

2018 EXHIBITOR CONTRACT



IMPORTANT DATES

SETUP DATES & TIMES:			SHOW DATES & TIMES:			TEAR DOWN DATES & TIMES:		
WED	FEB 07	8 AM - 7 PM	FRI	FEB 09	1 PM - 8 PM	SUN	FEB 11	4 PM - 8 PM
THUR	FEB 08	8 AM - 7 PM NO TRUCKS OR TRAILERS AFTER 12 PM	SAT	FEB 10	10 AM - 8 PM	MON	FEB 12	8 AM - 12 PM
FRI	FEB 09	8 AM - 11 AM NO TRUCKS OR TRAILERS	SUN	FEB 11	11 AM - 4 PM			

DEADLINES:

DEC 15	FINAL REGISTRATION FOR COMPANY NAME TO APPEAR IN HOME & GARDEN SHOW GUIDE
JAN 01	FINAL BOOTH PAYMENT DUE
JAN 31	INSURANCE CERTIFICATE, ELECTRIC FORM AND PAYMENT DUE
FEB 02	INTERNET FORM DUE TO EXPO CENTER

*Please note - if the rules and regulations found in this Contract are not followed, your security deposit may not be refunded.

PAYMENT AND LIABILITY INSURANCE

No Exhibitor will be permitted to set up without full booth payment and proper insurance certificate on file.

- Refer to #8 in the Rules & Regulations.

SET UP

BEFORE setting up your booth check in at Exhibitor Registration located at the entrance to the lobby. Exhibitor Passes are received at this time. For more info see the "Exhibitor Passes" section of this form.

Displays requiring truck, trailer, or large display, must be set up by 12 PM Thursday, February 9, 2018.

Curtaining begins Thursday afternoon prohibiting access. After this time, overhead doors will no longer be opened.

All booths must be completely set up by 11 am on Friday, February 09, 2018.

Do not block the overhead door.

Please be considerate of your fellow exhibitors during set up and tear down.

All floors must be covered (e.g., carpet, hardwood floor, etc.) All concrete must be covered or exhibiting company will not be allowed to participate.

Floors must be covered regardless of display type. This includes company vehicles used as the display.

Duct Tape is not permitted to secure carpets to Arena floor. Use a non-residue tape. We suggest double sided carpet tape.

Booth display must NOT exceed the limits purchased and must NOT protrude into the aisle.

Exhibitors exceeding the boundaries assigned will be required to dismantle and correct the problem.

TEAR DOWN

Positively no tear-down before Sunday, 4 PM - no exhibit shall be dismantled, packed, or removed, in whole or in part, during the scheduled Home & Garden Show hours.

Exhibits must remain intact and in place until after 4 PM on Sunday, February 11.

Violators will be penalized. Refer to #30 in the Rules and Regulations.

Exhibitors must pre-register with Ticket Office for Sunday tear down, or email info@yorkbuilders.com with this info before Feb 1, 2018.

Schaad Detective Agency will be staffing the building Sunday during tear down.

Booths must be removed no later than 12 PM, **Monday, February 12, 2018. Violators will be penalized. Refer to #30 in the Rules and Regulations.**

FORK LIFT/SCISSOR LIFT

Use of the Fork Lift or Scissors Lift is no longer available due to York Expo Center restrictions.

ELECTRIC

Electric must be purchased by January 31, 2017 using the form provided with Exhibitor Documents.

Your electric purchase gives you access to 1 (ONE) plug.

Extension cords are the responsibility of the exhibitor and must be approved gauged to the size of the load according to N.E.C. All equipment regardless of source of power must comply with National Electrical Code, all Federal, State, and Local Safety Codes.

TABLES/CHAIRS/FLOOR COVERINGS

Tables/Chairs/Floor Coverings may be rented from General Exposition Services (717-540-8866). Items need to be ordered in advance. You may also purchase online. Please visit www.generalexposition.com or see the General Exposition Services form for more details.

Chairs are not to be removed from stage or dining area.

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CURTAINS

Curtains are included with the cost of the booth.
Curtain color is black.

SECURITY

Building is locked and no one is permitted entry during non-show hours.

The York Builders Association will not be held responsible for items lost or stolen.

Exhibitors exiting the building at show closing each evening may be asked to present identification if they are removing any items from the Show floor.

