

# Orleans County Home & Garden Show 2018

## EXHIBITOR FORM A

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of business: \_\_\_\_\_

Please choose one of the following:

**ALL EXHIBITORS MUST BE PAID IN FULL BEFORE BY APRIL 13, 2018**

1) 10 X 10 advanced registration (**BY MARCH 13th**) ..... \$150.00X \_\_\_\_\_ # of booths= \_\_\_\_\_

2) 10 X 10 registration (**AFTER MARCH 13th**)..... \$175.00X \_\_\_\_\_ # of booths= \_\_\_\_\_

**CHAMBER MEMBER DISCOUNT 10%**

Total Cost

\$

Send registration to:

Orleans County Chamber of Commerce  
PO Box 501, Medina, NY 14103

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Check Enclosed (made payable to Orleans County Chamber of Commerce)

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Three Digit: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

.....  
Please indicate below if you are interested in running a demo/workshop/seminar for your business (type of demo, length, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SHOW DATES: APRIL 14<sup>th</sup> & 15<sup>th</sup> 2018 (set up 13<sup>th</sup>)**

# **Orleans County Home & Garden Show 2018**

## **EXHIBITOR'S AGREEMENT**

1. The Orleans County Chamber of Commerce herein referred to as "OCCC" allots to \_\_\_\_\_ herein referred to as Exhibitor, a display space(s), also known as "booths" (10'X10'), per EXHIBITOR A, at the *2018 Orleans County Home and Garden Show* to be held at Orleans County Cornell Cooperative Extension 4-H Fairgrounds (OCCCE) 13996 State Route 31, Albion, NY 14411
2. The undersigned Exhibitor **agrees to pay a sum of \$ 165.00 (Chamber members receive a 10% discount on the cost of each booth.)**
3. The exhibitor agrees to all articles found in this agreement and in the Rules and Regulation found in Exhibit B, which is part of this agreement.
4. Exhibitor hereby agrees to indemnify and hold harmless the **OCCC** and **OCCCE** (13996 State Street Route 31, Albion NY 14411) from any and all claims and liability, express or implied, arising out of exhibitors' performance of this agreement, including but not limited to claims or liability relating to damage to personal property or bodily injury."
5. The exhibitor agrees to accept the location chosen by the **OCCC**, including relocation to an alternate location, should such relocation be necessary for the best interest of the Orleans County Home and Garden Show 2018.
6. **OCCC** or **OCCCE** shall not be liable for fulfillment of this agreement in the event display space cannot be delivered through a fault of the **OCCC** or **OCCCE**.
7. "All exhibitors are solely responsible for arranging their displays in a safe and appropriate manner. The **OCCC** reserves the right to order any exhibit to be removed from the premises for any reason, including but not limited to those concerning the public health, safety, or welfare."
8. Booth rental includes the prescribed floor space, side and rear curtains (if no wall), over head lighting and aisle cleanup service. For those exhibitors in need of electrical outlets, each electrical drop will be a **maximum of 15 amps**.
9. The Exhibitor acknowledges that upon acceptance of this contract by **OCCC**, this agreement becomes a binding contract. Consequently, the rental fee, as set forth in item # 2 above, becomes fully earned and payable whether or not the Exhibitor occupies the prescribed space.
10. The undersigned Exhibitor warrants that he/she is either the Exhibitor, or the agent, servant, officer or employee of the Exhibitor and is authorized to enter into this agreement.
11. The exhibitor agrees to obtain liability insurance specifically covering the acts of omission commission arising out of this event in an amount not less than \$ 500,000. A certificate of insurance must accompany the Exhibitor's forms and must include the **Orleans County Chamber of Commerce and Orleans County Cornell Cooperative Extension**. All exhibitors must also sign a Hold Harmless agreement.
12. All Exhibitors must park in assigned parking after unloading.

