

Carroll County Times

Carroll County Home Show 2017

Date: Saturday, April 8th 9:00am-5:00pm & Sunday, April 9th 11:00am-4:00pm
Carroll County Ag Center - 706 Agriculture Center, Westminster, MD 21157

FOR INTERNAL USE ONLY
Booth # : _____
Sales Rep: _____

Non-Profit/501c3 Organizations
PLEASE PRINT NEATLY

Company (as it should appear in promotion): _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Contact Person _____ Products/Services to be displayed _____

Website Address _____

Exhibit Space – please select one

- 1 standard 10'x10' booth - \$50 2 standard 10'x10' booths - \$100 3 standard 10'x10' booths - \$150

Exhibit space includes 8' back drape and 3' side drapes, one (1) six-foot table, two (2) chairs and an ID sign.
To order additional tables and chairs, or other booth furnishings,
call Advantage Conference & Expo: 410-789-5000

Please answer the following questions:

Approximate amount of time needed to set up booth

Special circumstances: ie: need forklift, trailered display, etc

Please list any items that you plan on selling

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

Reserve _____ booth(s) checked above at a cost of \$ _____

TOTAL AMOUNT DUE: \$ _____

**50% deposit required at time of registration.
After February 15, 2017, full payment must accompany registration. Payment in full due by February 23, 2017, 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

Please return BOTH SIDES of signed contract with payment:

Carroll County Times
115 Airport Drive, Suite 170, Westminster, MD 21157
-or- fax (with credit card information) to: 410-857-1176

Checks payable to Carroll County Times or by credit card:
Check # _____ Balance: _____

Credit 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

All booths MUST be set-up by 6:00pm on Friday. Move-out may begin no sooner than 4:01 p.m. on Sunday. Display items may also be removed between 8 a.m. & Noon on Monday. 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.

initial

Booth Design

Single Standard and End booth sizes are 10' x 10'. 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.

initial

Payment / Cancellation

Full payment is due by February 15, 2017. 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 15, 2016 will be refunded in full, less a \$25 cancellation fee. Cancellations received between December 15, 2016 and February 22, 2017 will receive a 50% refund of the total exhibitor fee, less a \$25 cancellation fee. Exhibitors cancelling on or after February 22, 2017, will be responsible for paying the total exhibitor fee in full. Full payment must accompany contract for exhibitors registering after February 22, 2017.

initial

Assignment / Reassignment of Space

Assignment of exhibit space is at the discretion of Show Organizers. 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 2017 Spring Home Show exhibitor space until December 30, 2016.

initial

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.

initial

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.

initial

Security / Insurance

The building will be locked overnight, but there will be no on-site security. 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 another 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.

Initial

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 Dept.

initial

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.

initial

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.

initial