Exhibitors are asked to exit the building at the front entrance and not at the emergency exits.

RULES & REGULATIONS

Read the Home & Garden Show Rules and Regulations included with exhibitor materials for complete exhibitor requirements.

RESTRICTIONS FROM THE EXPO CENTER

NO popcorn, food, helium balloons, or drinks can be handed out from exhibitor booths.

EXHIBITOR PASSES

ALL exhibitors are required to present an exhibitor pass to gain entry to the Show during Show hours.

Exhibitor passes must be picked up at Exhibitor check in during Show set up.

Exhibitor passes are shown at the door but not collected.

Volunteers working at the entrance are instructed to admit no one without a pass - business cards, uniforms, etc. will not gain access to the Show area.

Inform your personnel that if they do not have a pass they must pay the \$8 admission cost.

Companies may leave exhibitor passes for their employees at Will Call located in the lobby.

Exhibitors will be permitted entry to the Show one-half hour prior to Show opening.

EXHIBITOR PARKING

All Exhibitors are expected to park at the side entrances, labeled for Exhibitors Only. If you repeatedly violate this request, you may be fined for the cost of towing. This policy ensures that patrons entering the show have convenient access.

DURING THE SHOW

All side and emergency doors are to remain closed during the Show.

If the temperature of the building is uncomfortable, please contact the Ticket Office at the front of the building.

Exhibitors wishing to take breaks for smoking, etc. must exit at the front entrance.

INTERNET

Wireless Internet is available through the York Expo Center. Please fill out the Internet Connection Form from the York Expo Center. **Access fees must be paid for 7 days prior to the event, Friday, February 3, 2018.** You may also purchase a hot spot and service from another service provider. If you require uninterrupted service, we strongly recommend purchasing your own hot spot and service.

ARENA INFORMATION

Utz Arena @ York Expo Center
334 Carlisle Ave
York, PA 17404
717-848-2596

CONTACT INFORMATION

York Builders Association
540 Greenbriar Road
York, PA 17404
717-767-2444
info@yorkbuilders.com
Yorkbuilders.com

FIND THIS PACKET INFO ON OUR WEBSITE

YorkBuilders.com : located under the Exhibitor Info tab under HOME & GARDEN SHOW.

FILL OUT YOUR FORMS ONLINE

You have the ability to download your forms and email them to us. Visit www.YorkBuilders.com : located under the Exhibitor Info tab under HOME & GARDEN SHOW.



2018 RULES AND REGULATIONS



Rules and Amendments: Exhibitor agrees to the terms, conditions, rules and regulations set forth below. The York Builders Association has the full authority to make such further rules, amendments, and regulations as may be considered necessary or desirable for the safe and proper conduct of the Show. The York Builders Association has full authority to interpret and enforce all rules and regulations.

**Please note - Failure to comply may result in the forfeiture of your \$100 security deposit and exclusion from future events.*

