

Fly Fishing Show®

March 2 & 3, 2024

Show Hours:

Saturday 9:00am-5:30pm, Sunday 9:00am-4:30pm



Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603
717-239-1600

www.lancasterconventioncenter.com

EXHIBITOR SERVICE KIT



March 2 & 3, 2024
Lancaster County Convention Center
Lancaster, PA

Dear Fly Fishing Show® Exhibitor,

Thank you for choosing to exhibit at the 2024 Fly Fishing Show®, March 2 & 3, 2024 at the Lancaster County Convention Center.

This is our easy-to-use Exhibitor Service Kit. The kit is complete with information and services pertinent to making your show experience smooth and successful.

Exhibitor Staff Registration Procedures:

Exhibitors are allotted badges based on the number of booth spaces purchased. If you exceed your allotment of badges for staff or guests, you will need to purchase additional passes for \$12/person. Please see the Exhibitor Name Badge Form in this kit to see how you can register your workers.

Badge Pick-Up Counter

Exhibitor badges will be available for pick-up Friday during set up time and Saturday morning starting at 7am. Please go to Exhibitor Check-in located near the front of the show when you arrive.

We ask that you please review all deadlines carefully as many of the services provided are time sensitive and offer discounts.

If you have any questions please call directly at 814-443-3638

Sincerely,
The Fly Fishing Show



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4. Set-up/tear-down dates and times, host hotel, travel, tax and oversized vehicle info. Please note hotel cut-off date for discounted rate.
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6. Discounted Show Passes
7. Diagram of Your Booth
8. Show Regulations
9. General Exposition link to order booth services and furniture. You do not need your booth number to order from General Expositions. Please leave it blank and the Fly Fishing Show® will coordinate booth numbers as they become available. (You may need to type the address into your web browser.)
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*** Please see the separate attachment from the Lancaster County Convention Center to order utilities and services for your booth.

We were recently informed that the ballroom in Lancaster has new carpet. Please consider this before ordering any carpeting for esthetics purposes. IF you need carpet for extra padding please refer to your attached service manual.

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Set up: Friday, March 1st - 12:00 pm-9:00 pm

Saturday, March 2nd - 7:00 am-9:00 am

All exhibits must be completely installed by: Saturday, March 2nd at 9:00 am

Tear Down: Sunday, March 3rd - 4:30 pm-10:00 pm

HOTELS

Marriott Lancaster at Penn Square

25 South Queen Street
Lancaster, PA 17603

www.lancastermarriott.com

717-239-1606 or 1-888-850-6146

\$162 for single occupancy and breakfast for 1

\$174 for double occupancy and breakfast for 2

The rate includes complimentary self-parking for one vehicle.

The cut-off date is 2/9/24

To book your room by phone, let the agent know the date and name of show.

Marriott Booking Links:

[Click here for reservations](#) at Marriott (Single Occupancy)

[Click here for reservations](#) at Marriott (Double Occupancy)

***Please pick up a map at exhibitor registration for alternative parking for large vehicles & trailers.**

TRANSPORTATION

Airport:

Harrisburg International Airport located 26 miles from the Lancaster County Convention Center.

Please visit this website for information regarding ground transportation.

<https://www.flyhia.com/>

Tax Information

<https://www.pa100.state.pa.us>



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Exhibitor Badges

All exhibitors and those working at their booth must have a badge. Small Business and Bamboo tables receive two badges per booth. Each single booth is allotted four badges—additional booths receive two additional badges each. Badges are to identify the persons who are actually working in the booth—they are not “freebies” for your customers and friends.

We cannot give out badges or passes while the show is in operation to anyone who has not been previously identified to us as a legitimate worker. **PLEASE PRINT LEGIBLY**

Booth Name: _____

WORKER: _____

WORKER: _____

WORKER: _____

WORKER: _____

Please send your worker names to any of the following: email to amy@flyfishingshow.com

Mail to: The Fly Fishing Show® 531 North Center Avenue; Suite 102, Somerset, PA 15501

Extra Exhibitor Badges

Need badges for additional workers beyond your booth allowance?

We can provide you with badges at **\$12.00 each**. They are non-refundable.

