



POCONO HOME AND OUTDOOR LIVING SHOW

MARCH 15th –16th, 2014

KOEHLER FIELDHOUSE

EAST STROUDSBURG UNIVERSITY

Company Name _____ Primary Contact _____
 Address _____ City, State & Zip _____
 Phone _____ Fax _____
 Email _____

What product are you displaying? _____
 What is the approximate weight of your display? _____
 Preferred Booth Location _____ (1st Choice) _____ (2nd Choice) _____ (3rd Choice)

This agreement constitutes your contract with the Pocono Builders Association for exhibit space at the Greater Pocono Home Show at the Koehler Fieldhouse at ESU, East Stroudsburg, PA. **Show hours are Saturday, March 15th from 10:00 a.m.—6:00 p.m. and Sunday, March 16th from 10:00 p.m.—4:00p.m. (Exhibit load in and set up is Friday, March 14th from 5:00pm a.m. to 9:00 p.m. and break down is Sunday March 16th from 4:00 pm to 8:00pm).** Space is assigned on a first-come, first-served basis, following the receipt of this completed exhibitor agreement and deposit or full payment. I have read the Exhibitor Rules and Regulations on the reverse side and this Exhibit Agreement fully and understand and agree to abide by all terms and conditions.

Signature: _____ Date: _____

Requested Item	Members	Non-Members	Total
10' w x 10' d booth	\$650	\$750	_____
20' w x 10' d booth	\$1,000	\$1,400	_____
Island (4 Booths)	\$2,000	\$2,400	_____
Premium Corner Booth (open on two sides)		Add \$100	_____
Early Registration Deadline 11/31/13		Subtract \$100	_____
If you need electric	\$50	Electric Add \$50	_____
		TOTAL	_____

50% due today _____
Balance Due 2/15/2014 _____

I would like to pay in 5 monthly installments starting with my first payment October 1, 2013. Balance must be paid in full by February 15, 2014. Must be paid with credit card to authorize show management to process the payment installments according to schedule.

*****Exhibitor must be granted permission and pay an additional \$15 a day to sell merchandise during the home show. Please contact the office for additional information and permission to sell merchandise.**

Pocono Builders Association
 P: 570-421-9009 Fax:570-424-6764
 Email: pocbldrs@ptd.net

PAYMENT SCHEDULE
 Booth rental due in full by 2/15/14
 Please make your checks payable to:
 Pocono Builders Association
 745 Main Street, Ste 203, Stroudsburg, PA 18360

CANCELLATIONS/REFUNDS
 They are no refunds on the initial deposit.
 Cancellations received in writing prior to 2/15/2014 will be refunded in full, minus a \$200 cancellation fee.

No refunds will be issued after 2/15/2014
Booth Rental Includes:
 Booth is 10' wide by 10' deep, 8' high back drop, 3' high side rails, draped and skirted 6' table, 2 chairs, waste basket, booth header sign, listing in show program. **Electric is an additional \$50.**

Signature _____ Date _____
 Charge \$ _____ to my: _____ Visa _____ MasterCard _____ AMEX _____
 Credit Card Account Number: _____ Expiration Date: _____ Security Code: _____
 Cardholders Name: _____
 Address _____ City, State & Zip _____
 Signature _____ Date: _____

_____ I authorize the Show to process the above credit card for any balance due according to the payment schedule above.
 _____ Please invoice me for the final payment.

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EXHIBITOR RULES AND REGULATIONS

Display Regulations:

1. Exhibitors shall have at least one attendant at their booth at all times while the Greater Pocono Home Show (herein referred to as "Show") is open to the general public.
2. Loud sound displays or flashing light displays are not permitted.
3. Rear booth partition drapes are 8' high. Aerial displays must be safely anchored within the exhibit booth. The Show does not permit any part of, or item within the exhibitor's booth to exceed 12' in height, without prior written approval from Pocono Builders Association herein referred to as "Show Management". Displays over 8' in height must be masked where the display is visible over a neighboring exhibitor's booth. Displays must be confined to actual rented space, with no elements extending into the aisle.
4. Displays cannot block neighboring booths. Display elements over 3' high must be setback 3' from the aisle. Raw plywood, cardboard, or other structural material must be painted or appropriately covered if visible from another booth.
5. Exhibitors shall use care not to deface floors, walls, or columns of East Stroudsburg University (herein referred to as "Venue"), including the booth equipment provided and/or rented for the Show. DO NOT hang items from the drapery or drapery frames or from walls. Exhibitors will be liable for such damage resulting from acts of these types.
6. Exhibitors shall use care not to disrupt the flow of traffic in front of booths. Demonstrations that tend to attract large gatherings in the aisles in front of booths are prohibited.
7. The use or dispensing of any alcoholic beverages from any booth is prohibited.
8. **Exhibitor must be granted permission by Pocono Builders Association and East Stroudsburg University and pay an additional \$15 a day to sell merchandise or products during the home show. Please contact the office for additional information and permission to sell products and merchandise.** Exhibitors shall not sell food or beverages.
9. Exhibitors are responsible for the cleaning and maintenance of their booth and must keep the booth fully assembled and in presentable condition at all times during the Show.
10. All displays shall conform to the Show & local Fire Marshall's inspection requirements. Display materials shall be nonflammable or flame retardant.
11. Propane or Helium tanks or other highly flammable or potentially explosive materials are prohibited inside the exhibit hall.
12. Exhibitors shall not assign or sublet any part of their assigned space; nor may two or more unrelated companies share a single space or combine their reservations.
13. Balloons are not permitted to be used as booth décor and are not permitted to be distributed to attendees.
14. Cash & carry sales may be conducted from an Exhibitor's booth only if the exhibitor has proper permits and License(s). The Exhibitor is responsible for reporting and paying all sales taxes (where applicable). Contracts may be signed and deposits accepted.

