

# Exhibitor's Guide

## 2021 EDITION

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### Show Management

Events Management Group, Inc. (EMG)  
 P. O. Box 909, Virginia Beach, VA 23451  
 Tel: (757) 417-7771 Fax: (757) 417-7772  
 E-Mail: info@emgshows.com  
 Web site: www.emgshows.com

### Time & Location

The Northern Virginia Christmas Market will be held on November 12-14, 2021 at the Dulles Expo Center (DEC), Chantilly, Virginia.

### Show Hours:

Friday & Saturday 10 am - 6 pm  
 Sunday 10 am - 5 pm

### Set-up Times

Thursday, November 11<sup>th</sup> 2 pm - 10 pm  
 Friday, November 12<sup>th</sup> 7 am - 9:45 am

### Management Availability

EMG will not be available on-site for questions prior to Thursday's set-up at 2:00. All of our staff will be diligently working to prepare the hall for your arrival. Please call (757) 417-7771 with any questions or concerns. Your call will be forwarded to our event cell phone, and we will get back to you ASAP.

### ☞ Registration & Check-in

Exhibitors must check in and register at the Show Management Desk by 8:00 am Friday morning at the latest. At Registration you will receive your on-site packet of materials that include name badges, Show Directory, Temporary Retail Sales Tax Forms and other pertinent information. **All exhibitors planning to arrive for check-in on Friday morning must notify EMG in advance by Monday, November 8<sup>th</sup>.** Any exhibitor who fails to register by 8:00 am Friday will be replaced by reserve artists and will summarily lose all fees, deposits and right to space and participation in Events Management Group, Inc. shows.

**IMPORTANT!!!** Upon Arrival at the Expo Center, you may park in the customer lots and then proceed into the hall to registration before loading in, (Look for our entrance signs) and come to the check in desk at the front of the hall to receive the above mentioned items, and any updated COVID information. Loading areas may be congested; therefore, come prepared to load and unload, using your own dollies or hand trucks, from the parking lot. (There are three different entrances into the building to load in on Thursday.) Porters with large carts are available to assist you. Once your load in is complete PLEASE move your vehicle away from the loading area before setting up. DURING THE SHOW IT IS IMPERATIVE THAT EXHIBITORS DO NOT PARK CARS, RV'S OR TRAILERS IN THE CUSTOMER PARKING LOT. PLEASE PARK IN THE DESIGNATED EXHIBITOR PARKING AREA. (See diagram)


### Electric, Telephone & Water

Electric service may be ordered in advance directly through Dulles Expo Center at the price of \$95 by clicking [HERE](#). **If ordered on-site, the cost will increase to \$135+.** Likewise, telephone service for processing of credit cards is available by individual order for **\$195 in advance and \$225+ on site.** Please contact Dulles Expo [HERE](#) for this as well. Food vendors who need access to the kitchen and water early in the morning, must make arrangements through EMG at check-in.

Wifi will be available to purchase at Registration.

each day.

**At end of Show:** Load out will be from 5 pm until 9 pm Sunday night. Artists must leave their space in the same condition in which it was delivered.

 **UNDER NO CIRCUMSTANCES SHALL EXHIBITORS START PACKING OR LEAVING BEFORE 5 PM SUNDAY. ANY EXHIBITORS NOT COMPLYING WITH THIS POLICY WILL BE SUBJECT TO REMOVAL FROM FUTURE SHOWS AND FORFEITURE OF ALL FEES PAID. SHOW STAFF WILL BE MONITORING THE EXHIBIT HALL ON SUNDAY FOR COMPLIANCE WITH THESE REQUIREMENTS.**

### **Fire Safety (New Rules – See Below)**

You must have individual approval from EMG, Inc. and the Fire Marshall 14 days prior to Showtime for open flames, i.e.: burning candles or oil lamps. Contact Show Management for regulations and approval. All drapes, curtains, table coverings, skirts, carpet or any materials used in booth display must be fire proofed and conform to city fire codes and regulations. **For electrical safety requirements, please see the enclosed Fire Marshal Rules and Regulations. Your electric connections will be checked during the Fire Marshal inspections Friday morning and non-compliant booths will not be allowed to open.**

### **Inventory Shipping & Handling**

Our decorator, Hale Northeastern, Inc., will handle any shipping of exhibitors' inventory to and from the Dulles Expo Center. Call them at (716) 896-6170. They will mail necessary forms directly.