- 1. Valid Contract for Space.** Applicants are required to execute online Registration/Contract to The York Builders Association. To be valid, each Registration/Contract must convey payments as stated on the Registration/Contract.
- 2. Payment.** 50% is due upon registration with the final payment due January 1, 2018. Payments after January 1, 2018 must be paid in cash, money order, or certified check.
- 3. Cancellations.** Booth space fees are non-refundable if cancelled within 60 days of the Home & Garden Show. If cancellation is received prior to 60 days of the Show; 50% of the total booth cost will be refunded. Cancellations must be requested in writing by certified mail to: York Builders Association, 540 Greenbriar Road, York, PA 17404.
- 4. Booth space purchased after January 1, 2018,** must be paid in full with cash, money order, or certified check.
- 5. Space Assignments.** Previous year exhibitors will have first right of acceptance on their previous booth for a limited period of time. Upon expiration of that time period all booth assignments will be based upon Registration/Contract submitted on a first-come, first-served basis.
- 6. Applying for Membership.** Non-members may apply for York Builders Association membership if requirements are met. Membership approval is required by January 1, 2018. Exhibitor application must be submitted with the non-member rate. Upon Membership approval, a refund will be issued. Membership Applications can be found on our website at: yorkbuilders.com.
- 7. Liability Insurance.** Exhibitors, at their own expense, shall obtain and maintain in effect a commercial general liability insurance policy, written on an occurrence basis, that provides coverage against claims for bodily injury or property damage occurring on the premises of the Show, including without limitation the building and parking lots. Such policy shall afford protection with an occurrence limit of not less than One Million Dollars (\$1,000,000.) The additional insured clause that must appear on the Certificate of Liability is either "York Builders Association is additional insured." or "York Builders Association is additional insured from February 7, 2018 through February 12, 2018 for the Home & Garden Show." Exhibitor shall deliver to the York Builders Association, no later than January 31, 2018, a certificate of insurance evidencing said coverage. Failure by the exhibitor to comply shall result in termination of this contract without refund of any part of the rental fee.
- 8. All Exhibitors must be current in all debts** to the York Builders Association in order to participate in the Show.
- 9. Home & Garden Show Guide.** Exhibitors must be registered prior to December 15, 2017, to be listed in the Home & Garden Show Guide insert. Registrations after this date are not guaranteed to appear in the guide.
- 10. Entry to the Show area** during non-Show hours is strictly prohibited. The buildings are kept locked and no one is admitted without special permission from the York Builders Association Staff.
- 11. Exhibitor Property.** All reasonable means are taken by the York Builders Association to protect the property of the exhibitors. However, all goods, wares, and merchandise of any kind placed in the Show is understood to be at the owner's risk. With acceptance of this contract, the York Builders Association is released from any and all claims, demands, suits, judgments, costs, attorney's fees, and other damages arising out of occurrences in or at the leased space or as occasioned or suffered by exhibitor or any of its employees, agents or persons in attendance in or at such space. EXHIBITORS ARE URGED TO USE CAUTION AND NOT LEAVE VALUABLES IN BOOTHS WHEN NOT ATTENDED, DURING SET-UP AND TEAR-DOWN.
- 12. Prohibitions.** The York Builders Association reserves the right to prohibit an exhibit or part of an exhibit which, in their judgment, may detract from the character of the Show. This restriction includes persons, things, displays, conduct and printed matter.

2018 RULES AND REGULATIONS



13. **Subletting of exhibit space is prohibited.** Two or more firms may not exhibit in a single space unless a special arrangement is made with the York Builders Association.
14. **Booth Sizes.** Contracted exhibit space is sold in increments of 10' X 10' floor space or Showcases which are sold in increments of 20' X 20' floor space. **There are no longer height restrictions - HOWEVER - The YBA Staff and the Home & Garden Show Committee reserve the right to disallow exhibit elements if hindering other booths, and booth walls must be finished on all sides exposed, including back and sides that reach beyond curtains. Exposed plywood is not acceptable, and you will be asked to apply a curtain at your expense.**
15. **Oversize restrictions.** No exhibit will be permitted to protrude into adjoining booths or the aisles at either floor or height levels. No exceptions to this rule. No signs may be erected which block the visibility of another booth.
16. **Giveaways.** No exhibitor may advertise or distribute tickets for prizes or give-a-ways which are contingent upon a purchase, or conduct any promotions with obligations imposed.
17. **Electrical Service** must be purchased by the Exhibitor no later than January 31, 2018, using the form supplied in the Exhibitor packet. Extension cords are the responsibility of the exhibitor and must be approved gauged to the size of the load according to N.E.C. All equipment regardless of source of power must comply with National Electrical Code, all Federal, State and Local Safety Codes.
18. **No popcorn, or helium balloons** per our contract with the York Expo Center.
19. **Venue property.** The exhibitor will be required to replace, repair or otherwise assume all expenses for any defacement or injury of the premises caused by their exhibit or its representative(s).
20. **All aisles must be kept clear.** Exhibits, interviews, demonstrations, distribution of literature, etc. must be made within the exhibitor's space only.
21. **Non-flammable.** Booths must be able to pass Fire Marshall's inspection and for this reason non-flammable materials are recommended.
22. **Duct Tape** is not permitted on the show floor. Per York Expo Center Rules & Regulations - under NO circumstances may anything other than non-residue type tape be used. Failure to comply will result in the forfeiture of your \$100 security deposit and the possibility of exclusion from future events.
23. **Forklift and Scissor Lift services are no longer available due to York Expo Center restrictions.**
24. **Event delays and cancellations.** Neither the York Builders Association, nor York Expo Center, shall be required to perform any term, condition, or covenant in this lease so long as such performance is delayed or prevented by Acts of God, strikes, lockouts, materials or labor restrictions by any governmental authority, civil riot, floods, or any other cause not reasonably within the control of the York Builders Association or York Expo Center and which by the exercise of due diligence York Builders Association or York Expo Center is unable, wholly or in part to prevent or overcome.
25. **Disputes.** All disputes arising from any cause whatsoever among exhibitors shall be adjusted by the York Builders Association whose decision shall be final. All special requests by exhibitors shall be directed to the York Builders Association. The York Builders Association reserves the right to adopt and promulgate such further Rules and Regulations it deemed necessary.
26. **Curtains** are included in the cost of the booth space.
27. **Floor Coverings.** All booths must have proper floor covering (i.e. carpet, hardwood floor, etc.) All concrete must be covered. Failure to comply will result in the forfeiture of your \$100 security deposit and the possibility of exclusion from future events.
28. **Exhibitor's booth is to be staffed** by an authorized representative(s) during all Show hours. Exhibitors not able to staff their booth the entire weekend must give written notice by January 15, 2018, to the York Builders Association regarding the date and time the booth will not be staffed. Exhibitor is required to place a sign in their booth indicating their absence.

