



**BLAIR COUNTY  
HOME & GARDEN SHOW  
OFFICIAL RULES AND REGULATION**

**PLEASE READ THE ATTACHED PAGES  
AND SIGN IN 3 LOCATIONS. PLEASE  
RETURN THIS CONTRACT TO THE  
CHAMBER VIA MAIL OR FAX: 814-943-  
5239, you can also email to  
[shoover@blairchamber.com](mailto:shoover@blairchamber.com).**

IMPORTANT CONTRACT INFORMATION:

- **Show Hours:**
  - 1:00 - 8:00 p.m., Friday, March 3, 2017
  - 10:00 a.m. - 8:00 p.m., Saturday, March 4, 2017
  - 12:00 noon - 4:00 p.m., Sunday, March 5, 2017
- Exhibitors must protect the Jaffa floor before setting up or will be liable for any damages.
- **Booth Safety:** Exhibitors that are building an area where show attendee must step into, **the exhibitor must use bevel strips around the area to prevent tripping hazards.** Exhibitors that put carpet in their booth must tape the edges of the carpet down to prevent tripping hazards.
- **BOOTH SET-UP** – Please note that the lower level garage doors will not be open on Friday, March 3rd. If you need to set anything up, you will have to carry the items through the other doors.
- **Subletting of Space:** Exhibitors shall not sublet, assign or share the space assigned. Exhibitors receiving supplies from a company not in the show, that company cannot work in the Exhibitor booth promoting or selling their (non-exhibitor) products.
- **Continuous Operation and Manning:** **All exhibits must be maintained in complete and orderly form from the opening to the closing of the show and must be adequately manned all the hours the show is open.** Exhibits must be manned at all times the show is open. Exhibits may not be dismantled until the close of the show, 4:05 p.m., Sunday, March 5. Exhibitors who do not have their booth manned and or start dismantling displays (including taking down signs, putting away literature or disassembling any part of the display) prior to 4:05 will forfeit their right to register as a prior year exhibitor for the year 2018 Home & Garden Show.
- **Exhibitor Parking:** *There are to be no boxed trucks, trailers, etc, parked in the lower lots of the Jaffa. All boxed trucks, trailers, etc. MUST PARK IN UPPER LOT.*
- **Dismantling:** Booths may be dismantled Sunday, March 5, after 4:05 p.m. and or MUST BE COMPLETED ON Monday, March 6, between 8:00 a.m. and 11:00 a.m. **Exhibitors must have all their property removed from the Jaffa Shrine by 11 a.m. There will be no exceptions. If not removed by 11 a.m., the HOME & GARDEN SHOW COMMITTEE has the right to bill your company for any time that items remain on JAFFA property after 11 a.m. There will be no trucks allowed to back down the ramp until 5:00 p.m. on Sunday, March 5th. This will allow those exhibitors that can carry their items out to do so.**

I have read these items and will comply with them.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SALES TAX LICENSE NUMBER** \_\_\_\_\_

**EIN NUMBER** \_\_\_\_\_

# BLAIR COUNTY HOME & GARDEN SHOW

Jaffa Shrine

March 3, 4 & 5, 2017

Sponsored by The Chamber, 3900 Industrial Park Drive, Suite 12  
(814) 943-8151 and the Blair Bedford Builders Association

THIS AGREEMENT, made at Altoona, Pennsylvania, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Blair County Chamber of Commerce and the Blair Bedford Builders Association, hereinafter known as MANAGEMENT, and \_\_\_\_\_, hereinafter know as EXHIBITOR.

## OFFICE USE ONLY - DO NOT WRITE IN THIS BOX

Witnesseth: That MANAGEMENT, for and in consideration of agreements hereinafter mentioned, and to be kept and performed by EXHIBITOR, has allotted and assigned to said EXHIBITOR \_\_\_\_\_ square feet of exhibit space, known and designated Space No.(s). \_\_\_\_\_, at the Blair County Home & Garden Show to be held in the Jaffa Shrine, Altoona, Pennsylvania; beginning Friday, March 4, 2016, and ending March 6, 2016; and that EXHIBITOR leases such space only for the purpose of:

EXHIBITING OR DEMONSTRATING GOODS, PRODUCTS OR SERVICES RELATING TO THE CONSTRUCTION, IMPROVEMENT AND FURNISHING OF THE HOME. THIS AGREEMENT is made and entered into on the following terms and conditions, viz.:

I. Exhibitor agrees to pay Management as rental the sum of \$\_\_\_\_\_ payable with the execution of this contract. Cancellation Policy: 50% refund until January 10, 2017; 0% refund after January 10, 2017. **\$150 deposit is non-refundable. Home Treasures Room: \$75 non-refundable deposit is required when reserving space. Balance due and no refunds after January 10.**

II. Exhibitor accepts as part of this contract, and agrees to comply with, the Rules and Regulations on the attached sheet, which Rules and Regulations are specifically made a part of this contract; the Rules and Regulations established by the Management of Jaffa Shrine in its lease to the Management, and any additional Rules and Regulations or modifications of Rules and Regulations which it may be necessary to establish for the general good of the show.