**Deliveries of merchandise during the course of the show should be directed to your hotel or place of residence. Neither EMG, Inc. or the Dulles Expo Center will be held responsible for deliveries that come to the Exhibit Hall.**

### **Exhibitor Parking**

Exhibitors must check with Show Management at check-in regarding exhibitor parking and trailer drop-off. You must have a parking pass in your car to unload. No trailers will be allowed in the front parking lot except during set-up and breakdown.

### **Signs & Badges**

Each artist will be provided with booth signage listing the artist's name, hometown, and booth number. This sign should be displayed on your booth so that someone facing the front of the booth

## **Food Service**

Complimentary coffee and doughnuts will be provided for exhibitors in the Exhibitor Lounge Friday morning. Concessions will be open all event hours. No coolers, food or food deliveries can be brought into the exhibition center during show hours when the concessions are open, unless dietary restrictions require bringing food from home.

## **Booth Set-up/Display Requirements**

EMG will provide a properly-sized booth with three sides of 8' and 3' red and white drapery, (no side drapes on corners), a booth sign, Exhibitor badges, heat, general lighting and 24-hour security services. Exhibitors are responsible for providing their own booth structures and shall be liable for delivery, handling, erection and removal of their own display and materials. Please note plastic tables and plastic shelving are not permitted. Show Management must be notified of any changes to table, chair or electrical requests at least two weeks prior to show dates.

Lighting may be attached to pipe and drape. Show Management must pre-approve any heavy booth signs, art, etc. hung from aluminum piping.

Do not use pins, wire or tape on drapery. Table rentals measure 8 foot (24" x 96") or 6 foot (24" x 72".) **PLEASE NOTE THAT THESE RENTAL TABLES ARE NOT AS WIDE AS RENTAL TABLES AT OUR VIRGINIA BEACH SHOW!** Exhibitors are responsible for covering tables to the floor in an attractive, professional manner. No plastic table coverings are allowed. Exhibitors who ordered tables are responsible for checking tables and table legs before setting up their display.

All displays must be self-supporting and may not interfere or block other exhibits, exit doors or passage ways. **BE ABSOLUTELY POSITIVE THAT YOUR DISPLAYS ARE WITHIN THE BOUNDARIES OF YOUR ASSIGNED SPACE BEFORE SETTING UP YOUR INVENTORY.** Booth spaces measure 10' x 10' to 10' x 30'. **All exhibitor displays and chairs must be kept inside their measured booth spaces, not in the aisle space.** No storage boxes shall be exposed inside or outside of exhibits. Each exhibiting artist must be at his/her booth and the booth must be set-up and "open for business" during show hours each day. All aisles must be cleared and boxes, dollies, etc. must be out of sight when doors open at 10 am

can readily see the sign. Signs offering sales, discounts or closeouts are not allowed in exhibits. The cost of badges for one Exhibitor and three accompanying assistants are included in booth space fees; Up to two additional name badges may be purchased for \$7 each. These badges are for assistants who are actively working in a booth. Names must be written on the badges at Registration. **Exhibitors with blank badges will not be admitted into the show.** Exhibitors must wear their badge at all times while in the exhibition area. Relatives (including spouses and children over the age of twelve) and friends will not be allowed into the show without a badge or a ticket purchased from the Box Office. Exhibitors may leave assistant's badges at the Management Desk.

### **Work on Display**

Only works of art created by the artist and accepted as an exhibitor may be displayed or offered for sale at the Northern Virginia Christmas Market.

### **NO BUY/SELL MERCHANDISE IS TO BE SOLD BY ANY EXHIBITOR UNLESS AUTHORIZED BY SHOW MANAGEMENT IN ADVANCE.**

Work must be comparable in size, style and quality to the work pictured in slides/photos submitted for jurying. Show Management will review the show beginning Friday morning and will intermittently monitor booth content throughout the weekend. Show Management reserves the right to exclude from exhibition and sale any non-conforming work as determined by the application, criteria and/or the Event Director. All decisions of the Event Director are final.

