



Friday, Feb 27– Sunday, Mar 1, 2015
PA Farm Show Complex, Harrisburg
Non-Profit - Exhibitor Application

Exhibitor Set-up:	WED February 25 THU February 26	12N – 7P 7A – 4P
Show Days:	FRI February 27 SAT February 28 SUN March 1	10A – 8P 10A – 8P 10A – 5P
Exhibitor Teardown:	SUN March 1 MON March 2	5P – 9P 7A – 4P

Company Name (as to appear on booth sign and show directory): _____

Contact Person(s): _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Cell Phone: _____

E-mail: _____ Web site URL Address: _____

Promoters note: All Exhibits must relate to show subject. NARI of Central PA reserves the right to decline any applications that we do deem appropriate. Please list the products and/or services you wish to exhibit:

Be specific – only items listed will be allowed in your exhibit. (Attach extra sheet if more room is needed) _____

Will you be selling from the show floor? Yes No

If yes, please provide PA tax # _____

BOOTH SIZE & RENTAL AGREEMENT (Includes: 8' high backdrop & 3' high sides, exhibitor booth sign and one 110 electrical outlet)

TABLES AND CHAIRS ARE AT AN ADDITIONAL COST AND MUST BE ORDERED DIRECTLY THROUGH THE SHOW DECORATOR

1. BOOTH SIZES AND FEES

Booth fee is determined by the date contract is received

Contract Received:	(by 12/1/14)	(after 12/1/14)	
10' X 10'	\$525	\$630	\$ _____
10' X 20'	\$1050	\$1260	\$ _____

2. OPTIONAL ADD-ONS:

Corner Booth Charge:
 \$150.00 (contract received by 12/1/14) = \$ _____
 \$160.00 (contract received after 12/1/14) = \$ _____

Water Usage:
 # of Gallons ____ x 0.045 each = \$ _____

3. NARI Members

- NARI members receive a \$100 discount off their booth fee
- Are you a NARI Member? Y / N
- Would you like to join NARI? Y / N

3. TOTAL CHARGES:

Booth Fee: \$ _____
 Add-ons: \$ _____
 Total Booth Fee: \$ _____
 Less 25% Deposit: \$ _____
 Less \$100 NARI discount \$ _____
Balance Due: \$ _____

Full Payment is due January 5, 2015
 Contracts received after January 5, 2015- full payment will be due to reserve the space.

4. PAYMENT INFORMATION

- Check Enclosed (make check payable to: NARI of Central PA PO Box 428 Camp Hill, PA 17001-0428)
- Please bill my: MC Visa Amex Discover CC#: _____ EXP: _____ VER# _____

(Charge will appear on your statement as NARI of Central PA)

Name on Card: _____ Signature of Card Holder: _____

Billing Address: _____

Signature Required: I agree to the above request(s) and I have read, understand and agree to the Contract Conditions, Deadline & Cancellation Policies, Rules & Regulations, and Hold Harmless Clause on the reverse side of this form. My payment/deposit is enclosed.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Accepted by management of the PA Garden Expo: _____ Date: _____



CONTRACT CONDITIONS

PA Garden Expo 2015

Contract for Exhibitor Space

AGREEMENT

Agreement shall be binding upon the parties hereto and shall be governed by the laws of the state of Pennsylvania. In witness whereof, intending to be legally bound hereby, the parties hereto now execute this agreement the day and year first written on this contract. This agreement may be cancelled, in writing only, within five days from the date of signing. Upon acceptance of the contract, exhibitor agrees to abide by the rules and regulations set forth by NARI of Central PA and the PA Farm Show Complex.