2018 RULES AND REGULATIONS



- 29. Set up.** Displays consisting of trailers/vehicles or that require large vehicles or equipment to erect must be set up no later than 12:00 p.m., Thursday, February 9th. Curtaining will begin Thursday afternoon which will prohibit entrance of large vehicles.
- 30. Dismantling of Exhibits.** No exhibit shall be dismantled, packed, or removed, in whole or in part, during the scheduled Home Show hours. Exhibits must remain intact and in place until after 4 PM on Sunday, February 11, 2018. Failure to comply will result in the forfeiture of your \$100 security deposit and the possibility of exclusion from future events. Booths must be removed no later than 12 pm, Monday, February 12, 2018. Violators will be fined \$150 per item, per day, storage fees - for items remaining inside or outside. There will be an additional fee should our staff have to remove the item from the exhibit building and relocate it. The York Builders Association will not assume any liability for items remaining on the premises after 4 PM on Sunday, February 11, 2018.
- 31. Cash-n-Carry sales** are allowed from the booth. PA Sales Tax Number must be provided to the York Builders Association.
- 32. Exhibitor Attire.** Casual, professional business attire is required of all employees representing the exhibitor in their booth space.
- 33. Violations.** Any exhibitor breaching or violating any of the above Rules and Regulations shall upon oral notification by the York Builders Association forthwith comply with such Rules and Regulations. If the oral warning is not heeded and violation of the terms and conditions of these regulations on the part of any exhibitor continues, right is hereby given the York Builders Association to terminate the lease to occupy space at its option, and the York Builders Association may re-enter and take possession of the space occupied by the exhibitor and remove all persons and goods at the exhibitor's own risk and the exhibitor shall pay all expense in connection with such removal and all damages which the York Builders Association may incur, and forfeit all money paid or due the York Builders Association on account thereof.
- 34. No soliciting for business shall be permitted in the aisles or in other exhibitor's booths.** Samples, catalogs, pamphlets, and publications may be distributed by exhibitors strictly within the confines of their own booth space.
- 35. Inappropriate behavior** by Exhibitor and/or his/her representatives, including but not limited to use of profane language, or mistreatment of customers or other exhibitors, will be grounds for removal from the show without refund. The York Builders Association and the Home & Garden Show committee reserve the right to amend these rules and make the final decision on any situation which may not be governed by this contract.
- 36. No outside booths or displays are allowed,** including vehicles and trailer mounted displays, without the express permission of the York Builders Association.
- 37. Mailing Paper Forms and Packets.** All Home & Garden Show information can be mailed to you, at your request. Simply email us at: info@yorkbuilders.com, or call us at: (717) 767-2444.
- 38. Party signing this Agreement** represents and warrants that he or she is duly authorized to sign on behalf of their company and that the Agreement is a valid and legal Agreement binding on such party and enforceable in accordance with its terms
- 39. Signer will bear the responsibility** that all representatives of their company will adhere to the Rules and Regulations as stated in this Agreement. By submitting your Registration for Home & Garden Show booth spaces, with the terms and agreements check box marked, you have agreed to adhere to the Rules and Regulations as stated in this agreement.

Name: _____

Signature: _____

Date: _____