B. Unethical Practices:

1. No soliciting for business by any Exhibitor or his/her representative (s) is permitted at the booth(s) of other Exhibitors, or in the aisles. Exhibitors must remain within their contracted booth space.
2. Samples, catalogues, pamphlets, publications, and any other promotional material may be distributed by an Exhibitor only from within his/her booth(s).
3. Unethical or inappropriate conduct, or infractions of these Guidelines and Regulations by an Exhibitor or by an Exhibitor's representative(s), may result in dismissal from Show. Show management reserves the right to stop or if necessary, remove from the Show an Exhibitor, or their representative(s) performing an act or practice that, in the opinion of Show Management, is objectionable or detracts from the dignity of the show. In such an event, it is specifically understood by the Exhibitor that no refund will be made, and that no demand for redress will be honored from the Exhibitor, the Exhibitor's representative, or any agent for the Exhibitor.

C. Security:

1. Exhibitors are urged to remove valuable property from the premises

during non-exhibit hours of the Show. The Show and Venue are not responsible for lost or stolen property.

2. Exhibitors shall use the designated exhibitor parking lot during exhibit hours.

D. Liability:

1. Exhibitors are liable for any damage to the exhibit hall floors, walls, or columns; to standard booth equipment rented or provided; and to the property of other Exhibitors that they may damage.
2. Exhibitors are responsible for their own insurance to cover all contingencies including, but not limited to, fire, theft, property damage, public and private liabilities, and worker's compensation.
3. The Show, Show Management and Venue will not be responsible and does not guarantee against loss, damage, or injury that may occur to the Exhibitor; the Exhibitor's employees, representatives or agents; or any property related thereto; from any cause whatsoever prior, during, or subsequent to the Show. The Exhibitor expressly releases the Show, Show Management and Venue, and agrees to indemnify the same against all claims for such loss, damage, or injury. If any action by the Exhibitor before, during, or after the Show causes legal action against the Show, Show Management or Venue, the Exhibitor will be solely responsible for any and all resulting legal costs.

E. Insurance:

1. A Certificate of Insurance naming the Pocono Builders Association and East Stroudsburg University as additional insured is required of all exhibitors 30 days prior to the opening of the Show.

F. Set Up/Tear Down:

1. **Exhibit times are Saturday, March 15th from 10:00 a.m. to 6:00 p.m. and Sunday, March 16th from 10:00 a.m. – 4:00 p.m.**
2. **Installation and Booth Set up will be Friday, March 14th from 5:00p.m. –9:00p.m. If an Exhibitor fails to occupy space assigned for the Show by 9:00 p.m. Friday, March 14th or fails to comply in any other respect with the terms set forth for the Show, the Show reserves the right to use such space in any manner whatsoever, without releasing the Exhibitor from the financial obligation agreed upon when the Exhibitor's reservation was accepted, from infraction of these Guidelines and Regulations, or from any other financial obligations incurred through the Exhibitor's anticipated occupancy in the Show.**
3. **Dismantle and Tear Down begin at 4:00 p.m. on Sunday, March 16th and must be complete prior to 7:00 p.m.** Exhibitors shall keep their displays and products fully assembled until the end of the show. Do Not Pack Up Early! Exhibitors who pack up early will be ineligible to participate in future events.
4. If an Exhibitor fails to remove any item from the exhibit hall by 7:00 p.m. on Sunday, March 16th, the Show in its sole discretion will remove the item. The Show, Show Management or the Venue is not responsible for any loss or damage that may occur to any item during this process. It is the Exhibitors responsibility to reimburse Show Management a removal fee of \$250 plus any cost associated with the removal and/or storage of the item, prior to Show Management releasing the item to the Exhibitor.

G. Other:

1. All matters and questions not covered by these regulations are subject to the decision of the Show and Show Management. Show Management may amend these rules and regulations at any time and all amendments that may be made shall be equally binding upon publication on all parties affected by them as the original regulations.
2. The decision of Show Management is final in any disagreement between Exhibitors.
3. Show Management reserves the right to modify the floor plan at any time and alter locations of exhibitors or booths or show activities, without notice, to present a more successful show if deemed in the best interest of the show.
4. In the event that the Show shall be partly or totally destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impractical for the Show Management to permit the contracted space to be occupied by an Exhibitor, then this agreement shall terminate, and the Exhibitor shall waive any claim for damages or compensation except the prorated return of the amount for space

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