



**THE 3rd WORLD CANDLE CONGRESS & TRADE SHOW
JOINTLY SPONSORED BY NCA & ALAFAVE**

**2010 CANDLE SUPPLIER TRADE SHOW
Wednesday, July 7, 2010
12:00 Noon – 7:00 PM
Disney's Yacht & Beach Club Resort
Orlando, Florida**

EXHIBITOR PACKAGE

HOTEL INFORMATION

A block of rooms has been reserved for all participants in The 3rd World Candle Congress & Trade Show at Disney's Yacht & Beach Club Resort for July 6 - 9, 2010 at the special rate of \$169 single or double per night (plus sales tax & resort fee of 12.5%). These rates are valid from Thursday, July 1 thru Monday, July 12. If you require more than one room for your family, please specify you need two adjoining rooms (suites are not discounted).

Please call **407-934-3372** to reserve your hotel room – you must mention The 3rd World Candle Congress & Trade Show to ensure these rates. The hotel cut-off deadline is **Friday, June 11, 2010**. Individual reservations received after the June 11th cutoff will be on a space-available basis. A credit card must be used for making reservations, with a deposit of one night's room being charged. Cancellations will be accepted without penalty, up to **5 days** prior to arrival.

Check-in is 3:00 p.m. and checkout is 11:00 AM. Anyone checking out after 11:00 AM may incur late charges. Special arrangements for late checkouts are based solely on availability.

NOTE: Disney facilities tend to book quickly because of summer vacations and the 4th of July holiday. Be sure to make your reservations as early as possible.

Prepared by
NATIONAL CANDLE ASSOCIATION
529 – 14th Street NW, Suite 750
Washington, DC 20045
202-393-2210
202-223-9741 (Fax)

THE 3RD WORLD CANDLE CONGRESS & TRADE SHOW

**Disney's Yacht & Beach Club Resort
Orlando, Florida**

Thank you for your interest in The 3rd World Candle Congress & Trade Show jointly sponsored by National Candle Association (NCA) and the Asociacion Latinoamericana de Fabricantes de Velas (ALAFAVE). This year's Supplier Trade Show is being managed by the NCA. We have tried to anticipate most of your questions with the following information, but we welcome hearing from you directly if anything needs clarification. Please call 202-393-2210 and ask for Kimbra Morgan at ext. 1118 or Mila Albertson at ext. 1116 for further assistance.

Exhibitor fees for booths at The 3rd World Candle Congress Supplier Trade Show are as follows:

	Member Exhibitor* (by April 15, 2010)	Member Exhibitor* (after April 15, 2010)	Non-Member Exhibitor (by April 15, 2010)	Non-Member Exhibitor (after April 15, 2010)
Single Booth (8' deep x 10' wide)	\$2,500	\$2,750	\$4,000	\$4,800
Double Booth (8' deep x 20' wide)	\$4,000	\$4,400	\$6,500	\$7,000

**Member booth rate is extended to NCA, ALAFAVE, ECA or AECM supplier members in good standing. All membership dues must be paid in full at the time of application.*

Single booths include **ONE (1) full meeting registration** good for participation in all open scheduled events during The 3rd World Candle Congress July 6-9. Double booths include **TWO (2) full meeting registrations**. All additional personnel **MUST** register online to participate. Fees for additional personnel are as follows:

	Member*	Non-Member
Full Registration		
Early Bird by May 14	\$495	\$900
Regular May 15 – June 9	\$595	\$1,200
Onsite as of June 10	\$695	\$1,300
Trade Show Only		
Early Bird by May 14	\$250	\$350
Regular May 15 – June 9	\$275	\$375
Onsite as of June 10	\$400	\$400

**Member rate is extended to all NCA, ALAFAVE, ECA or AECM members in good standing. All dues must be paid in full at the time of registration.*

The distribution of all booths will be on a first-come, first-serve basis. Consideration will be given to previous exhibitors, as well as to ensure competitors are strategically placed. **Payment must be received with the exhibitor application.**

THE 3RD WORLD CANDLE CONGRESS SUPPLIER TRADE SHOW

... HERE IS WHAT'S INCLUDED IN YOUR EXHIBITOR'S FEE ...