EXHIBITOR FEES, DEADLINES & CANCELLATION POLICY

- Exhibitor fee includes: *pipe and draping for contracted booth space*, six (6) exhibitor badges (unless specifically requested), one 110 electrical outlet and exhibitor listing in the event day program.
- A non-refundable 25% deposit *per booth* is due upon receipt of signed contract. This is to guarantee and hold your space for the event. This 25% is included in the **booth fee**. Payment is due in full by January 5, 2015. Failure to follow payment schedule may result in forfeiture of exhibit space and any existing deposits.
- A credit card is required to hold any space if full payment is not enclosed. Your signature on the contract authorizes NARO of Central PA to charge any unpaid booth fees to your credit card should you fail to pay by January 5, 2015.
- Should an exhibitor cancel out of the event after January 5, 2015, the exhibitor will be responsible and held accountable for 100% of the exhibitor fees.
- NARI of Central PA reserves the right to reject any exhibitor.
- There will be a \$25.00 fee for each check that is returned by the bank for non-payment.

HOLD HARMLESS CLAUSE

The exhibitor indemnifies and agrees to hold harmless both the promoter(s) and sponsor(s) of the events and the operating association/facility working in conjunction with the promoter(s) and sponsor(s), and the legal entities which own, lease, and/or operate the operating association/facility, their members, officers, directors, and employees against any or all damage to property or personal injury or loss caused by the exhibitor or his agents, representatives, employees or any other person. If the Expo premises are destroyed by fire or any other cause, whatever makes it impossible to conduct the Pennsylvania Garden Expo, the exhibitor contract will terminate and the exhibitor will waive any claim for damages or refunds.

EXHIBITOR INFORMATION, RULES & REGULATIONS

DECORATOR SERVICES

Decorator services are available at an additional cost. Upon acceptance of this contract, decorator services information will be forwarded to you.

EXHIBITOR INFORMATION

Exhibitor information will be mailed to the contact address and/or emailed to the contact no later than January 12, 2015.

BOOTH SPACE

- Exhibit space will be assigned at the sole discretion of show management.
- The assignment of space is based on the size of exhibit space vs. the overall space available for allocation to exhibitors.
- Subletting of space by the exhibitor, or use of the space not authorized by the PA Garden Expo is prohibited.
- No exhibitor shall assign or permit any other company or product in the space contracted and/or display any items other than those specified on the contract.
- Any contracted booth space not occupied by the close of the move-in date will be considered void and will be reassigned by show management. No refund will be given.

BOOTH RULES & REGULATIONS

- Exhibit space must be occupied at all times during show hours and until the scheduled closing time on the last day.
- Tables and structural aspects of booth must be appropriately covered.
- Exhibitors may not erect or maintain a back or sidewall higher than 8' without prior approval from show management.
- No booth may obstruct the general view or access to surrounding displays, aisles or public space.
- Exhibits must remain intact until the scheduled conclusion of the show. Any exhibitor found to be packing up early will not be invited back to any PA Garden Expo event.
- Exhibitors agree to provide an appropriate display in keeping with the theme of the Garden Expo.
- The Pennsylvania Garden Expo reserves the right to remove any item or signage from the show floor that in the opinion of the show management does not meet standards set by the Garden Expo.
- Hawking in the booth space or conducting business in the aisle is prohibited.
- Pets are prohibited.
- Exhibitors should refrain from entering another exhibitor's booth at any time during or after the Expo without permission.
- All exposed booth walls must be finished or appropriately covered. Any cost resulting from a booth correction ordered by management will be charged to the exhibitor.
- All sound producing or amplifying devices must be kept at an appropriate level so as to not interfere with surrounding exhibitors.
- Exhibitors may not create any odors or noxious fumes.
- Exhibitor badges must be worn during set-up, show hours, and tear down.

SHOW DIRECTORY

- All exhibitors who return their contract and full payment for exhibit space 45 days prior to the show will be listed in the Expo directory. Listings are not guaranteed for exhibitors whose contracts are returned after this date. Show management makes no guarantee, implied or otherwise, as to the accuracy of description or any information supplied by exhibitor.

EXHIBIT HALL: No signage or decoration can be adhered by any means to columns, walls or ceilings of the exhibit hall.