No artist may let or sublet their booth either entirely or partially, with or without charge.

### **Restocking & Cleaning Booth Time**

The exhibition hall will be open Saturday and Sunday at 9 am for exhibitors to restock and clean booth areas. **UNDER NO CIRCUMSTANCES SHALL EXHIBITORS BE ALLOWED INTO THE EXHIBIT HALL BEFORE THE ABOVE HOURS OR AFTER THE SHOW CLOSES FOR THE EVENING.**

### **Security**

Security guards will be provided 24 hours a day. However, the exhibitor is responsible for any loss, theft, breakage, damage by fire or personal injury within their rented space. Exhibitors solely are responsible for the security of their exhibits and equipment. Do not leave money boxes, sales receipts, or other valuables in your unattended booth during or after show hours. Report all

incidents of theft or matters of a suspicious nature to Show Management immediately. Also, solicitation or photography of booths by exhibitors, customers or others will not be permitted during show hours. Exhibitors are not to enter or inspect merchandise in any unattended booth. Security will be posted at the back doors to ensure that the doors are properly secured during all show hours. Please turn in any "lost and found" items to Show Management. **Security guards will be present to protect you and your work. Please treat them with respect and appreciation.**

### **Door Prize Certificates**

EMG will offer a daily drawing of a \$100 gift certificate to show attendees who fill out a registration slip upon entry into the show. The \$100 gift certificate may be used toward the purchase of an item from any exhibitor in the show. If you receive one of these certificates from a customer, EMG will reimburse you the face value of the certificate.

### **Return Tickets**

Tickets purchased for entry to the show are good for the entire course of the show. Ticket takers and show management will give customers return tickets on request.

### **Directions to the Dulles Expo Center**

(for GPS purposes the Dulles Expo Address is: 4320 Chantilly Shopping Center, Chantilly Virginia.)

**From Baltimore:** I-95 to I-495 to Northern Virginia; Rt. 267 (Dulles Toll Rd.) to Rt. 28 S. Take the Willard Rd exit merge onto Willard Rd; turn left on Willard Rd, make another left into Chantilly Shopping Center and Dulles Expo Center. Show is located in the South Hall on the right side of the parking lot.

**From Frederick, MD:** I-270 to I-495 to Northern Virginia; Rt. 267 (Dulles Toll Rd.) to Rt. 28 S; Take the Willard Rd exit. Merge onto Willard Rd, turn left into Chantilly Shopping Center and Dulles Expo Center. Show is located in the South Hall on the right side of the parking lot.

**From Richmond:** Take I-95 North to I-495 North Tysons Corner (Exit 170B). Stay on I-495 approximately 12 miles to Exit 49A I-66 West Vienna/Front Royal. Stay on I-66 West for approximately 12 miles to Exit 53 B Rt. 28 North. Stay on Rt. 28 North for approximately 3 miles. Take the Willard Rd Exit, Merge onto Willard Road. Take left into Chantilly Shopping Center and Dulles Expo Center. Show located in the South Hall.

**\*\*\* Alternate route from Richmond to avoid beltway traffic** - Take I-95 to Exit #152 Dumfries/Manassas (Rt. 234); follow all signs to Rt. 28 N (Sully Rd.); 3-1/4 miles past I-66 overpass turn right on Willard Rd., make left into Chantilly Shopping Center and Dulles Expo Center. Show is in the South Hall on the right side of the parking lot.

**From Manassas:** Rt. 28 N (Sully Rd.); 3-1/4 miles past I-66 overpass turn right on Willard Rd., take left into Chantilly Shopping Center and Dulles Expo Center. Show is in the South Hall on the right side of the parking lot.

**From Leesburg:** Rt. 267 (Dulles Toll Rd.) to Rt. 28 S; one mile past Rt. 50 make left on Willard Rd.; make another left into Chantilly Shopping Center and Dulles Expo Center. Show is in the South Hall on the right side of the parking lot.