- **One (1) full meeting registration fee at the "Early Bird" rate for a single booth (two per double booth)**
- **Single booth size is 8' deep x 10' wide while double booth size is 8' deep x 20' wide; backgrounds are 8' high and side rails are 3' high**
- **Pipe and drape supplied by FREEMAN**
- **7" x 44" company I.D. sign (see page 8 to order)**
- **One 6' long x 30" wide skirted table**
- **Two (2) padded side chairs and one waste basket**
- **Afternoon break and evening reception on the Show Floor**
- **Show Floor security**
- **Listing in The 3rd World Candle Congress TRADE SHOW GUIDE (see page 7 for details)**
- **Listing on the Welcome Signage at the entrance to the Exhibition Hall**
- **One (1) polo shirt featuring The 3rd World Candle Congress logo (two shirts if reserving a double booth)**
- **One (1) copy of The 3rd World Candle Congress TRADE SHOW GUIDE**
- **Printed list of pre-registered attendees (distributed onsite)**

The official decorator for this show is FREEMAN, which will serve as the contractor for all material and freight handling, drayage and storage. All exhibitors are **required** to send their freight through the official drayage contractor. Exhibiting companies **MUST** coordinate their deliveries with FREEMAN. All freight and other shipments must be sent **PREPAID** in care of FREEMAN and **NOT** to Disney's Yacht & Beach Club Resort.

Disney's Yacht & Beach Club Resort will not accept any packages concerning The 3rd World Candle Congress Supplier Trade Show.

After booth assignments have been made, FREEMAN will forward their full Exhibitor Service Forms Packets with detailed shipping instructions. Trade Show security will start at 8:00 p.m. Tuesday, July 6, 2010 and will conclude on Wednesday, July 7, 2010 at 11:59 p.m.

ONLY 80 BOOTHS ARE AVAILABLE – DON'T DELAY – RESERVE TODAY

THE 3RD WORLD CANDLE CONGRESS SUPPLIER TRADE SHOW

Installation/Show/Dismantle Dates & Hours

Tuesday, July 6, 2010	8:00 a.m. – 5:00 p.m.	FREEMAN Installation
Tuesday, July 6, 2010	8:00 a.m. – 6:00 p.m.	Exhibitor Registration
Tuesday, July 6, 2010	3:00 p.m. – 9:00 p.m.	Exhibitor Set-up
Wednesday, July 7, 2010	7:00 a.m. – 11:00 a.m.	Exhibitor Set-up
Wednesday, July 7, 2010	7:00 a.m. – 6:00 p.m.	Exhibitor Registration
Wednesday, July 7, 2010	12:00 Noon – 7:00 p.m.	Exhibit Hall Open
Wednesday, July 7, 2010	7:30 p.m. – 10:00 p.m.	Dismantle

BOOTH INFORMATION

PLEASE NOTE THAT ALL DISPLAY MATERIALS MUST BE FIRE RETARDANT

Americans with Disabilities Act – Exhibitors will be responsible for compliance with the Americans with Disabilities Act within their booths and assigned exhibit space.

Badges and Booth Staffing – Each exhibiting company will receive one (1) full meeting registration at the Early Bird rate for a single booth or two (2) full meeting registrations for a double booth. **ALL** additional staff persons must register to attend either the full Congress OR the Supplier Trade Show Only. Fees for the full Congress range from \$495 – \$695 for members and from \$900 – \$1,300 for non-members.

The one-day rate for the **Trade Show Only** is \$250 for additional staff from a member company and \$350 for additional staff from a non-member company if registering by the Early Bird deadline of May 14. (Fees increase effective May 15 and again as of June 10 for onsite walk-ins.) Please note this **ONLY** gets you into the Trade Show, no other meeting functions or events).

All additional personnel must register online.