NUMBER OF EXTRA WORKER BADGES NEEDED: _____

PLEASE PROVIDE US WITH YOUR ADDITIONAL WORKER NAMES ABOVE.

Enclose check for \$12 per badge, payable to: **FLY FISHING SHOW®**

Name as it appears on credit card: _____

Signature: _____

Credit card # Visa/MasterCard/Discover/AmEx: _____

EXP DATE: ____/____ Security Code: _____ Billing Zip Code: _____

Deadline for this form is February 9, 2024

Badge requests turned in after this date cannot be guaranteed



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DISCOUNTED SHOW PASSES

Do you need passes for special customers, friends and family? Show passes are NOT badges and are good for 1 day, 1 entrance only per ticket.

We can provide you with show passes at **\$12.00 each**. Passes are non-refundable.

NUMBER OF SHOW PASSES NEEDED: _____

Enclose check for \$12 per pass, payable to: **FLY FISHING SHOW®**

Email this form to amy@flyfishingshow.com

Name as it appears on Credit Card: _____

Credit Card# Visa/MasterCard/Discover/AmEx: _____

EXP DATE: ____/____ Security Code: _____ Billing Zip Code: _____

Signature: _____

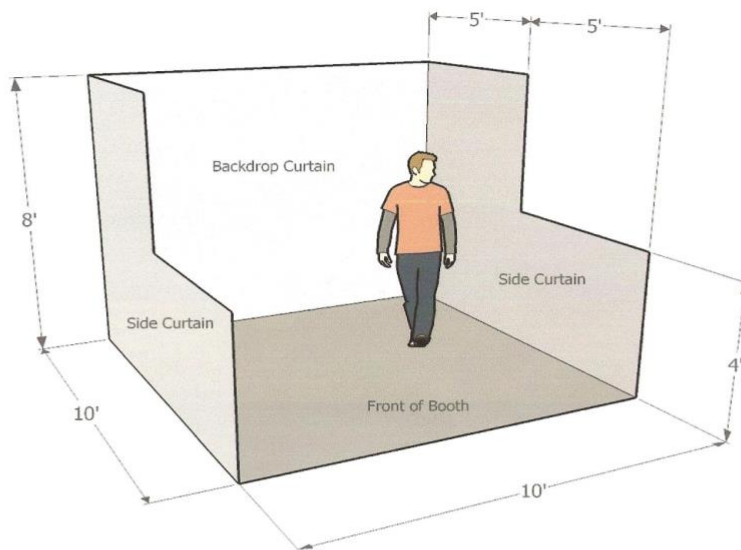
How would you like to receive your tickets?

_____ MAIL TO: _____

_____ Pick up at Will Call Name: _____



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Each booth is a 10' x 10' space, with side curtains, curtain backdrop, and standard sign. Please observe the above guidelines to provide an unobstructed view and reasonable sightline from the aisle for each exhibitor.

Displays over 4' high must be confined to that area of the booth that is at least 5' from the front of the booth.



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2024 Fly Fishing Show® Regulations

These regulations are part of the contract

- Exhibitors may not share booth space without the express approval of the show director, nor may they sell, sub-let, or otherwise assign their space. The exhibitor whose name appears on this contract is the only entity allowed to exhibit in the booth assigned. Violation is cause for immediate dismissal from the show.
- Only those products/services listed on your contract are allowed in your booth and you may promote these only within the confines of your booth. You are not permitted to solicit in the aisles, put out literature in the lobby, or anywhere other than your booth. The director must approve any exceptions.
- Unless the show director gives his express approval the sides of your exhibit extending beyond 5' from the curtain backdrop may not exceed 48 inches in height and no part of your exhibit may exceed the height of the curtain backdrop.
- Exhibits must be ready and staffed 15 minutes before the show opens and be manned at all times.
- Show director will assign all spaces and reserve the right to reassign spaces.
- All exhibits must have their names and booth numbers boldly displayed. You may use the sign we provide or your own.
- Acceptance of this contract by the management is for the year **2024** only.
- Nothing edible or drinkable may be sold, dispensed, or given away without prior approval.
- All exhibits must be orderly and blend in with the catch and release fly-fishing themes of the show. No animal heads or other animal parts may be displayed except for small portions of animal fur for sale as fly tying materials. In case of any doubt, ask us first.
- All exhibitors must refrain from displaying a "flea market" look. Signs must be professional and sales should only be a portion of your booth, never an entire booth. Management has the right to have unprofessional signs removed. We recommend show specials not to exceed 30% of your display. **Booth tables must be covered and skirted** either by you or our show decorator. Please no bare undressed tables.
- Use of duct tape or any other adhesive that is not pre-approved will not be permitted on walls or linens. Any unapproved use may result in damage charges.
- Consumption of alcoholic beverages not purchased from a licensed vendor is not permitted and can result in the removal from the show.
- Balloons are not permitted.
- **Booths cannot be taken down prior to show closing without approval from management.**

