

Carroll County Home Show

MARCH 21, 2015 9 a.m. - 5 p.m. MARCH 22, 2015 11 a.m. - 4 p.m.

Carroll County Ag Center 706 Agriculture Center Westminster, MD 21157

For Internal Use Only:

Booth _____

Date Rcd: _____

Balance Due: _____

Sales Rep: _____

Agreement for Exhibit Space

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Person _____ Products/Services to be displayed _____

Name as it should appear in **promotion** _____

Exhibit Space – please select one

Standard and End booths are designated with just a number or an "E" followed by a number on the floor plan.

- 1 standard 10'x10' booth - \$490
- 2 standard 10'x10' booths - \$940
- Corners - \$75 extra each
- 3 standard 10'x10' booths - \$1,390
- 4+ standard 10'x10' booths - \$465 each

Perimeter booths are designated with a "P" followed by a number on the floor plan.

- 1 perimeter 10'x8' booth - \$390
- 2 perimeter 10'x8' booths - \$740
- 3 perimeter 10'x8' booths - \$1,090

Live Plant Sales and Non-Profit Organizations

- Plant sales (10'x10') for live plant sales ONLY - \$190
- Non-profit home/garden educational booth – no charge – must be STRICTLY home/garden related
(501c3 organizations providing information only - no selling. Non-profit spaces are limited and allocated at the discretion of show organizers.)

** Exhibit space includes 8' back drape and 3' side drapes. If you require a booth identity sign, table and/or chairs, you MUST indicate that here:
 # _____ Table(s) (you may receive one 6' table per booth at no charge) # _____ Chairs (you may receive up to two chairs per booth at no charge)
 _____ ID sign (no charge) Name on booth sign exactly as it should read _____
 To order additional tables and chairs or other booth furnishings, call Kevin Wehling at Advantage Conference & Expo: 410-789-5000

Booth number choices: #1 _____ #2 _____ #3 _____
 Approximate amount of time needed to set up booth _____
 Special circumstances: ex., need forklift, trailered display _____

Reserve _____ booth(s) checked above at a cost of \$ _____
 _____ Corners @ \$75 each _____

Yes! I want to take advantage of the Special Exhibitor Rates (40% off!)
 in the Home & Garden Section:
 1/8 page: \$165 1/4 page: \$299
 1/2 page: \$635 Full page: \$1150
 All ads include process color Ad deadline: TBD

TOTAL DUE: \$ _____

**50% deposit required at time of registration.
 After February 23, 2015, full payment must accompany registration.
 Payment in full due by February 23, 2015, or space will be reassigned.**

I/We understand that this contract for exhibit space is legally binding. I/we accept, as part of this contract, all rules and guidelines of the Carroll County Home Show listed on the reverse.

X _____
 Authorized Signature for Exhibitor

X _____
 Date

X _____
 Authorized Signature for Show Organizers

X _____
 Date

Please return BOTH SIDES of signed contract with payment to:
 Carroll County Times
 ATTN: Carroll County Home Show
 P.O. Box 944
 Westminster, MD 21158
Or
 fax (with credit card information) to: 410-848-9331
 Questions? Call Judy Irvine at 410-332-6581
 A copy will be returned when full payment is received.

Checks payable to Carroll County Times or by credit card:
 Card type: ___ Visa ___ MasterCard ___ Amex ___ Discover
 Card number: _____
 Expiration date: _____ Amount: _____
 CVV# _____ Billing Zip Code: _____
 Name on card: _____
 Signature: _____
 Charge the balance due on _____ (date) Initial _____

Carroll County Home Show

Exhibitor Rules and Guidelines

Move-In / Move-Out

Exhibitor move-in is Thursday, March 19, 2015 from 2pm-6pm and Friday, March 20, 2015 from 9am-5pm. All booths MUST be set-up by 6:00pm on Friday, March 20, 2015. Move-out may begin no sooner than 4:01 p.m. on Sunday, March 22, 2014. Display items may also be removed between 8 a.m. & Noon on Monday, March 23, 2015. It is recommended that small display materials be removed Sunday, as security is not provided Sunday night. Failure to remove display at scheduled time may result in removal and disposal by Show Organizers at exhibitor's expense. All loading and unloading must occur during move-in and move-out times.

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Booth Design

Single Standard and End booth sizes are 10' x 10'. Single Perimeter booths are 10' x 8'. All booths have an 8' back drape and 3' side drapes. Display materials may not be permanently attached to the facility. Exhibit materials higher than 3' should be confined to the rear of the booth so as not to block the view of neighboring exhibitors. Display materials may not extend into the designated aisle.