All persons requesting a badge must be on the exhibitor's list or have company identification. Badge exchange between exhibitor representatives is not permissible. **NO BADGES WILL BE ISSUED WITHOUT IDENTIFICATION OF COMPANY AFFILIATION.**

Exhibitor's Admission to Hall for Set-Up – **ONLY** properly badged **exhibitors** will be admitted to the exhibition hall between the hours of 2:00 – 9:00 p.m. on Tuesday, July 6, 2010 and between 7:00 a.m. – 11:00 a.m. on Wednesday, July 7, 2010. **NO ONE WILL BE ALLOWED INTO THE EXHIBIT HALL WITHOUT A BADGE.**

THE 3rd WORLD CANDLE CONGRESS SUPPLIER TRADE SHOW EXHIBITOR APPLICATION

EARLY BIRD DISCOUNT EXPIRES APRIL 15, 2010

Application Date _____

Please type or print company name as it should be published.

Company: _____

Contact Person: _____ Title: _____

*Note: The **contact person** will be the main contact with respect to any questions concerning payments, booth information, etc.*

Address: _____

(Full street address is preferred)

City _____ State/Province _____ Zip/Postal Code: _____

Country (if outside USA): _____

Phone (incl. country code): _____

Fax (incl. country code): _____

E-mail: _____

Website: _____

Name(s) of person(s) to receive the booth "Complimentary" registration for The 3rd World Candle Congress:

#1 _____ (single booth)

#2 _____ (complete only for double booth)

NOTE: NCA Staff will process all COMPLIMENTARY registrations. Person(s) receiving complimentary registration should NOT register separately as a 3rd World Candle Congress participant.

Indicate Polo shirt size preference: Men's: SM ___ MED ___ LGE ___ XL ___ XXL ___ XXXL ___
Women's: SM ___ MED ___ LGE ___ XL ___

We, the undersigned, hereby apply for space at The 3rd World Candle Congress Supplier Trade Show, jointly sponsored by NCA and ALAFAVE, subject to the Rules and Regulations governing the exhibition as stated in this prospectus, which are incorporated by reference into this Exhibit Application, which we accept as part of the agreement. We understand that booth assignments will be made in an impartial effort to best serve the interest of all meeting participants. If none of our selections are available at the time our application is received, **we agree to accept space according to the judgment of Association staff.**

Single Booth Preferences (see floor plan on page 10):

1st _____ 2nd _____ 3rd _____ 4th _____

Double Booth Preferences (see floor plan on page 10):

1st _____ 2nd _____ 3rd _____ 4th _____

As an authorized representative of the company named above, I have read and understand the Rules and Regulations outlined in The 3rd World Candle Congress Supplier Trade Show Exhibitor Package. I understand and agree to accept and abide by those Rules and Regulations and any other Rules and Regulations adopted by NCA and ALAFAVE for the conduct of the exhibition. The acceptance of our application by NCA/ALAFAVE and the deposit for rental charges constitute a contract.

Contact Person (please print) _____

Primary Product Line: _____ (e.g., fragrance, wax, wicks, equipment, etc.)
(MUST complete to ensure fair distribution of booths)

Signature _____ Date _____

TERMS OF PAYMENT

1. A **DEPOSIT** in the amount of \$1,000 for a single booth or \$2,000 for a double booth **MUST** accompany this application. No application will be processed without remittance of the deposit.
2. **BALANCE of PAYMENT** is due no later than **May 14, 2010; you will receive an invoice from the NCA.** If full payment is not received by this date, booth space may be reassigned and deposit may be returned less a 35% administrative fee of the total cost of the space assigned. All applications received after May 14, 2010 must be accompanied by FULL payment. No application will be processed without full payment after this date.

PLEASE REMEMBER – YOU MUST SEND IN YOUR DEPOSIT WITH YOUR APPLICATION TO ENSURE YOUR BOOTH PREFERENCE

CANCELLATION of space on or before June 1, 2010 will result in a charge equal to 50% of the total cost of the space assigned. CANCELLATIONS MUST BE IN WRITING. REFUNDS will not be granted after June 1, 2010.