**The show management will not be held liable to the exhibitor, to his employees, to his agent, or to his guests, for any damage, loss, injury from fire, water, storm, adverse weather, electricity, smoke, theft, labor disputes, acts of other exhibitors, acts of the convention center, acts of any governmental agent, or any causes whatsoever beyond the control of The Fly Fishing Show.*

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General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

Dear **Lancaster Fly Fishing Show** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Lancaster Fly Fishing Show** being held at the **Lancaster County Convention Center** on **March 2-3, 2024**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Lancaster Fly Fishing Show** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -

www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the Exhibit Code: **LANCFISH**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account set up with General Exposition Services, you will be prompted to create one.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Lancaster Fly Fishing Show**, and one of our Customer Service Reps will be happy to assist you.



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Alternative Shipping:

We are pleased to announce that **Paul Hess of Happy Rock Enterprises** will once again be providing vendor transportation for The Fly Fishing Show® tour this year. Happy Rock Enterprises specializes in providing equipment and technical support for all types of events including running events, cycling events and benefit galas. His client list includes The New York Marathon, Race for The Cure (multiple locations), O'Mealia Special Events, and the Nestle Water Group, which includes Poland Spring and Deer Park.

Happy Rock looks forward to providing personalized service to each and every vendor in the program. Our goal is an efficient load-in and load-out for everyone.

Some of you may already know Paul as he spends his spare time fly-fishing. You may also recognize Paul as part of our Fly Fishing Show® staff.

Paul can be reached at 908-256-5282 or Paul@fishingrock.net.



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Over-sized Vehicles

If an exhibitor would prefer a nearby lot, they are welcome to use the “Over Size Vehicle Lot”, located across from the Vine Street entrance of the Convention Center.

This is a gated lot and the fee is \$25 per day for a standard size parking space and \$45 per day for larger spaces. Examples: buses or trucks, or vehicles with a trailer.

Due to the limited size of the “Oversize Vehicle Lot”; it is recommended passenger vehicles that fit in the parking garage, to use the parking garage.

If an exhibitor is interested in booking a space please contact several weeks prior to the show. 717-207-4104 or BusinessOffice@lccca.com

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How would I be notified of a violation of the law?

If the offender is an existing business that was denied a license or had its license revoked, the business will be contacted by the department in person or in writing, in an effort to resolve the tax delinquencies. If that effort fails, the offender would then be directed to surrender its license. A business that refuses to surrender its license may be charged with operating without a valid sales tax license.

If my sales tax license is revoked/expired can I continue to sell non-taxable items that do not require the collection of sales tax?

A company engaged in business other than the sale or rental of taxable merchandise or services may continue to do so without a sales tax license. However, making any taxable items available for purchase without a valid sales tax license is a summary offense, and the business may be cited by the department.

If I am current with my sales tax returns and payments but have other tax liabilities, can my sales tax license be revoked?

Yes. Other tax liabilities (employer withholding, corporate taxes, personal income tax, etc.) can result in revocation or denial of a sales tax license.

What can I do to have a revoked license reinstated?

Before a license is reinstated, the business must file all non-filed tax returns, pay any outstanding liabilities or enter into a payment plan arrangement with the department. Once a delinquency is resolved, the license may be reinstated.

If I am convicted of violating the sales tax law, can I still be charged with theft, tax evasion or similar offenses?

