

Dear Exhibitor –

It's time to reserve your booth for the **4th Annual Raystown Lake Region Home & Garden Show**. This year's show is scheduled for **March 19, 20 and 21, 2010 in Huntingdon**. (Please note that *these dates are different from what was on the "hold the date" postcard sent previously.*) The show will be at Peebles Plaza, corner of 4th Street and Route 22, Huntingdon, Pa.



Show times: Friday 2 pm to 8 pm, Saturday 9 am to 7 pm; Sunday Noon to 5 pm. (See contract for set up and tear down times.)

The 2009 Raystown Lake Region Home & Garden show was a tremendous success with 56 exhibitors and over 2,000 adult attendees! Of those who exhibited, 100% rated the show as average to excellent and over 83% were certain they would exhibit again this year. They generated an average of 11 leads, and 100% of those leads were rated as average to excellent. *Please get your Exhibitor Agreement in early, as space is limited.* Booth space is awarded based on date of receipt, as long as the Agreement, deposit check, Terms & Conditions form and insurance certificate are provided.

Securing Your Booth Space

To secure a 10x10 spot for the 2010 Raystown Lake Region Home & Garden Show, you must return the contract, the signed Show Terms & Conditions Sheet, a copy of your Certificate of Insurance, and a minimum of \$100 per booth as a down payment. You will be assigned a spot by Show Management and will be directed to that spot upon arrival.

Important Deadlines

Early Bird Special Deadline is January 25, 2010 -- SAVE \$50 per booth if we receive your forms (listed above) and your minimum \$100 deposit by this deadline.

February 28, 2010-- All exhibitors must have the contract and full payment to the Huntingdon County Chamber of Commerce.

Special Needs

1. **Tables & Chairs** will be available to each vendor at a cost of **\$20** per set (each set includes 2 chairs and 1 table). Reserve these on the form attached.
2. **Extra Electrical** – Not all booths will have access to electrical. If you need electric, please indicate this on the Exhibitor Agreement. If your booth requires more electric than one 15 amp outlet, the additional charge is **\$50**. Please bring your own extension cord.
3. **Skirting** will be available for each table at a cost of **\$20** per skirt. Please indicate your need for skirting on the Exhibitor Agreement.
4. **Booth Location:** If you need to be placed on an inside wall or need an outside space, please mark the appropriate box on the agreement. Management is not responsible for placing you along a wall if you do not check the box. Exhibitors booth space location is at the discretion of management and no guarantees can be made about placement of your booth.

Sponsorship Opportunities - Make the most of your advertising dollars this year by promoting your presence at the show. See the show sponsorship page attached for sponsorship opportunities for small and large companies.

We look forward to seeing you at the 2010 Raystown Lake Region Home & Garden Show!

Sincerely,

Raystown Lake Region Home & Garden Show Management



NOTE: Answers to many of your questions can be found on the show website at www.RaystownHomeShow.com or by contacting the Chamber of Commerce at 814-643-1110.



Raystown Lake Region Home & Garden Show 2010

Show Terms and Conditions

- 1. Space Agreement:** Management may assign space based on the nature of the company and products to be displayed as well as the amount of space available in the effort to promote and develop the most professional and balanced show. Show management reserves the right to refuse space because of unethical or illegal business practices.
- 2. Subletting of Space:** No exhibitors shall assign, sublet or apportion the whole or any part of the space allotted to them, nor exhibit therein any other goods, apparatus, service, advertising signs, etc. than those manufactured or sold by the exhibitor in the regular course of his business. Violations of this rule shall be cause for eviction without refund.
- 3. Relocation of Exhibits:** Management reserves the right to alter the location of exhibitors or of booths as shown on the official floor plan if deemed in the best interest of the exposition. Management shall have the further right to prohibit, prevent, and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of Management is unsuitable or inappropriate for the exhibition or purposed of such exhibition; and such right shall exceed, but shall not be limited to, all equipment, materials, displays, installation and other items constituting part of or used in connection with any such exhibit.
- 4. Arrangement of Display:** Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. It is suggested that exhibitors having large or bulky exhibits REQUEST wall space. Any display materials exposing an unfinished surface to neighboring booths must be finished at the exhibitor's expense. Exhibits may not exceed 11 ft in height.
- 5. Signs:** No signs or banners are to be placed outside of the exhibit space assigned to the exhibitor. Any exhibitors displaying signs, which are or look amateurish or unprofessional and detract from the integrity of the show may be **required to remove such signs or pay the banner fee of \$150** at the discretion of the show management.
- 6. Sound Control:** Loud speakers, radios, television sets, and/or the operation of any other type of product, machinery, equipment which is of sufficient volume as to be annoying or hazardous to the neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in front of your booth is not permitted.
- 7. Distribution of Literature, Souvenirs, & Food:** Exhibitors may distribute printed advertising, souvenirs, literature, etc. from their booth space. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noisemaking variety. Only registered exhibitors will be allowed to distribute literature, souvenirs, etc. Anyone distributing such materials that are not a registered exhibitor will be asked to leave immediately. An exhibitor may not sell food. Any food distributed from an exhibitor's booth must be in prepackaged, sample-size portions.
- 8. Electrical Needs:** Some booths will have access to **one standard 15 AMP electrical outlet**. Exhibitor must supply their own electrical cords. Additional fees will be applied to exhibitors who need more than one outlet (\$50).
- 9. Flammable Materials:** All materials used in the exhibit hall must conform to the fire regulation of the local fire department. All packing paper, excelsior and wrapping materials are to be removed from the floor and must not be stored under the tables or behind displays. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.
- 10. Care of Building and Exhibits:** Exhibitors will be responsible for any damage done to the building by themselves, their agents, or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor or at the exhibitor's expense. Walls, woodwork, and the floor of the building must not be defaced or altered in any manner. Tacking taping, or nailing of signs, banners, etc. to any permanent walls or woodwork or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their booth displays neat and orderly throughout the show. Exhibitors using unauthorized tape or demo materials will be charged for restoration or removal from damaged surfaces.
- 11. Liability:** It is expressly agreed that the Management will not be liable to the Exhibitor, or their employees, to their guests, or to their agents, for any damage, loss or injury from fire, water, storm, electricity, smoke, theft, labor dispute, civic commotion's, or threats thereof, or acts of other exhibitors. In the event the management is compelled to take charge of any property of an Exhibitor, it will do so only at the exhibitor's own risk. However, the Show Management cannot be held responsible for exhibitor's property, whether located at his exhibit or anywhere else inside or outside the show location. Small and especially valuable materials should be safely packed away by the Exhibitor during the hours when his exhibit is not manned. If the exhibitor feels that he needs additional protection to cover the hazards involved in the preceding paragraph, the exhibitor should take out their own insurance.
- 12. Rights of Management if event is not held:** Management shall not be liable for any damages or expense incurred by Exhibitors in the event the Show is delayed, interrupted or not held as scheduled, for any reasons beyond the control of the Management.
- 13. Indemnifications:** Exhibitor indemnifies Management and their directors, officers, employees, and agents against all claims, demands, damages, actions, causes of actions, judgments for death or injuries to persons or loss of damage to property arising out of any act or omission of exhibitor or its officers, employees, agents, invitees, done or omitted in connection with the show.
- 14. Cancellation of Contract:** If this agreement is cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of this agreement, monies paid to Management by Exhibitor shall be retained as follows: **If cancellation occurs within 14 days of the Show, the entire rental paid to date by Exhibitor shall be retained by Management.** The retained rental shall be liquidated damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor's withdrawal including re-letting the space. All cancellations must be in writing.
- 15. Insurance:** In all cases, exhibitors desiring to insure themselves against any or all claims for bodily injury, property damage, or any loss caused by or relating to their acts or omissions of their employees, guests, representatives and agents or use of their assigned space are urged to maintain such insurance coverage as they may deem necessary to fully protect them against all risks.