**Bull Run Regional Park Campground** - Centreville  
(703) 631-0550  
7700 Bull Run Drive, Centreville, Virginia 20121  
Website: <http://www.nvrpa.org/bullruncamp.html#bullrunfamily>  
Email: [bull\\_run@nvrpa.org](mailto:bull_run@nvrpa.org)

**Burke Lake Park** - Fairfax Station  
(703) 323-6600  
7315 Ox Road, Fairfax Station, Virginia  
Website: <http://www.fairfaxcounty.gov/parks/lakefront.htm>  
Email: [parkmail@fairfaxcounty.gov](mailto:parkmail@fairfaxcounty.gov)


**Lake Fairfax Park** - Reston  
(703) 471-5415  
1400 Lake Fairfax Drive, Reston, Virginia  
Website: <http://www.fairfaxcounty.gov/parks/lakefairfax>  
Email: [parkmail@fairfaxcounty.gov](mailto:parkmail@fairfaxcounty.gov)

**Pohick Bay Regional Park** - Lorton  
(703) 339-6104  
6501 Pohick Bay Dr., Lorton, 22079  
Website: <http://www.nvrpa.org/pohickcamp.html#pohickfamily>  
Email: [info@nvrpa.org](mailto:info@nvrpa.org)

**And to save some green – here are a few ideas for free camping locations** – but please make a call and check before arrival. Pro Tip: scroll down to sections 3-5 for locations nearby the Dulles Expo  
<https://outsidehow.com/free-camping.html#ftoc-heading-11>

## Hotel Accommodations

Events Management Group, Inc. has made arrangements for special group rates with the hotel listed below that are within close proximity to the show site.

 **IMPORTANT!** When calling for reservations, please identify yourself as a Northern Virginia Christmas Market Exhibitor and use Group Code FA-5!

**EXCELLENT LOW RATE FOR THE NOVA/WASHINGTON DC AREA!**  
**As of 10/14/21 there are plenty of rooms available!**

**Holiday Inn Select - Chantilly - Dulles Expo Center**, 4335 Chantilly Shopping Center, Chantilly, VA 20151. Rate: \$74 + tax King or Double & includes hot breakfast for two Fri-Sun. For on-line reservations click [HERE](#) or call 703-815-6060  
Be sure to use **group code FA5**

**Camping Facilities/Acomodations:** Due to very strict zoning restrictions in Fairfax County, no campers, RVs, etc. may stay overnight in the Dulles Expo Center parking lot. Exhibitors with RVs must stay in one of the area campgrounds listed here or in the neighboring Walmart parking lot.

## Porter Service Available for unload and re-load

**Porters, working for tips, will be available during Thursday set-up and Sunday night breakdown.** Sign up for their services at check-in and on Sunday afternoon when your packing is complete. Please be fully packed before signing up for a porter or bringing your vehicle to the loading dock area for the quickest and easiest load-out. These are a great bunch of guys -mostly college students. Be sure to tip well and treat them with respect. If you have any questions regarding tipping please ask at the management desk.

## Emergency Contact

**In the event of an emergency during the show weekend, exhibitors and/or assistants may be contacted through Events Management Group at 757-417-7771.** Please make this phone number and the phone number of your hotel or host in the Northern Virginia area available to anyone who may need to contact you or your staff in an emergency. Also – we try to get two different phone numbers from each exhibitor to be able to reach you in the event of a change we need to communicate. Be sure to check to see if we two phone numbers where you can be reached before Showtime.

## Cancellation & Withdrawal

Listed below is our normal cancellation policy, however if an exhibitor must cancel due to contracting Covid, or they must care for a family member with Covid, their show fees will be rolled over to a future show, if they can provide documentation of their situation.

An accepted application is a commitment to the show. No refunds will be granted for show deposits or cancellation within 90 days before show dates. Deposits and payments are not transferable to another Event. Exhibitors who must cancel should inform Events Management Group immediately, both verbally and in writing, of their cancellation, which will constitute a confirmation not to show. Exhibitors who do not show and do not cancel will not be reinvited. **Last minute cancellations, vehicle breakdowns or other delays should be reported to Show Management immediately (757) 417-7771.**

## Insurance & Limitations of Liability

Exhibitors are encouraged to insure their property against the risks of fire, theft, burglary, breakage and leakage, and water damage as well as the risks of transport into and from the event site. Neither Events Management Group, Inc., Dulles Expo Center, nor the Northern Virginia Christmas Market will be liable to any exhibitor or any person for any damage or loss whatsoever, arising from any cause.