3. **Check enclosed for \$** _____ *(Checks must be in U.S. dollars drawn on a U.S. bank)*
 Make check payable to: **National Candle Association**
 and mail to **529 – 14th Street NW, #750**
Washington, DC 20045
ATTN.: Kimbra Morgan

Charge my credit card the **deposit fee** of \$ _____ or the **TOTAL fee** of \$ _____
MasterCard _____ **Visa** _____ **American Express** _____

Card Number: _____ Expiration Date: _____

Name as it appears on the card _____

Signature: _____

RETURN COMPLETED APPLICATION WITH DEPOSIT TO:

National Candle Association
529 – 14th Street NW, #750
Washington, DC 20045
Attn.: Kimbra Morgan

or via fax to 202-223-9741

For additional information, contact Kimbra Morgan at 202-393-2210 ext. 1118 (kmorgan@kellencompany.com) or Mila Albertson at 202-393-2210 ext. 1116 (malbertson@kellencompany.com).

THE 3RD WORLD CANDLE CONGRESS SUPPLIER TRADE SHOW TRADE SHOW GUIDE LISTING INFORMATION

Please provide the following company information for the Trade Show Guide to be distributed at registration to all attendees. **DEADLINE for this information is June 1, 2010.** Company information not received by June 1, 2010 will not be included in the Trade Show Guide.

Company Name: _____

Address: _____

City _____ **State/Province** _____ **Zip/Postal Code** _____

Country _____

Phone (incl. country code) _____

Fax (incl. country code) _____

Tollfree Phone: _____ **Tollfree Fax:** _____

Main company email: _____

Website: _____

BOOTH NUMBER _____ **(will be confirmed by NCA staff)**

TRADE SHOW REPRESENTATIVES: This is the list of those persons working in the booth you would like to be listed in the Trade Show Guide and includes the person(s) receiving complimentary registration. This part of the form is **not** for attendee registration and in no way implies that anyone is registered for the Trade Show or meeting. **PLEASE NOTE: ALL ADDITIONAL BOOTH STAFF ATTENDING THE ENTIRE MEETING OR "TRADE SHOW ONLY" MUST REGISTER ONLINE.**

_____	_____
_____	_____
_____	_____
_____	_____

COMPANY AND/OR PRODUCT DESCRIPTION (please print or type)*:

* Staff reserves the right to edit description.

NOTE: Information on advertising or including your company logo will be sent separately.

Fax to: Kimbra Morgan
202-223-9741

Or e-mail to: kmorgan@kellencompany.com

Deadline: June 1, 2010

THE 3RD WORLD CANDLE CONGRESS SUPPLIER TRADE SHOW

BOOTH SIGN ORDER FORM

Exhibitors will be supplied with uniform signs. In order for us to accurately print your sign(s), neatly fill out this form, and return it to us as soon as possible. If no copy is submitted, we will make up a sign with the firm name as listed on the application. **Deadline for this form is JUNE 1, 2010.**

WE WISH OUR SIGN TO READ AS FOLLOWS:

Company: _____

Contact Name: _____

Booth Number: _____ (will be confirmed by NCA staff)

Please fax this form by June 1, 2010 to:

