



**2019 Exhibitor Application
Bedford County Chamber of Commerce
Home, Garden & Lifestyle Show**

VENDOR

Jordan Hall, Bedford Fairgrounds, Bedford, PA
Saturday, April 6th (9a-5p) & Sunday, April 7th (11a-4p)
Dates firm; Times pending committee review

Booth Price Includes: 110 Electricity only (A Minimum 50% Deposit is required at time of registration.)

Booth Size	Member	Non-Member	Qty	Subtotal
Inside 10 x 10	\$260	\$360		
Inside 10 x 12	\$280	\$380		
Inside 10 x 15	\$300	\$390		
Outside 10 x 15	\$160	\$260		
Outside Large Recreational	\$265	\$365		
Outside Food Vendor	\$80	\$115		

Early Bird Discount (Only applies to booth price & if full payment is received by Monday, February 27th!)

	Member	Non-Member	Qty	Subtotal
Early Bird Discount	\$40	\$30		

Extra Charges & Upgrades (Tables, coverings & skirting can be rented at Always A Party 940-7300)

Extra Charge	Member	Non-Member	Qty	Subtotal
220 Electricity (2 inside available booths)	\$25	\$25		
Booth Curtains for inside booths only (Pipe & Drape)	\$35	\$35		
Ad upgrade in Print Show Program/Newspaper Insert	\$50	\$50		

TOTAL DUE _____

Does your business have a Facebook page? _____

Balance due is required prior to booth set-up.

Do you have a YouTube Video promoting your business? _____

Business _____ Contact Person _____

Address _____ City, State, Zip _____

Phone _____ Fax _____

Email _____

I would be interested in doing a "how-to-demonstration" about _____.
Please indicate preferred booth(s) from the exhibitor map.

Last Year's Same Booth _____ First Choice _____ Second Choice _____ Third Choice _____

***Your location preference is not guaranteed, but every effort will be made to accommodate your request.

Signature _____

*Please return this application form and your check to guarantee your registration to Kellie Goodman Shaffer:
Bedford County Chamber of Commerce ~ 203 S. Juliana Street, Bedford, PA 15522 ~ FAX: 623-6089.
(Note New Address) or Via Email: kellie@bedfordcountychamber.org*

**Note to 2018 Vendors: Booth Assignments not renewed will be released at close of business January 30, 2019.
Half payment due February 15, 2019.
Deadline for commitment and payment is March 17, 2019 (as booths are available.)**

2019 BEDFORD COUNTY HOME, GARDEN & LIFESTYLE SHOW

- 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 exhibitor 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. Installations of exhibits:** Set Up will be Wednesday, April 3 – Noon-5PM, Thursday, April 4th, 9AM – 5PM and Friday, April 5th, from 9AM – 5PM. (All installations must be completed by Friday at 5:00 PM.) NOTE: Organizers reserve the right to shorten the show hours by one hour Sunday in the event of inclement weather.)
- 4. Dismantling:** Booths may be dismantled immediately following the closing of the show from 4-6:00 PM on Sunday or MUST BE COMPLETED ON MONDAY, April 8th FROM 9 AM TO NOON. Early dismantling may result in a fine of \$100.
- 5. 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 consulting part of or used in connection with any such exhibit.
- 6. 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. **Display set-up may not cause dirt or debris to be left in or around another vendor's exhibit. Vendors are required to clean up all messes created by your set-up including but not limited to mud left by the use of machinery to haul booth materials.**
- 7. 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 a banner fee of \$150 at the discretion of the show management.
- 8. Sound Control:** Loud speakers, radios, television sets, and/or the operation of any 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.
- 9. Electrical Needs:** Every booth will have access to one standard 110 VAC electrical outlet if indicated on registration form. Exhibitor must supply their own electrical cords. Additional fees will be applied to exhibitors who need a 220 VAC outlet.
- 10. 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. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense.
- 11. Care of building and exhibits:** Exhibitors will be responsible for any damages 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 in 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.
- 12. Liability:** It is expressly agreed that the Management will not be liable to the Exhibitor, or their employees, to their guests, or the their agents, for any damage loss or injury from fire, water, storm, electricity, smoke, theft, labor dispute, civic commotions, or threats thereof, or acts of the 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 on the show location. Small and especially valuable materials should be safely packed away by the exhibitor during hours when his exhibit is not staffed. 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.
- 13. Rights of Management if event is not held:** Management shall not be held liable for any damages or expense incurred by exhibitors in the event the show is delayed, interrupted, or not held as scheduled, for any reason beyond the control of the Management.
- 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 30 days of the show, the entire rental paid to date by the 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. Staffing:** All exhibits must be maintained in complete and orderly form from the opening to the closing of the show and must be adequately staffed all the hours the show is open. Exhibits may not be dismantled until the close of the show at 4:00 PM on Sunday.
- 16. Sales:** Transfer of goods and exchange of money is permitted on the show floor. Exhibitors may also sign contracts for purchases.
- 17. Liability Insurance:** Exhibitors are required to provide a Certificate of Liability insurance naming the Bedford County Chamber of Commerce as a covered party. **WE MUST HAVE THIS document no later than one week before the show.** (Most insurance companies will fax directly to the Chamber (814-623-6089) if exhibitor requests them to do so.)

I HAVE READ AND AGREE TO THESE TERMS.

Exhibitor (Contact & Company Name – please print.) _____

Signature: _____ Date: _____



I, hereby (a) waive, release, and discharge from any and all liability for the death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me or my organization/business,

Name of Business

the Bedford County Chamber of Commerce, Bedford Fair Grounds, and its respective officers, agents, and employees; (b) indemnify and hold harmless the Bedford County Chamber of Commerce, Bedford Fair Grounds, and its respective officers, agents, and employees from any and all liabilities and claims made by other individuals or entities as a result of any of my actions or the actions of any participant, or any agent, employee, or member of my organization/business in our participation in the Bedford County Chamber Home, Garden & LifeStyle Show during set up (Wednesday, April 4th through Friday, April 6th) and the show (Saturday, April 6th through Sunday, April 7th, 2019).

I, the undersigned, on behalf of myself and my organization/business acknowledge that I have read and understand the waiver and release herein affirm that this release and waiver shall be construed broadly to provide release and waiver to the maximum extent permissible under applicable law.

Signature

Date

NOTE: We will hold this waiver in your file until we receive a Certificate of Liability for your business.