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

Company Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Exhibitor SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ # Booths needed: \_\_\_\_\_

# Orleans County Home & Garden Show 2018

## EXHIBIT B

### Rules and Regulations

a) **Unobstructed View-** displays including advertising material and equipment of any kind shall be arranged so as not to obstruct view from the aisle into adjacent booths in the interest of fairness and general safety for all Exhibitors and spectators.

b) Display height must not exceed three feet six inches (3'6") in the front, and with four feet (4) feet of display space. No unfinished construction or surfaces are to be visible from adjacent booths or from aisle. No back facing advertisements are allowed except where indicated by the OCCC.

c) The OCCC will furnish standard back ('8') (where no back wall is present) and side divider (3') curtains, but it is recommended that custom – built booth displays be used since they are more effective. The exhibitor will provide their own tables (no longer than 6') and chairs. The Exhibitor must protect the floor and walls from damage of any kind and is liable for the same.

d) **FLAMMABLE MATERIALS:** No flammable materials including but not limited to: liquid fuels, straw or dry leaves will be permitted. All decorative materials and displays are subject to final approval by the OCCC and Fire/Safety inspectors. Fuel storage tanks of any vehicle, motor or device must be completely drained before being brought into the facility. No open flames or combustion units will be permitted. No smoking.

e) **Pre – Built Exhibits:** So far as possible, exhibits should be constructed ahead of time outside the facility and be brought ready for installation.

f) **Booth Operators:** It is the responsibility of the Exhibitor to comply with State/Federal/Local Safety Regulations during the course of the show. Sound equipment and demonstrations are permitted but only in low volume so as not to interfere with other Exhibitors. Noisy displays of equipment are subject to restrictions in location and time, at the sole discretion of the OCCC. Theatrical stunts, et cetera, must be submitted to OCCC for approval. Exhibitors are not permitted to sublet space in their booth(s). Merchandise order and cash transactions will be permitted inside booth(s) only. Any and all state sales tax is the sole responsibility of the Exhibitor. Soliciting in the aisles or any part of the facility other than the rented spaces (booths) is strictly prohibited. All booths are to be manned during all show hours by at least one of the Exhibitor's representatives. Booths are to be kept clean of unsightly materials and debris. Moderate amount of waste material may be placed in the aisle at the close of the Show each day for removal by OCCCE.

g) **SET UP TIMES:**

Friday, April 13, 2018 1pm. – 8 p.m.

**REMOVAL AND CLEANUP:**

Sunday, April 15th, 2017 4p.m. – 9 p.m.

**INSPECTION BY FIRE/SAFETY INSPECTOR:**

Saturday, April 14th, 2018 – 9am

**SHOW TIMES:**

Saturday, April 14, 2017 10 a.m. – 6 p.m.

Sunday, April 15, 2017 10 a.m. – 4p.m.

h) **ALL DISPLAYS MUST BE COMPLETED BY 8 P.M. ON FRIDAY, APRIL 13th, 2018 FOR INSPECTION BY THE OCCC AND FIRE/SAFETY INSPECTORS. Removal of display materials before the prescribed removal time is prohibited and will result in a \$ 1000.00 fine.** The OCCC cannot be responsible for merchandise of property remaining after removal times. Exhibitors are responsible for supplying their own transportation and carting devices for unloading and loading vehicles at the facility.

i) Any and all merchandise left after the removal times will become the property of the OCCC.

j) In such cases that the Exhibitor may seek a variance in the above articles, due consideration by the OCCC will be given to remedy any particular issue. Such variances, if granted, must be in writing with all verbal authorization and agreements being void. Only the OCCC may grant variances and special considerations.

Your consideration is greatly appreciated. These rules and regulations are for everyone's protection and serve to allow the Show to be a great success. I look forward to working with you and helping your business prosper.

Rebecca Charland  
Chamber Executive Director  
585-301-8464

**Orleans County Home & Garden Show Hold**  
**Harmless Agreement**

I \_\_\_\_\_, owner/operator of  
\_\_\_\_\_, agree to hold the Orleans County Chamber of  
Commerce harmless from and against any loss, damage, expense (including attorney fees and legal  
expenses,) accident or injury that may be incurred during the Orleans County Chamber of Commerce  
Home and Garden Show (April 13, 14, 15 2018) that may result by reason of any such claims, charge, suit  
or proceedings.

**Orleans County Home & Garden Show Emergency  
Notification Sheet**

**Vendor Emergency Information**

**In the event of an emergency, please follow this emergency procedure:**

1. If you are in need of a First Aid Kit, locate the Orleans County Chamber Booth and ask for Chamber Director Rebecca Charland.
2. Rebecca Charland, along with First Responders, will address the situation and take any necessary steps to handle the issue.
3. Should you need additional medical attention, and/or hospital transportation, please list the hospital you wish to be sent to along with your emergency contact's information.

Please contact Chamber Director Rebecca Charland with any additional questions.

**Hospital Preference:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Phone #:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_