

Orleans County Home & Garden Show 2010

EXHIBITOR FORM A

Vendor Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Type of business: _____

Choose from the following booth prices:

[Chamber member 10% discount]

1) 10 X 10 registration received by **February 16, 2010**\$ 150 X _____ # of booths = _____

2) 10 X 10 registration received by **March 16, 2010**\$ 175 X _____ # of booths = _____

3) Electric drop \$ 25

4) **Chamber member discount 10%**

Total Cost \$

Send registration to:

**Orleans County Chamber of Commerce
102 North Main Street, Suite # 1, Albion NY 14411**

Company Name: _____

Phone: _____ E-Mail: _____

Contact Person: _____

Check Enclosed (made payable to Orleans County Chamber of Commerce)

Credit Card # _____ Exp. Date: _____ Three Digit: _____

Zip Code: _____

Signature: _____ Amount Enclosed: \$ _____

If you are interested in increasing your publicity during the show, please complete the following section:

Business Name: _____

Door Prize item(s): _____

Please contact me about running a seminar/ workshop or demo show.

Name: _____ Phone: _____

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EXHIBITOR'S AGREEMENT

1. The Orleans County Chamber of Commerce herein referred to as "OCCC" allots to _____ herein referred to as Exhibitor, a display space(s), also known as "booths" (10'X10'), per EXHIBITOR A, at the 2010 "Orleans County Home and Garden Show" to be held at Lake Plains YMCA, 306 Pearl Street, Medina NY 14103, on March 27 & 28, 2010.
2. The undersigned Exhibitor agrees to pay a sum of \$ 150.00 if postmarked by February 16, 2010; or \$ 175.00 if postmarked by March 05, 2010 as a rental fee for each booth.
3. The exhibitor agrees to all articles found in this agreement and in the Rules and Regulation found in Exhibit B, which is part of this agreement.
4. "Exhibitor hereby agrees to indemnify and hold harmless the OCCC and Genesee/ Wyoming YMCA (306 Pearl Street, Medina NY 14103) from any and all claims and liability, express or implied, arising out of exhibitors' performance of this agreement, including but not limited to claims or liability relating to damage to personal property or bodily injury."
5. The exhibitor agrees to accept the location chosen by the OCCC, including relocation to an alternate location, should such relocation be necessary for the best interest of the Orleans County Home and Garden Show 2010.
6. OCCC or Genesee / Wyoming YMCA shall not be liable for fulfillment of this agreement in the event display space cannot be delivered through no fault of the OCCC or Lake Plains YMCA.
7. " All exhibitors are solely responsible for arranging their displays in a safe and appropriate manner. The OCCC reserves the right to order any exhibit to be removed from the premises for any reason, including but not limited to those concerning the public health, safety, or welfare."
8. Booth rental includes the prescribed floor space, side and rear curtains (if no wall), over head lighting and aisle cleanup service. For those exhibitors in need of electrical outlets, each electrical drop will be a maximum of 15 amps.
9. The Exhibitor acknowledges that upon acceptance of this contract by OCCC, this agreement becomes a binding contract. Consequently, the rental fee, as set forth in item # 2 above, becomes fully earned and payable whether or not the Exhibitor occupies the prescribed space.
10. The undersigned Exhibitor warrants that he/she is either the Exhibitor, or the agent, servant, officer or employee of the Exhibitor and is authorized to enter into this agreement.
11. The exhibitor agrees to obtain liability insurance specifically covering the acts of omission commission arising out of this event in an amount not less than \$ 500,000. A certificate of insurance must accompany the Exhibitor's forms and must include the Orleans County Chamber of Commerce and Genesee / Wyoming YMCA
12. All Exhibitors must park in assigned parking after unloading.

Company Name: _____

Company Address: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Exhibitor SIGNATURE: _____ Date: _____

Print Name: _____ # Booths needed: _____

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EXHIBIT B

Rules and Regulations

- a) Unobstructed view- displays including advertising material and equipment of any kind shall be arranged so as not to obstruct view from the aisle into adjacent booths in the interest of fairness and general safety for all Exhibitors and spectators.
- b) Display height must not exceed three feet six inches (3'6") in the front, four feet (4) feet of display space. No raw or unfinished construction or surfaces are to be visible from adjacent booths or from aisle. No back facing advertisements are allowed except where indicated by the OCCC.
- c) The OCCC will furnish standard back (8') (where no back wall is present) and side divider (3') curtains, but it is recommended that custom – built booth displays be used since they are more effective. The exhibitor will provide their own tables (no longer than 6') and chairs. The Exhibitor must protect the floor and walls from damage of any kind and is liable for the same.
- d) **FLAMMABLE MATERIALS:** No flammable materials including but not limited to: liquid fuels, straw or dry leaves will be permitted. All decorative materials and displays are subject to final approval by the OCCC and Fire/Safety inspectors. Fuel storage tanks of any vehicle, motor or device must be completely drained before being brought into the facility. No open flames or combustion units will be permitted. No smoking.
- e) **Pre – Built exhibits:** So far as possible, exhibits should be constructed ahead of time outside the facility and be brought ready for installation.
- f) **Booth Operators:** It is the responsibility of the Exhibitor to comply with State/Federal/Local Safety Regulations during the course of the show. Sound equipment and demonstrations are permitted but only in low volume so as not to interfere with other Exhibitors. Noisy displays of equipment are subject to restrictions in location and time, at the sole discretion of the OCCC. Theatrical stunts, et cetera, must be submitted to OCCC for approval. Exhibitors are not permitted to sublet space in their booth(s). Merchandise order and cash transactions will be permitted inside booth(s) only. Any and all state sales tax is the sole responsibility of the Exhibitor. Soliciting in the aisles or any part of the facility other than the rented spaces (booths) is strictly prohibited. All booths are to be manned during all show hours by at least one of the Exhibitor's representatives. Booths are to be kept clean of unsightly materials and debris. Moderate amount of waste material may be placed in the aisle at the close of the Show each day for removal by Lake Plains YMCA.

g)	<u>SET UP TIMES:</u>	<u>INSPECTION BY FIRE/SAFETY INSPECTOR:</u>
	Friday, March 26, 2010 5pm. – 9 p.m.	Saturday, March 27, 2010 – 9am
	<u>REMOVAL AND CLEANUP:</u>	<u>SHOW TIMES:</u>
	Sunday, March 28, 2010 6p.m. – 9 p.m.	Saturday, March 27, 2010 10 a.m. – 6 p.m. Sunday, March 28, 2010 11 a.m. – 4p.m.

h) **ALL DISPLAYS MUST BE COMPLETED BY 9 P.M. ON FRIDAY, MARCH 26, 2010 FOR INSPECTION BY THE OCCC AND FIRE/SAFETY INSPECTORS. Removal of display materials before the prescribed removal time is prohibited and will result in a \$ 100.00 fee.** The OCCC cannot be responsible for merchandise of property remaining after removal times. Exhibitors are responsible for supplying their own transportation and carting devices for unloading and loading vehicles at the facility.

- i) Any and all merchandise left after the removal times will become the property of the OCCC.
- j) In such cases that the Exhibitor may seek a variance in the above articles, due consideration by the OCCC will be given to remedy any particular issue. Such variances, if granted, must be in writing with all verbal authorization and agreements being void. Only the OCCC may grant variances and special considerations.

Your consideration is greatly appreciated. These rules and regulations are for everyone's protection and serve to allow the Show to be a great success. I look forward to working with you and helping your business prosper.