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Payment / Cancellation

Full payment is due by February 23, 2015. All exhibitors must be in good standing with the Carroll County Times and its subsidiaries at the time of application and at the time the show is held. Exhibitors with accounts not in good standing will be refused entry in the show and any monies paid will be used to offset balances on past-due accounts. Cancellations should be made in writing and sent to the address listed on the reverse. Cancellations received before December 1, 2013 will be refunded in full, less a \$25 cancellation fee. Cancellations received between December 1, 2014 and February 22, 2015 will receive a 50% refund of the total exhibitor fee, less a \$25 cancellation fee. Exhibitors cancelling on or after February 22, 2014, will be responsible for paying the total exhibitor fee in full. Full payment must accompany contract for exhibitors registering after February 22, 2014.

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Assignment / Reassignment of Space

Assignment of exhibit space is on a first-come, first paid basis. Every attempt will be made to honor an exhibitor's location request, however it is not guaranteed. Show Organizers reserve the right to relocate exhibitors in the event the floor plan must be changed. Every attempt will be made to work with affected exhibitors to reach an agreeable alternate location. Exhibit space may not be shared, sublet, or re-assigned without the express consent of Show Organizers. Returning exhibitors have first right of refusal on 2015 Spring Home Show exhibitor space until June 1, 2014.

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Operation / Care of Exhibit Space

Exhibits must be staffed and/or maintained during all show hours. Food/beverages may not be distributed from the display without the consent of Show Organizers. Show Organizers will provide cleaning and trash removal for common areas. Exhibitors are responsible for cleaning their booths.

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Fire / Safety Regulations

The use of open flame and/or combustible materials is expressly prohibited in all exhibits. Display materials may not block fire exits or extend past booth dimensions into aisles. Inflated balloons may not be distributed to the public, but may be used as part of an exhibit's decorations. Bottled gases, including helium tanks, are not permitted. All electrical cords/wires and carpets exposed to aisles must be taped to the floor.

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Security / Insurance

Security will be on duty from 5 p.m. on Friday, March 20, 2015 to 9 a.m. on Saturday, March 21, 2015 and from 5 p.m. Saturday, March 21, 2015 to 11 a.m. on Sunday, March 23, 2014. Exhibitors must carry worker's compensation, commercial general liability, personal injury and blanket Contractual liability insurance. Exhibitor acknowledges total responsibility for their display and for the actions of their employees, agents, contractors or subcontractors in the area surrounding the display and will maintain direct control over all activities in their exhibit area. Exhibitor agrees to indemnify and to hold harmless Show Organizers, the sponsors and the Carroll County Agriculture Center and their respective agents and employees from any and all claims, demands, suits, etc. by Exhibitor, Exhibitor's agents, employees, contractors, or by an other person arising out of Exhibitor's participation in the above described show including without limitation, all claims for damages based on personal property damage, destruction, loss or theft, personal injury, and any other act or failure to act of Show Management and further, to reimburse Show Organizers and the Carroll County Agriculture Center for all reasonably incurred expenses, including legal fees, expended in the defense of said claims. The Exhibitor expressly agrees to save and hold harmless Show Organizers, the sponsors, Carroll County Agriculture Center and their respective agents and employees from any and all claims, liabilities and losses for injury to persons (including death) or damage to property arising in connection with Exhibitor's use of the exhibit space. Reasonable precautions will be taken by Show Management to protect persons and property during Show; however, neither Show Management, sponsors, show facility, nor representatives of any of the same, shall be responsible for the personal safety of Exhibitor or its representatives neither from injury, nor for the safety of the property of the exhibitor from theft or damage.

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Licenses / Applicable Laws

Exhibitor shall conform to all applicable Federal, State and City laws. Exhibitors selling merchandise are required to have a State Sales Tax license from the State of Maryland and must display it or a photocopy during the show. Exhibitors who do not have a State Sales Tax license can obtain a 30-day license from the State of Maryland. Shall litigation be necessary for Show Management to enforce any condition of this agreement; Exhibitor agrees that jurisdiction, venue, and choice of law shall be in the State of Maryland. Exhibitors selling or sampling food must obtain a temporary food permit from the Carroll County Health Department.

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Show Organizers

The Carroll County Times is the show organizer and makes no representations of exclusivity in any category of business except for media; including radio, newspapers, print and online products, real estate advertising publications, etc. Show Organizers make no guarantee as to the number of exhibitors in the show or the number of patrons attending the show.

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Unforeseeable Circumstances

In the unlikely event the show must be canceled in total or in part due to inclement weather or other unforeseeable circumstances, exhibitor waives any claim of damage/loss except for the return of pro-rated exhibit rental fee less expenses incurred for show production.

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