Yes. The sales tax law only addresses operating without a valid sales tax license. It does not address other criminal offenses, such as misdemeanor or felony charges.

FOR GENERAL TAX QUESTIONS:

Online Customer Service Center
www.revenue.pa.gov

Taxpayer Service & Information Center
Personal Taxes: 717-787-8201
Business Taxes: 717-787-1064
e-Business Center: 717-783-6277

1-888-PATAxes (728-2937)

Touch-tone service is required for this toll-free call. Call to order forms or check the status of a personal income tax account, corporation tax account or property tax and rent rebate.

Automated Forms Ordering Service
1-800-362-2050

Services for Taxpayers with Special Hearing and/or Speaking Needs
1-800-447-3020

Call or visit the Revenue district office nearest you, listed in the government pages of your local phone directory.

**PENNSYLVANIA
SALES AND USE TAX**



All individuals and businesses that make taxable sales or rentals or provide taxable services must be licensed to operate in Pennsylvania and must regularly report and remit sales tax to the Department of Revenue.



How do I register to collect and remit sales tax?

All businesses and individuals selling products and services subject to sales tax must register for a sales tax license online at www.pabizonline.com or by completing the PA Enterprise Registration Form, PA-100. The form is available at www.revenue.pa.gov and from Revenue's Forms Ordering Service, 1-800-362-2050. The sales tax license, which must be renewed every five years, should be prominently displayed at the business's location.

Pennsylvania's sales tax rate is 6 percent, and an additional 1 percent local sales tax applies to items purchased or used in Allegheny County. Two percent local tax applies to items purchased or used in Philadelphia. Prior to Oct. 8, 2009, the Philadelphia local tax was 1 percent.

Do I need a sales tax license to sell taxable items at a craft show or similar place?

Yes. Out-of-state vendors should review brochure REV-778, PA Tax Obligations for Out-of-State Vendors, for information on transient vendor licenses.

Can a promoter who allows an unlicensed vendor to operate at a show be charged with violation of the law?

No. While a promoter may face revocation of his/her promoter's license for failing to ensure compliance with licensing requirements, it is the individual vendor of taxable merchandise or services who is responsible and would face prosecution.

I am having a yard sale. Should I apply for a license?

If your yard sale qualifies as an isolated sale, you do not need a license or to collect sales tax. An isolated sale is an infrequent sale of tangible property by someone who is not in the business of selling that property and does not hold reoccurring sales more frequently than three times a year or for more than seven days total in a year.

How often do I need to remit sales tax?

All new businesses must file quarterly returns during the first year of business. Returns are due by the 20th of the month following the close of

the previous quarter. After the first year, the department dictates a semi-monthly, monthly, quarterly or semi-annual filing schedule, based on how much sales tax a company collects.

How do I report sales tax?

Sales tax returns and payments must be filed electronically – online or by telephone. After registering, a business will be able to file returns and payments online through e-TIDES at www.etides.state.pa.us. Businesses may also file and remit sales tax using the business TeleFile phone system at 1-800-748-8299.

Can I start doing business and collecting tax before I receive my license?

Yes. Having the license physically in your possession is not necessary to make taxable sales or provide taxable services. Keep records of how much tax was collected and remit that tax in a timely manner. A copy of the sales tax license (or PA-100 or four-digit Web registration PIN if the license has not been received yet) should be prominently displayed at the business's location.

How do I know what items or services are subject to Pennsylvania sales tax?

The department's Retailers' Information Guide (REV-717) contains listings of most taxable and non-taxable items and descriptions of taxable services. It can be downloaded from the department's website or requested through the department's Forms Ordering Service. This publication is updated every three years.

What is included in the purchase price of an item?

The purchase price includes the total value of the items delivered or services provided, including such costs as insurance, delivery, shipping and handling. These charges are taxable even if they are listed separately on an invoice.

Why must I file a return for a period during which I collected no tax?

All license holders must file returns even for periods when no taxable sales were made. Such "zero returns" enable the department to distinguish between businesses that made no taxable sales and those that collected taxes and failed to remit them.

www.revenue.pa.gov

When is labor subject to sales tax?

