

# Carroll County Times

## Carroll County Home Show 2019

Date: Saturday, March 30th 9:00am-5:00pm & Sunday, March 31st 11:00am-4:00pm

Carroll County Ag Center - 706 Agriculture Center, Westminster, MD 21157 (date subject to change)

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

**SIGN CONTRACT BY 12/31/18 GET 20% OFF TOTAL BOOTH COST - 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: \_\_\_\_\_

### Space - please select one

- 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
- Plant sales (10'x10') for live plant sales ONLY - \$190

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 choose three (3) Booth number choices:

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Approximate time needed to set up booth \_\_\_\_\_

Do you need electric  Yes  No

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

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

#of \_\_\_\_\_ Corners @ \$75 each \$ \_\_\_\_\_

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

**50% deposit required at time of registration.**  
**After March 1, 2019, full payment must accompany registration. Payment in full due by March 15, 2019, or space will be reassigned.**

20% discount not applicable to sponsorships

Yes! I want to take advantage of the Special Exhibitor Rates (40% OFF) in the Home & Garden Event Guide:

1/8 page: \$230  1/4 page: \$370

1/2 page: \$725  Full page: \$1245

All ads include full color. Ad deadline: TBD

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 must be removed by 8 p.m. on Sunday 3/31/19. There is no breakdown on Monday following the show. 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 March 15, 2019. 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, 2018 will be refunded in full, less a \$25 cancellation fee. Cancellations received between December 15, 2018 and March 1, 2019 will receive a 50% refund of the total exhibitor fee, less a \$25 cancellation fee. Exhibitors cancelling after March 1, 2019, will be responsible for paying the total exhibitor fee in full. Full payment must accompany contract for exhibitors registering after March 1, 2019.

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.

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.

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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

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.

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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.

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.

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