## Sales Tax, Laws & Facility Policies

Virginia State Retail Sales Tax is applicable to all sales at the Northern Virginia Christmas Market. The current tax rate is **6%** of the retail price. Each exhibitor is responsible for recording, collecting and paying current Virginia sales taxes on all sales

made during the show. Temporary Virginia Retail Sales Tax Forms and Sales Tax Charts will be distributed to all exhibitors at Registration. A Fairfax County Business License is not required to conduct business in this show facility. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed and enforced. No alcoholic beverages of any type are allowed in the event or on facility grounds. There will be no pets or smoking in the exhibition center. Lighted candles, wicks, incense, straw, hay bales or live Christmas trees or greenery are prohibited.

**Special permission can be obtained from the Fire Marshall through Events Management Group to burn candles but under strict provisions. Call our office if you must burn oil or wick candles in your booth for the request forms.**

No exhibit shall have a roof system that would impede the fire sprinkler system in any way. No spraying or use of chemicals, such as lacquer, paint, stain, etc. is permitted inside the exhibition center. Helium balloons are prohibited.

**ALL FOOD VENDORS MUST BE APPROVED BY THE DULLES EXPO CENTER AND HEALTH PERMITS MUST BE OBTAINED THROUGH THE FAIRFAX COUNTY HEALTH DEPT.** Forms are e-mailed separately to individual food vendors by EMG.

## Northern VA Weather in November

Temperatures in Northern Virginia during the month of November are generally in the mid 40's to low 60's. It can also be rather wet and rainy; therefore, bring rain gear and protective coverings for set-up and breakdown, and an ice scraper for occasional frost in the early morning.

## Advertising, Marketing & Promotion

Advertising will be included in all major area news media including The Washington Post, Washington Times, all regional home delivered weekly newspapers, radio, television, direct mail, as well as flyer and post card distribution to individuals and local businesses. Press releases will be sent to local, regional, and national media resources.

## Business Services & Special Needs

### AUTO SERVICE

Chantilly Automotive - (703) 471-0555  
Chantilly Auto Repair Service - (703) 802-2277  
GNC Towing Service - (703) 263-2742

**BANKS – Be sure you have plenty of cash! There IS an ATM in the Dulles Expo, but often runs out of cash before the weekend is over**

#### Local Banks

*Bank of America Financial Ctr/ ATM*  
14001 Metrotech Dr, Chantilly, VA 20151 US  
[\(703\) 502-3360](tel:7035023360)

#### *Citi-Bank*

4475 Chantilly Shopping Center  
Chantilly, Virginia, postal code: 20151  
(703) 266-0608

#### *Wells Fargo Bank + Atm*

Sully Plaza  
13960 Lee Jackson Memorial Hwy  
Chantilly, Va, 20151  
703-934-1823

### BUSINESS & OFFICE SUPPLIES

Home Depot - Lee Hwy. (Rt. 29) & West Ox Rd.  
Office Depot - Lee Hwy.(Rt. 29) & West Ox Rd.  
(703) 591-1700  
Staples - 13653 Lee Jackson Hwy (Rt 50)  
(703) 263-9731  
Total Crafts - 13653-B Lee Jackson Hwy  
(Rt 50) (703) 817-0770  
Showlander (Printing & Copies)  
4300 Chantilly Shopping Ctr  
(Beside Dulles Expo Center)  
(703) 222-4624 [www.showlander.com](http://www.showlander.com)

### CRAFT SUPPLIES

Hobby Lobby  
Fair Lakes Shopping CENTER  
3035 Fair Lakes Blvd, Fairfax, VA 22033  
[\(703\) 802-5823](tel:7038025823)

Michael's  
24630 Dulles Landing Dr, Unit 140  
Dulles, VA 20166  
571-367-7439

Joann Fabrics  
12124 Fairfax Towne Center, Fairfax, VA 22033  
[\(703\) 293-9105](tel:7032939105)