Fees for labor are taxed when the labor is expended on a taxable item. For example, repairs to a vehicle, appliance or jewelry are taxable. Labor charges to install or repair items that become part of real estate – such as repairs to a water heater, boiler or new roof – are not taxable.

How do I apply for a sales tax exemption?

Certain charitable, religious and nonprofit organizations and volunteer fire companies qualify for sales tax exemptions. Such an organization must complete the Sales Tax Exemption Application (REV-72) to apply and provide its Articles of Incorporation or bylaws and current financial statement.

What is use tax?

Use tax is the counterpart of sales tax and applies to purchases made over the Internet, through toll-free numbers (800, 888, 877), from mail-order catalogs and from out-of-state locations when sales tax was not charged and collected by the seller. The use tax rate is the same as the sales tax rate: 6 percent state tax, plus an additional 1 percent local tax for items purchased or used in Allegheny County and 2 percent local tax for Philadelphia. Use tax liabilities incurred by individual taxpayers can be reported annually on the PA Personal Income Tax Return (PA-40) or shortly following the time of purchase using a Use Tax Return (PA-1). Sales tax licensees should report and pay use tax through e-TIDES or the TeleFile phone system. Non-licensed, business taxpayers should remit use tax using a Use Tax Return (PA-1). Visit www.revenue.pa.gov/usetax for more information on use tax reporting responsibilities and options.

What are the criminal penalties for violating the sales tax law?

The department has the authority to issue citations to people who, without a valid PA sales tax license, sell or lease items subject to sales tax. Operating without a sales tax license or with a revoked license could result in a conviction of a summary offense and a fine between \$300 and \$1,500 for each offense.

SALES TAX

Any entity making taxable sales or performing taxable services in Pennsylvania must be licensed to collect and remit sales tax.

Pennsylvania's sales and use tax rate is 6 percent. An additional 1 percent local sales and use tax applies to sales in Allegheny County; an additional 2 percent local sales and use tax applies to sales in Philadelphia.

No tax is due on out-of-state deliveries made by a vendor or common carrier. However, deliveries made within Pennsylvania are subject to sales tax.

Any business that does not have a permanent physical location in Pennsylvania, but makes taxable sales in Pennsylvania on an irregular basis, is required to register for a transient vendor's license. Transient vendor licenses are renewable on a yearly basis so long as the taxpayer timely files and remits all sales tax.

All other out-of-state vendors, making taxable sales in Pennsylvania, are issued sales tax licenses, valid for five years and renewable so long as the taxpayer timely files and remits all state taxes. Sales and transient vendor licenses must be prominently displayed at all events.

Department of Revenue enforcement agents have the authority to issue citations to people who sell items subject to Pennsylvania sales tax without valid sales tax licenses. Penalties for making such sales may include a fine between \$300 and \$1,500 for each violation and imprisonment up to 30 days for failing to pay the fine.

SALES TAX – REMOTE SELLERS

Sales and Use Tax Bulletin 2011-01 explains existing sales tax nexus law for remote sellers, clarifying the law and the department's authority to require e-commerce and other out-of-state sellers with physical presence in Pennsylvania to collect sales tax. The bulletin relies on in-state

activity to establish nexus, as required by the U.S. Constitution, and provides examples of in-state activity sufficient to require sales tax registration and collection.

Companies with legal questions regarding establishment of nexus are encouraged to call the department's Office of Chief Counsel at 717-787-1382. Companies with questions regarding sales tax registration, collection and reporting requirements are encouraged to call Taxpayer Service and Information Center at 717-787-1064.

CORPORATION TAX

Generally, out-of-state corporations – including business trusts, limited liability companies and other entities taxed as corporations for federal income tax purposes – are subject to Pennsylvania corporate net income tax and capital stock/foreign franchise tax if they do business, carry on activities, own property or employ capital or property in Pennsylvania. Further, such a company is subject to corporate net income tax and capital stock/foreign franchise tax, whether it engages in such taxable activities in its own name or through another person, association, business trust, corporation, joint venture, limited liability company, limited partnership, partnership or other entity.