III. Management agrees to furnish to, and erect for, the Exhibitor, a booth setup including back curtain about 8 feet high and side dividers about 33 inches high. The Jaffa Shrine furnishes heat, general lighting and janitorial services.

IV. Management shall not be liable for the fulfillment of this contract if nonfulfillment is due to causes related to war, operation of law, labor disputes, riots and civil commotion's or threats thereof, or other causes beyond Management's control. However, in case of such inability of Management to fulfill this contract, Exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred.

V. In case of any breach of the conditions of this agreement by Exhibitor, then all rights of Exhibitor hereunder shall cease and terminate without notice; and to cover preliminary expenses such as commissions, advertising, office and operating expenses and general overhead, difficult to determine, Management shall be entitled to retain all payments received from the Exhibitor, shall have the right to use the space contracted for in any manner it shall see fit in order to minimize its damages and shall be entitled to seek redress for any and all other damages at law or in equity.

VI. No changes in, or additions to, this contract shall be valid unless approved in writing by Management.

VII. It is understood that this agreement shall not be binding on Management until accepted and signed by a director or officer of Management.

(Exhibitor will please sign and return to the show office. One copy shall be returned to the Exhibitor after processing has been completed)

### PLEASE PRINT

Exhibitor's Company Name \_\_\_\_\_

Contact Person's Name, Title \_\_\_\_\_

Email address/ Phone # / Fax # \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

### DO NOT WRITE IN BOX

*Accepted By: The Blair County Chamber of Commerce*

*Name/Title: \_\_\_\_\_*

**IMPORTANT: See ATTACHED for additional agreements, rules and regulations**

## ADDITIONAL AGREEMENTS, RULES, REGULATIONS AND INFORMATION

### CONSTRUCTION OF EXHIBITS

1. **Height of Exhibits:** The overall height of displays, including signs, shall not exceed 11-foot in height of the standard booth backwall. Display material extending to one or both sides of booth area, as well as the back extending above the 8' drape, must be decorated on rear side in such a manner that display will in no way detract from the appearance of neighboring booths or from the general appearance of the show. The use of crepe papers is not permitted.
2. **Booth Safety:** Exhibitors that are building an area where show attendee must step into, the exhibitor must use bevel strips around the area to prevent tripping hazards. Exhibitors that put carpet in their booth must tape the edges of the carpet down to prevent tripping hazards.
3. **Protection of Jaffa Shrine:** Per Shrine regulations, no nails or screws may be driven into the walls, floors, ceilings or columns and no other damage may be done to the property. No masking tape is permitted on the walls. Exhibitors must protect the Jaffa floor before setting up or will be liable for any damages.
4. **Protection of Drapery:** No use of pins, etc. that will damage the drapery.
5. **Booth Cost:** The booth cost will include overhead lighting, 2-150 watt plugs for a total of 300 watts for exhibitor's display, show advertising and administration. Uniform booth dividers and backdrops will be provided.

### OPERATION OF EXHIBITS

1. **Show Management shall have full discretionary authority of all show activities.**
2. **Continuous Operation and Manning:** All exhibits must be maintained in complete and orderly form from the opening to the closing of the show and must be adequately manned all the hours the show is open. Exhibits must be manned at all times the show is open. Exhibits may not be dismantled until the close of the show, 4:05 p.m., Sunday, March 5. Exhibitors who do not have their booth manned and or start dismantling displays (including taking down signs, putting away literature or disassembling any part of the display) prior to 4:05 will forfeit their right to register as a prior year exhibitor for the year 2018 Home & Garden Show.
3. **Sales:** Exhibitors may sell as long as a copy of their PA Sales Tax certificate and Altoona Mercantile License is on file with the Home & Garden Show committee. We must also have your EIN Number & Your State Tax ID number on FILE.
4. **Aisles:** These must be kept clear for crowd traffic. All interviews, demonstrations, distribution of literature or giveaways, sales work, etc. must be conducted from inside the booth or from within the aisle lines.
5. **Subletting of Space:** **Exhibitors shall not sublet, assign or share the space assigned. Exhibitors receiving supplies from a company not in the show, that company cannot work in the Exhibitor booth promoting or selling their products.**
6. **Prohibited Activities:** Games of Chance, Vehicles (unless approved), Public Address Systems, are prohibited in all booths. Food may be used for demonstration purposes **ONLY** and must be consumed within the booth space. Individually wrapped candy is permitted. Change of the booth drapery color is prohibited. No transfer of goods and or products can take place on the show floor.
7. **Sound Devices and audio visual equipment:** Unnecessary noises, loud attention getters or loud radio, TV, DVD, stereo sound systems or any other types of noisy demonstrations, including distracting visual devices such as flashing lights, strobe lights, etc. are prohibited. Video machines or displays including DVD's, VCR's, and slide projectors may be used PROVIDED that any accompanying audio is maintained at a minimum level that will not disturb other exhibitors or distract attendees visiting surrounding exhibitor booth spaces. ***If complaints or comments are made to the show office, you will be given a warning. If we receive complaints or comments after the warning, the show staff has the authority to shut off the electric to your booth.***
8. **Special Promotions:** The Show Management reserves the right to require the discontinuance or modification of any form of promotion or type of demonstration or method of selling or other practice within the booth or within the show which, in the opinion of the Show Management, is detrimental to neighboring exhibitors or to the show in general. Nor shall Exhibitor sell or use Management's name in sales promotion material without Management's consent
9. **Booth Space:** The Management reserves the right to make reasonable shifts of booth space for the benefit of the Exhibitor and to make for a better show. Exhibitor shall not try for change of space, except with permission of floor management.
10. **Exhibitor Parking:** ***There are to be no boxed trucks, trailers, etc, parked in the attendee or exhibitor parking area. Designated space for these is in the upper level surface. Any trucks found to be in attendee or exhibitor parking will be towed at owners' expense.*** Exhibitors are to park in the lot directly behind the Jaffa.
11. All outside advertising by exhibitors is prohibited on the grounds of the Shrine.