### DULLES EXPO CENTER

4320 Chantilly Shopping Center  
Chantilly, VA 20151  
Main and Show Office: (703) 378-0910  
FAX: 703-378-2080

### EVENTS MANAGEMENT GROUP, INC.

P. O. Box 909, Va. Beach VA 23451  
(757) 417-7771 FAX (757) 417-7772  
During Show Hours: Show Desk (757) 417-7771

### FLORISTS

Herndon Florist - [\(703\) 437-4990](tel:7034374990)  
Flower Gallery (703) 378-4007

### GROCERIES

Walmart – across park lot from Dulles Expo  
4368 Chantilly shopping Center, Chantilly,  
(571) 392-3081

Whole Foods – East Market at Fair Lakes  
4501 Market Commons Dr, Fairfax, VA 22033  
[\(703\) 222-2058](tel:7032222058)

#### Aldi

13033 Fair Lakes Shop Ctr, Fairfax, VA 22033  
[\(855\) 955-2534](tel:8559552534)

Wegman's – The Field at Commonwealth  
14361 Newbrook Dr, Chantilly, VA 20151  
[\(571\) 525-5525](tel:5715255525)

### GYMS

Anytime Fitness  
14511 Lee Jackson Memorial Hwy, Chantilly  
[\(703\) 376-8550](tel:7033768550)  
Gold's Gym  
13621 Lee Jackson Memorial Hwy, Chantilly  
[\(703\) 378-4653](tel:7033784653)

### FAIRFAX COUNTY HEALTH DEPARTMENT -

David Lawrence (703) 246-2461

### LOCKSMITH

Baldin's Lock and Key [\(703\) 378-3555](tel:7033783555)  
The Flying Locksmith [\(703\) 775-0110](tel:7037750110)

### MEDICAL CENTERS

Inova Fair Oaks Hospital  
3600 Joseph Siewick Dr, Fairfax, VA 22033  
[\(703\) 391-3600](tel:7033913600)

Care Now Urgent Care  
3456 Historic Sully Way, Chantilly, VA 20151  
[\(703\) 435-3838](tel:7034353838)

Patient First  
3918 Centreville Rd, Chantilly, VA 20151  
[\(703\) 657-6925](tel:7036576925)



## MOVIES

Smithsonian - Airbus IMAX Theater  
14390 Air and Space Museum Parkway  
Chantilly, VA 20151 (202) 633-IMAX

Cinemark Centreville 12  
6201 Multiplex Drive  
Centreville, VA 20122 (703) 802-1100

Regal Fairfax Towne Center 10  
4110 West Ox Road Suite #12110  
Fairfax, VA 22033 (844) 462-7342

## TRANSPORTATION

Taxis - Red Top Cab Co. 703-934-4444 (Fairfax area's main taxi cab service)  
Car Rental - Hertz (800) 654-3131, Budget (800) 527-0700, Avis (800) 331-1212

## \*EVERYTHING ELSE\*

### WALMART!

(Across Parking Lot from Dulles Expo)  
4368 Chantilly shopping Center, Chantilly,  
(571) 392-3081

## PHARMACY

Walmart Pharmacy – 4368 Chantilly Shopping Ctr  
[\(571\) 392-3087](tel:5713923087)

CVS Pharmacy - 14391 Chantilly Crossing Ln,  
[\(571\) 262-0021](tel:5712620021)

Chantilly Pharmacy 13995 Metrotech Dr, Chantilly,  
[\(703\) 378-7850](tel:7033787850)

## SHOPPING

Sully Plaza -13900 Lee Jackson Highway, Chantilly  
CVS, Aldi's, Autozone, Noodles and Co.,  
IHOP, Subway, National Tire.

Sully Place Shop Ctr. 13884 Metrotech Dr, Chantilly  
Lowe's, PetSmart, Babies R Us, Taco Bell,  
Firehouse Subs

Fair Oaks Mall 117850 Lee Jackson Highway,  
Fairfax, VA (Rts. 50 & 66)

Tyson's Corner Center (Mall)  
1961 Chain Bridge Rd, Tysons Corner, VA