact:

Phone:

Display Contact:

Phone:

☐

Exhibitor Supervised Labor- Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

Supervisor Contact:

Phone:

Date	Start Time	No. of Laborers	x	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			x		=		@		=	
			x		=		@		=	
Party Zone Supervision 30% / \$60.00 minimum										
Total										

Company name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING						
Description	Date requested	No. of booths	X	Rate per day	=	Estimated total cost
Vacuuming			X	\$ 80.00	=	
Vacuuming			X	\$ 80.00	=	
Vacuuming			X	\$ 80.00	=	
8% Admin fee						
Total						

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE						
Description	Date requested	No. of booths	X	Rate per day	=	Estimated total cost
Porter Service			X	\$ 80.00	=	
Porter Service			X	\$ 80.00	=	
Porter Service			X	\$ 80.00	=	
8% Admin fee						
Total						

Company name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	