Whether a taxpayer or entity is subject to tax is based upon the type of activities conducted in Pennsylvania. Common taxable activities include the following:

- Installation
- Making repairs or performing maintenance
- Investigating or resolving complaints
- Accepting or approving orders
- Picking up or replacing damaged or returned property

- Maintaining an office or warehouse
- Collecting accounts

The department's de minimis standards provide that corporate tax reports do not need to be filed if the following activities are conducted on no more than seven days per year in Pennsylvania, and if the activities produce total annual Pennsylvania sales from all sources of \$10,000 or less:

- Installation
- Repair
- Maintenance and service
- Technical assistance or service
- Training incident to sales
- Attendance at trade shows to exhibit goods and to make sales from those goods

Solicitation activities conducted directly or through an agent or independent contractor subject a company to capital stock/foreign franchise tax. Such a company may also be subject to corporate net income tax if the activity goes beyond solicitation.

PERSONAL INCOME TAX

Pennsylvania's personal income tax rate is 3.07 percent.

Any out-of-state business with employees working in Pennsylvania is required to register with the Department of Revenue and withhold Pennsylvania income tax on wages and salaries paid to employees for services performed in Pennsylvania.

Pennsylvania has reciprocal tax agreements with Indiana, Maryland, New Jersey, Ohio, Virginia and West Virginia. Under these agreements, one state will not tax another state's residents on employee compensation subject to employer

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withholding. These agreements apply to employee compensation only.

Any out-of-state sole proprietorship, partnership or S-corporation must allocate its earnings in Pennsylvania, and the owner, partners or shareholders must file Pennsylvania personal income tax returns if business activities are systematically and regularly carried on in Pennsylvania.

DISASTER RELATED ACTIVITIES

Special rules apply when the Governor declares a state of emergency or disaster. Out-of-state business entities that provide employees for disaster emergency-related work for infrastructure (such as a communications network, an electric generation, transmission and distribution system; a gas distribution system including the producing, generation, transmitting, distributing or furnishing of gas to the end customer; and/or a public or private water pipeline) that is damaged, impaired or destroyed by a disaster are not required to register their business, file state and local tax returns, withhold personal income tax from compensation paid to out-of-state employees, meet registration and/or licensing requirements, etc., if they are not already required to be registered or have not already conducted operations in Pennsylvania 10 days prior to the disaster or more than 60 days after the declaration of the disaster or as extended by the Governor.

CONTACT INFORMATION

Online Customer Service Center
www.revenue.pa.gov

Taxpayer Service & Information Center
Personal Taxes: 717-787-8201
Business Taxes: 717-787-1064
e-Business Center: 717-783-6277

1-888-PATAXES (728-2937)

Touch-tone service is required for this automated, 24-hour toll-free line. Call to order forms or check the status of a personal income tax account, corporate tax account or property tax/rent rebate.

Automated Forms Ordering Message Service
1-800-362-2050

Service for Taxpayers with Special Hearing
and/or Speaking Needs
1-800-447-3020

Call or visit your local Department of Revenue district office, listed in the government pages of local telephone directories.

PENNSYLVANIA TAX OBLIGATIONS FOR OUT-OF-STATE VENDORS



Information on Pennsylvania sales tax, corporation taxes and personal income tax for out-of-state vendors at trade shows, exhibitions, flea markets, conventions, arts and craft shows, etc.





EXHIBITOR PLUS

Upgrade your on-line show listing profile:

Upgrade your profile on our interactive map to Exhibitor Plus. Exhibitor Plus allows your business to grab the attention of thousands of viewers visiting www.flyfishingshow.com daily. This gives you an opportunity to enhance your visibility at our show(s). Customers will be able to find out more about your business prior to the show, easily track you down and follow up with you after the event. Upgrades include, but are not limited to the following:

- have the ability to log in to their profile and update at any time
- add logos
- update who's in the booth
- include products and services, videos, and a picture gallery
- a business contact form and a QR code generator for sales
- a direct link for easy promotion and an embeddable profile to share on your website or social media.

[CLICK HERE TO UPGRADE](#)

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EXHIBITOR MEDIA KIT

Images sized for Facebook and Instagram for sharing with your community.

<https://flyfishingshow.com/exhibitor-media-kit/>