



## 2023 POTOMAC HIGHLANDS SPORTSMAN & OUTDOOR SHOW GENERAL INFORMATION

**SHOW TIMES:** SATURDAY, MARCH 11<sup>TH</sup> (10AM-7PM) SUNDAY, MARCH 12<sup>TH</sup> (10AM-4PM)

**LOCATION:** Hampshire County Fairgrounds in Augusta, West Virginia.

**SET-UP:** FRIDAY, MARCH 10<sup>TH</sup> (11AM - 8PM) SATURDAY, MARCH 11<sup>TH</sup> (7AM – 9AM)

**LARGE DISPLAYS & EQUIPMENT:** Designated move-in times available on Wednesday & Thursday. PLEASE CALL SHOW DIRECTOR FOR TIMES.

**TEAR-DOWN:** All displays and equipment must be removed immediately following the show on Sunday. The building must be vacant Sunday evening after the show. Large equipment moves out Monday by noon.

**BOOTH SPACE:** \$150 (Includes one table, two chairs & listing in digital event guide.)

***When you verbally commit to a booth, please email application immediately. Space will not be held without signed contract! Your payment must arrive within 7 days.***

**FOOD PERMIT** – If you are serving food samples, YOU MUST have a Health Permit. Please contact Derrick Haggerty at the Health Department at 304-496-9640 by February 1. They do come to the show to check. <https://oehs.wvdhhr.org/media/by2n1mq0/sf-5b-application-for-a-permit-to-operate-a-temporary-food-establishment.pdf>

**PARKING IS FREE.** Once your vehicle is unloaded, you need to move it to the parking area.

**VENDOR REGISTRATION:** Vendors must register upon arrival at the registration table. You will then be directed to your booth location and your move-in entrance. Name tags/badges will be distributed on Saturday and should be worn at all times. Vendors must have name tags/badges to exit and reenter the fairgrounds.

**GUNS & EQUIPMENT** – All guns must have locks and keys MUST BE REMOVED from ALL EQUIPMENT.

**ADVERTISING:** The Show is owned by the Hampshire County Convention & Visitors Bureau (HCCVB) and will be advertised through digital campaigns, The Hampshire Review newspapers, and fliers/rack cards throughout the region.

**Contact Tina Ladd, Executive Director, Hampshire County Convention & Visitors Bureau for more information. 304-822-7477 / [cometohampshire@gmail.com](mailto:cometohampshire@gmail.com)**