### GENERAL SHOW INFORMATION

1. **Admission:** There will be a charge for each person attending. Children under 12 will be admitted free when accompanied by an adult.
2. **Door Prizes:** Exhibitors are invited and encouraged to offer door prizes within their exhibit area and conduct door prize registration at their respective booths in order to generate leads.
3. **Show Hours:** 1:00 - 8:00 p.m., Friday, March 3; 10:00 a.m. - 8:00 p.m., Saturday, March 4; 12:00 noon - 4:00 p.m., Sunday, March 5, 2017.
4. **Installation of Exhibits:** Show exhibit area will be open at 8:00 a.m. on Wednesday, March 1 and **installation must be completed by 11:00 a.m., Friday, March 5.** Containers for equipment to set up booths must be removed prior to the show.
5. **Dismantling:** Booths may be dismantled Sunday, March 5, after 4:05 p.m. and or **MUST BE COMPLETED ON Monday, March 6, between 8:00 a.m. and 11:00 a.m.** *Exhibitors must have all their property removed from the Jaffa Shrine by 11 a.m. There will be no exceptions. If not removed by 11 a.m., the HOME & GARDEN SHOW COMMITTEE has the right to bill your company for any time that items remain on JAFFA property after 11 a.m. There will be no trucks allowed to back down the ramp until 5:00 p.m. on Sunday, March 5th. This will allow those exhibitors that can carry their items out to do so.*

**LIABILITY, INDEMNIFICATION AND INSURANCE**

1. **Liability:** Management shall not be liable to the Exhibitor, or its employees, business invitees, guests, or agents for any damage, loss or injury from fire, water, storm, electricity, smoke, theft, labor disputes, civic commotions, or threats thereof, or acts of the other Exhibitors.
2. **Indemnification:** Exhibitor shall assume all responsibility for and shall indemnify and save Management harmless against any loss, damage, cost or expense, including reasonable attorney's fees, which Management may suffer, incur or sustain or for which Management may become liable growing out of any injury to or death of persons or loss of damage to property arising out of the wrongful acts, omissions or negligence of the Exhibitor, its agents or employees, business invitees or guests or otherwise arising out of its occupancy and use of the space for its exhibit.
3. **Insurance:** Prior to the commencement of this Agreement, the Exhibitor at its sole cost and expense, for the mutual benefit of Management and Exhibitor, shall procure and shall maintain, during the length of its exhibit, bodily injury and property damage liability insurance against claims for bodily injury, death or property damage occurring in or about the Exhibitor's exhibit, such insurance to afford minimum protection for the length of the exhibit of not less than One Million and 00/100 (\$1,000,000.00) Dollars in respect to bodily injury or death to any one person and of not less than Two Million and 00/100 (\$2,000,000.00) Dollars in respect to any one accident, and of not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars for property damage. The Exhibitor shall furnish to Management the Certificate evidencing such insurance.
4. **Protection:** 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 risk. However, the Show Management cannot be held responsible for exhibitor's property, whether located at his exhibit or anywhere else inside or outside of the Jaffa Shrine. 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, then he should take out his own insurance.

**Show Management shall have full discretionary authority of all show activities.**

I HAVE READ AND AGREE TO THE ABOVE RULES AND REGULATIONS.

SIGNED: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

**FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS WILL RESULT IN THE FORFITURE OF RIGHT TO REGISTER AS A PRIOR YEAR EXHIBITOR FOR THE 2018 BLAIR COUNTY HOME & GARDEN SHOW.**