16. Liability Insurance: Exhibitors are required to provide a certificate of liability insurance in the amount of \$1,000,000 (one million dollars) per occurrence and naming the Raystown Lake Region Home & Garden Show as a covered party.

WE MUST HAVE THIS document no later than one week before the start of the show. Fax to 814-643-1115.

17. Complete Agreement: This agreement contains all the terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto. This agreement shall be construed in accordance with the laws of the state of Pennsylvania.

SIGN BELOW:

I have read and agree to these terms:

Exhibitor (Print) _____ Signature _____ Date _____

SIGN AND ALSO RETURN THE FORM TITLED, Exhibitor Space Contract.



2010 Raystown Lake Region Home & Garden Show Exhibitor Agreement

Show dates: March 19, 20, 21, 2010 - Peebles Plaza, Huntingdon, PA

Company Name: _____ Company Contact: _____

Company Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ Email: _____

Reserve Your 10x10 Booth

\$_____ Total Number of Spaces: **EARLY BIRD SPECIAL** (\$50 off each space reserved by January 25th). Any returning exhibitor who increases the number of spaces they purchase over the number purchased in 2009 will get the extra booth space for half price!

\$_____ **1st Booth Space** \$450 Non Members/ \$400 Members (member rate for members of the Huntingdon County Chamber of Commerce or the Huntingdon County Builders Association)

\$_____ Additional Booth Space: \$350 Non Members/ \$300 Members

\$_____ 1 Table & 2 Chairs \$20/set Do you need an outside booth space? [] YES

\$_____ Table Skirting \$20/Skirt Will you need an inside wall? [] YES [] NO

\$_____ Extra Electrical \$50 **Do you need electric** (one 15amp outlet) ? [] YES (1 electric hook up is included, but not all spaces will have access to electric)

More than one outlet? [] YES, we need an extra outlet with more than 15 amp service = Cost is \$50

\$_____ **Total -- Booth and other services above** (Note: You may deduct \$50 from your booth cost if you get us these forms with your deposit by Jan 25, 2010.)

\$_____ Total --Advertising/Sponsorship Options (See Sponsorship Form - enclose form with this mailing)

\$_____ **Grand Total -- Check enclosed for \$_____ Remaining due \$_____**
checks should be made out to: Raystown Lake Region Home & Garden Show - Mail to address below with this form

Pricing & Conditions

- * Minimum deposit of **\$100 per booth** must accompany this application. See contract for cancellation policy.
- * **Full Payment must be made by February 28, 2010**
- * Signed copy of Show Terms & Conditions and Certificate of Insurance **must accompany agreement.**

Important Notes:

- * No subleasing of booths. Only one company per booth.
- * Acceptance of any company, persons, or exhibits is entirely at the discretion of show management.
- * **Setup Times:** Thurs 4pm – 8pm & Fri 8am - 11am -- **Tear Down:** Sun 5-9pm and Monday 8am-12 pm

Mail to: Raystown Home Show, c/o Huntingdon County Chamber of Commerce
500 Allegheny St, Huntingdon, PA 16652 **Phone:** 814-643-1110 **Fax:** 814-643-1115
www.RaystownHomeShow.com