



Super Pet Expo™ .COM

*The Premier Shopping Event...
Everything for Every Pet Owner!*

March 15-17, 2024

EXHIBITING DETAILS / SHOW FACTS

LOCATION: Dulles Expo Center
4320 Chantilly Shopping Center
Chantilly, VA 20151
703-378-0910
www.dullesexpo.com

SHOW DETAILS HERE: <https://www.superpetexpo.com/exhibit>

DEADLINE FOR DISCOUNT SERVICES WITH THE DULLES EXPO CENTER IS **March 1, 2024 – for ELECTRICAL, WIFI, WATER, ETC.**

- The Dulles Expo Center offers significant discounts when ordering electrical, wifi, cleaning, etc. in advance. <https://dullesexpo.com/exhibitor-services-online-ordering/> Or contact Khrysta Sink at 703.766.1312 or ksink@dullesexpo.com.

DEADLINE FOR DISCOUNT SERVICES WITH HALE EXPO SERVICES IS **March 4, 2024**

- Hale Expo Services offers significant discounts when ordering carpet, tables, chairs, etc. in advance. Click here for ordering details: <https://www.superpetexpo.com/exhibit> (scroll down to see the HALE Exhibitor Kit on the Super Pet website). Contact Hale Expo Exhibitor Services directly at csr@haleexpo.com with any questions.

BOOK YOUR HOTEL ROOM: Offer Expires **February 26**

- The Holiday Inn Chantilly Dulles Expo is our official show hotel. It's adjacent to the Expo Center.
- \$98 per night (plus 13% tax) includes breakfast buffet for up to two people on Friday, Saturday and Sunday.
- Book early. Call 1-888-269-9583 or directly with the hotel at 703-815-6060 – Identify yourself as being with the Super Pet Expo and use Group Code: GK7. You can also go to <http://tinyurl.com/423vbjr>. Simply select your dates and the Group Code and the \$98 room rate will be on the next window.
- Pet fee is \$50 per stay and the first five reservations will have this fee waived if requested. If you have a pet, please email Eric Udler at udler@allshowservices.com after you make the reservation.
- Cancellation Policy: 24 hours prior to the day of arrival to avoid any charges.

AUTOMOBILES IN BOOTHS

- Companies having a vehicle in their booth must make sure there is one-eighth (1/8th) tank of gas or less, disconnect one cable on the battery, tape the gas cap, place wheel chocks or triangular pieces of wood in front of the front left tire and rear right tire and turn-in a key to the Show Office. The Fire Marshal checks all vehicles prior to show opening. Please email info@allshowservices.com by **March 1, 2024** if you plan on having a vehicle in your booth.

INSURANCE:

- All exhibitors are required to submit proof of liability insurance or they will not be allowed to exhibit. If you do not have insurance, you can purchase it for \$65 plus tax from Total Event Darby. Go to: <http://tinyurl.com/yc639r3z>
- Email info@allshowservices.com your certificate of insurance for liability and workman's compensation.



Super Pet Expo™ .COM

The Premier Shopping Event...
Everything for Every Pet Owner!

EXHIBITING DETAILS / SHOW FACTS continued...

FOOD VENDORS (Human Food): **Deadline is March 4**

- Companies selling or sampling consumables allowed on a case-by-case basis. Companies selling consumables (anything that can be consumed while at the show – popcorn, pickles, jerky, candies, chocolate, pastries, cookies, pretzels, coffee, smoothies/slushies) must be approved by Patricia Gillespie with the Dulles Expo Center. She can be reached at pgillespie@dullesexpo.com or 703-378-0176.
- Food and beverage items that are consumed onsite are subject to a fee of no less than \$300 to the Dulles Expo Center.
- Details: <https://dullesexpo.com/food-beverage/>
- All food vendors including those sampling anything are required to have a Fairfax County Health Department temporary food permit. Cost is \$40. <https://www.fairfaxcounty.gov/health/permits/temporary-food-establishment>. Go to this link and under Step 2: "Vendor Applies For Permit" go to the PLUS link and begin the process. Please note that when you apply for the food permit use All Show Services as the Event Coordinator and use the following contact information: eudler@allshowservices.com.
- Call 703-246-2201 with any questions about the county permit.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF AGRICULTURE REQUIREMENTS FOR EXHIBITORS: (Pet food/treats)

Deadline is March 1 – COMMERCIAL FEED LICENSE

- Any exhibitor that sells pet foods, treats or animal remedy products must be licensed in the Commonwealth of Virginia. You are required to have a Commercial Feed License and registrations for all packaged products. Go to <https://www.vdacs.virginia.gov/pdf/reg-feed.pdf> BEFORE offering your product for sale, you must obtain a license or written verification from the Commonwealth of VA office that they have received your application. Failure to do so can result in withdrawal of distribution orders.
- Additional information is available at: <http://www.vdacs.virginia.gov/plant-industry-services-agricultural-commodity-inspection.shtml#feed>

SHIPPING DIRECT TO THE CONVENTION CENTER:

- Any exhibitor materials that are shipped to the facility and arrive on Thursday, March 16 or Friday, March 17 will be accepted by Show Management. Shipping label to include:
 - Dulles Expo Center – Super Pet Expo
COMPANY NAME AND BOOTH NUMBER
4320 Chantilly Shopping Center
Chantilly, VA 20151
- We are not responsible for loss of materials since we simply accept shipments and deliver boxes to your booth. Check your insurance to make sure you are covered in case of theft. Exhibitors wishing to ship materials that arrive in advance of move-in should work directly with Hale Expo at 716-896-8908 or Info@HaleExpo.com. There will be handling fees.

DISCOUNTED ADMISSION FOR YOUR CUSTOMERS:

- Promote the show to your customers and they can save on admission by purchasing tickets online at www.superpetexpo.com using the promo code LOVEYOURPET – good for \$3 off per ticket.
- Interested in having your own unique promo code (such as ABCPETS)? Email Kate Peterson at kpeterston@allshowservices.com.

VIRGINIA DEPARTMENT OF TAXATION REQUIREMENTS

- Virginia sales tax is 6% and must be collected on all retail transactions.
- The Virginia Department of Taxation often canvasses shows. Please be prepared to avoid on-site challenges.
- For more information visit: <https://www.business.tax.virginia.gov/tax-eforms/st9-withschedule.php>