**Kimbra Morgan
202-223-9741**



EXHIBITOR CHECKLIST

FORM

DUE DATE

**SIGNED EXHIBITOR APPLICATION
(with Booth Selection)**

**To receive Early Bird discount
Regular booth fee**

**April 15, 2010
May 14, 2010**

TERMS OF PAYMENT

**Deposit
Balance**

**Due w/Application
May 14, 2010**

SHOW GUIDE LISTING INFORMATION

June 1, 2010

BOOTH SIGN ORDER FORM

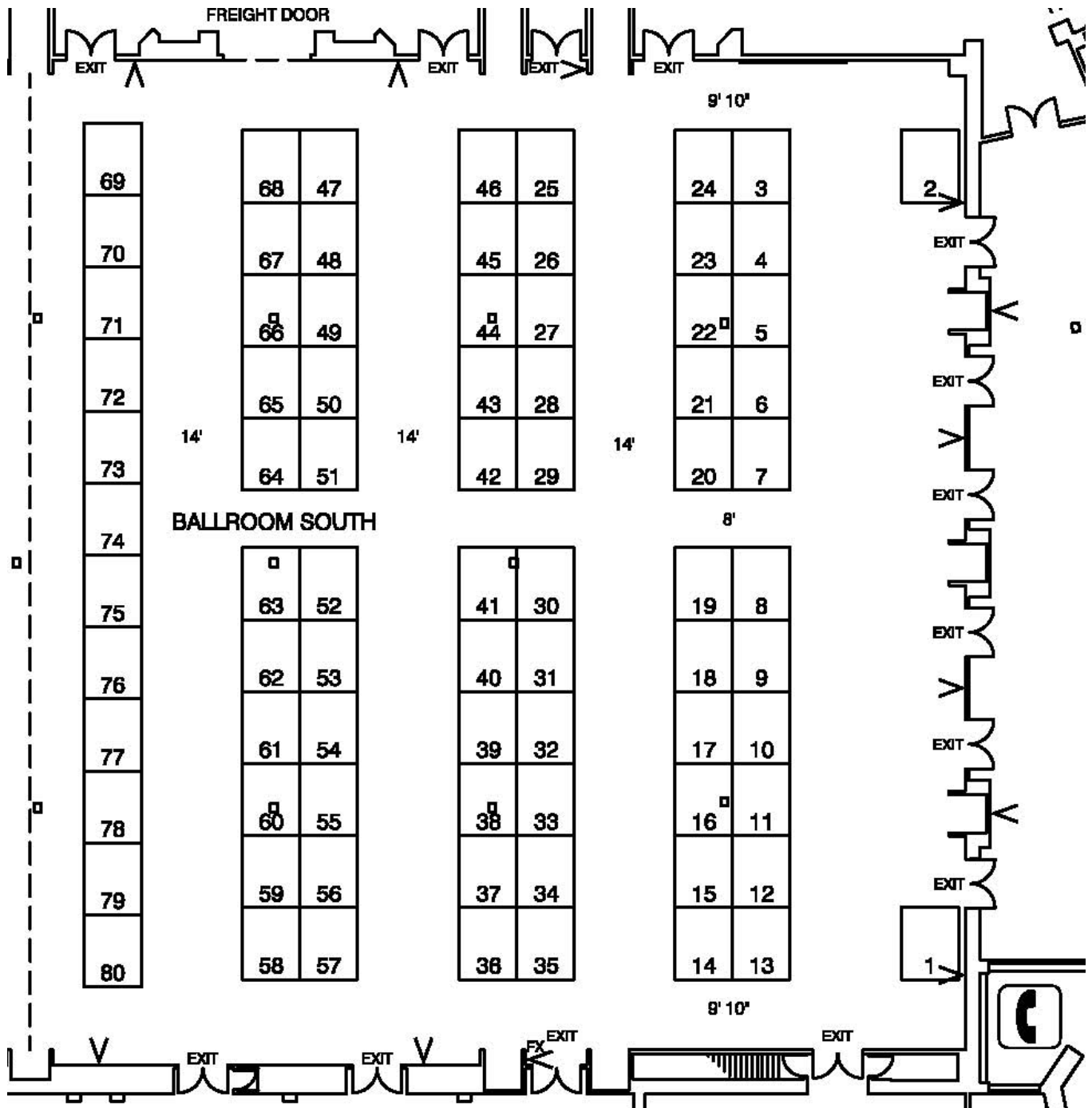
June 1, 2010

FLOOR PLAN

THE 3rd WORLD CANDLE CONGRESS TRADE SHOW

Grand Harbor Ballroom
 Disney's Yacht & Beach Club Resort
 Orlando, Florida
 12:00 Noon – 7:00 PM
 July 7, 2010

Floor plan of 80 – 8' x 10' Booths prepared by FREEMAN
NOTE: Entrance is located to the right of this diagram.



UNION JURISDICTION

All work performed in the Exhibit Area is under union jurisdiction and under safety jurisdiction. Show management and all exhibitors are expected to comply with the unions and with fire and safety requirements in effect.

