





## Retail Vendor Information & Terms of Participation

### GENERAL INFORMATION:

- **Show Dates:** Friday, April 3<sup>rd</sup> & Saturday, April 4<sup>th</sup>, 2026
- **Load-In Date:** Set-Up Day - Thursday, April 2<sup>nd</sup>, 2026 (12:00 noon – 5:00 pm)
- **Show Day Hours of Operation:** Fri (1:00 pm – 9:00 pm) Sat (9:00 am – 5:00 pm)
- **Event Location:** 304 Russell Field Rd., NE, Rome, GA 30165
- **Projected Attendance:** 50,000+ for the weekend
- **Event will be held rain or shine - excluding Accidents, Acts of God & Governmental Dictated Requirements.**

### BOOTH SPACE & FEE:

- \$2,000 (15' x 15') Payment due\* to secure your space (*non-refundable*)
- For additional space options, please contact the show office at (706) 291-0030 for quote.
- Retail Vendors must be self-sufficient with all the necessary equipment needed to conduct their business; tables, chairs, tent (*if applicable*), weights and electricity. Generators must be "quiet", and all power cords must be secured and/or taped down.

### PAYMENT:

- Included with the application to secure your space.
- Credit card (Visa, MC, Am. Exp., Diners - 3% cc fee added)
- Checks to **Wings Over North Georgia**
- Payment will be secured with acceptance only.

### APPLICATION:

- Application must be complete with the required items and payment submitted once approved.
- *Selection and approval will be the sole discretion of WONG. Selection of retail vendors is based, in part, on the value to our attendees, with preference given to vendors that offer unique products/services.*

### IMPORTANT DATES:

Friday, March 27, 2026	Application Process Closes
Friday, March 27, 2026	(COI) Insurance Certificate Due
Thursday, April 2, 2026	Load-In/Set-Up Day (12:00 noon – 5:00 pm)
Saturday, April 4, 2026	Load-Out/Tear Down (After 5:00 PM, or at the show's conclusion)

### VENDOR WORKER PASSES & PARKING:

- Each booth will be furnished (4) Weekend Vendor Passes and (2) Vendor Parking Passes
- Additional Vendor & Parking Passes are available for \$15.00 each (*must be purchased prior to show weekend*)
- Upon arrival for set-up, you will be informed as to the parking area for your booth, and you will receive your booth parking passes. You are responsible for distributing them to your workers. Please be sure they know the arrival route and appropriate time to arrive to avoid traffic.

### NO GUARANTEE OF RESULTS:

- While we are making a significant effort toward the promotion of this airshow within means, WONG does not guarantee any results from exhibiting/vending, nor does it guarantee a number of attendees.

### CANCELLATION POLICY:

- There are no cancellations, rain dates or refunds due to weather or air show accidents, etc.

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



## Retail Vendor Guidelines

- **Event management & sponsoring entity has the right to accept or reject any applications & reserves the right to refuse any items or industry being offered by an exhibitor. All applications will be reviewed and accepted on these guidelines. If you have listed items, or services that are not accepted, you will be notified of what items were accepted.**
- Vendors must be self-sufficient with all equipment needed to conduct their business; tables, chairs, tent (if applicable), weights and electricity. You must use a “quiet” generator and all power cords must be taped down.
- Your organization must adhere to professional business behavior, attire, and cleanliness. The Retail Vendor and/or his agents will NOT attempt to solicit in the common areas and/or in such a manner as to infringe on the ability of other participants to conduct their operations.
- **Note:** The Retail Vendor agrees to keep the rented space occupied by a representative during all the posted hours of the show. **Exhibitor Operating Hours:** FRI (1:00 pm – 9:00 pm) and SAT (9:00 am – 5:00 pm).
- Absolutely no rights to exclusivity are granted or implied to exhibitors at this event. Where necessary, every effort will be made by air show management to keep similar or like exhibitors minimized and/or separated in different areas within the show venue.
- **Insurance:** It is required that you carry minimum \$1,000,000 liability insurance to protect yourself, Russell Regional Airport & Wings Over North Georgia, LLC against loss, injury, or property damage while vending your wares at the air show. This certificate is due to the WONG office by March 27, 2026.

**Please have your insurance company provide us the certificate with the following verbiage below included on the certificate under the “Additional Insured” box as follows:**

**Wings Over North Georgia, Russell Regional Airport, Floyd County, its employees, volunteers, and elected officials: 304 Russell Field Rd., NE, Rome, GA 30165**

- **Security:** Continuous security patrols are 24/7 throughout the event activities. Wings Over North Georgia Air Show is not responsible for any loss that you may incur, so secure your booth and items.
- **Set Up, Load In & Parking Instructions:** The Richard B. Russell Regional Airport facility is located at: **304 Russell Field Rd., NE, Rome, GA 30165.** Vendor set-up is on Thursday, 04/02 (12:00 noon – 5:00 pm). All vendors are required to be set up and ready NLT Friday by 1:00 pm as instructed. Vendors will check-in at the Vendor/Exhibitor Check-In gate on Russell Field Rd., and you will be directed to your booth location. You will receive your parking instructions and your parking passes for the weekend. It is your responsibility to inform your booth workers as to the route and gate they are to use, the time to arrive to avoid the traffic, and give them the passes needed for the weekend.
- **Clean Up Requirements:** Each exhibitor must keep their booth area clean of all potential hazards and/or health risks.

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



## Retail Vendor Hold Harmless Agreement

I AGREE TO ABIDE BY THE RULES AND REGULATION ESTABLISHED by JLC AIRSHOW MANAGEMENT, LLC and WINGS OVER NORTH GEORGIA. The Richard B. Russell Regional Airport, Wings Over North Georgia, its officers, agents, employees, volunteers, and other representatives shall not be held liable for and hereby released from liability from any damages, loss, harm or injury to the person or property of the vendor or any of its officers, agents, employees, volunteers, and other representatives, resulting from theft, fire, water, weather, accident or other reason. The retail vendor shall indemnify, defend, or protect Richard B. Russell Regional Airport, Wings Over North Georgia and hold harmless from any and all claims, demands, suits, liability, damages, loss expenses, attorney fees and expenses or any other nature which might result from or arise out of any action or failure to act on part of the exhibitor or any of its officers, agents, employees, volunteers or any other representatives. By my signature below, I agree to the above statement. Further, I hereby grant full permission to Wings Over North Georgia or authorized agents to use any photographs, videos, recordings or any other record of this event for any legitimate sales, marketing and promotional purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(APPLICATION IS NOT COMPLETE WITHOUT SIGNATURE)

Print Name: \_\_\_\_\_

On Site Contact and Phone Number:  
\_\_\_\_\_

WONG Signature: \_\_\_\_\_ Date: \_\_\_\_\_