In the interest of safety, continuity, security and control, the following are understood as exclusive services if provided by FREEMAN: drayage, inbound Federal Express and UPS shipments, audio visual, rigging, electrical, plumbing and custom cleaning.

It is further requested that the following four (4) paragraphs be placed in the exhibitor space contract and in the Show Rules and Regulations (FREEMAN will provide copies of the work rules for inclusion with the service kit):

A. Exhibit Labor

"All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits – when this work is done by persons other than your full-time company personnel – will fall under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes.

B. Freight Handling

"All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process."

"An exhibitor may 'hand carry' material provided they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas."

"All exhibitors are expected to comply with any union requirements in effect."

TERMS FOR EXHIBITING

Contract for Space – The signed application for space and the deposit for rental charges constitute a contract for the rights to use the space allotted. A completed application for space with deposit and all requested information **must be received by mail**. Facsimile or email applications will ONLY be accepted with credit card payment and signature. **TELEPHONE REQUESTS WILL NOT BE HONORED. BOOTH SHARING IS NOT ALLOWED.**

NON-CONTRACTED EXHIBIT SPACE

Any person, firm or organization not having contracted with The 3rd World Candle Congress Trade Show jointly sponsored by NCA and ALAFAVE for the occupancy of space in the exhibit hall will not be permitted to display or demonstrate any products, processes, or services, nor solicit or distribute advertising materials in or around the trade show exhibit hall. Any noncompliance with this regulation will result in the prompt removal of the offending person and property from the area. No exhibits will be permitted in a hotel room.

FAILURE TO OCCUPY SPACE

Any exhibitor failing to occupy space **is not relieved** of the obligation to pay full rental price for space. NCA/ALAFAVE maintain the right to use exhibit space as it sees fit, provided this space **is not occupied one (1) hour prior to the scheduled exhibit hall opening.** **ALL exhibits must be in place no later than 11:00 AM on Wednesday, July 7, 2010.**

INSURANCE

Insurance on all exhibits is the responsibility of the exhibitor. NCA/ALAFAVE will not assume any responsibility for property loss or damage to personal property, as stated in the section on Limitation of Liability. Exhibitors are advised and encouraged to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others. It is the responsibility of each exhibitor to carry sufficient Liability and Workman's Compensation Insurance should the exhibitor choose to act as his own drayage, labor, etc., contractor.

LIMITATION OF LIABILITY

It is mutually agreed by and between the NCA/ALAFAVE (herein "the Associations") and the exhibitor that the Associations will have no liability whatsoever to any exhibitor, his employees, or his business invitees, or any liability for loss or damage to the property of the exhibitor, his employees, or business invitees resulting from any cause. It is further understood and agreed that all claims against the Associations for any such damages, loss or injury are expressly waived by the exhibitor and assumed by the exhibitor as the exhibitor's responsibility.

It is further understood and agreed that the Associations will in no event be liable to an exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of the Associations to the exhibitor for any breach of its contract will be for the refund of all amounts paid by the exhibitor pursuant to the contract, as an exclusive remedy. The exhibitor agrees to abide by all applicable laws, ordinances, and rules and regulations including, but not limited to, those of Disney's Yacht & Beach Club Resort, as may be amended from time to time. Neither the Associations nor FREEMAN will be responsible for damage done by the exhibitors to Disney's Yacht & Beach Club Resort, other exhibitor's equipment, or other exhibitors (personal).

CATASTROPHE

In the event of fire, strikes, or other unavoidable occurrence rendering the exhibit space unfit for use, arrangements will be made to place the exhibit elsewhere or a proper financial adjustment will be made to the exhibitor.

TRADE SHOW POLICY

It is the policy of the Associations that **NO** member supplier, non-member supplier or broker/agent for the candle industry may hold a function, *i.e.*, meeting, seminar, meal function, reception, hospitality suite, etc., during The 3rd World Candle Congress official meeting designated times, including trade show day & hours, approved by both of the Associations' Boards of Directors and both Associations' Program Committees. This policy will be strictly enforced. Thank you for your cooperation and understanding.