



# POCONO HOME AND OUTDOOR LIVING SHOW MARCH 17th –18th, 2018 KALAHARI RESORT & CONVENTION CENTER

Company Name \_\_\_\_\_ Primary Contact \_\_\_\_\_  
 Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 What product are you displaying? \_\_\_\_\_  
 Table Top Location \_\_\_\_\_ (1st Choice) \_\_\_\_\_ (2nd Choice) \_\_\_\_\_ (3rd Choice)

This agreement constitutes your contract with the Pocono Builders Association for table top exhibit space at the Greater Pocono Home & Outdoor Living Show at the Kalahari Resort & Convention Center in Mt Pocono, PA. **Show hours are Saturday, March 17th from 10:00 am—6:00 pm and Sunday, March 18th from 10:00 am—4:00pm (Exhibit load in and set up is Friday, March 16th from 12:00pm to 8:00 pm. Break down is Sunday March 18th 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.

Requested Item	Price	Total
Marketplace Table Top Area (Cash & Carry Vendors) 8' x 15' Area Includes 2' x 8' table 2 chairs, and waste basket. Electric is NOT Available in this area	\$400	_____
<b>TOTAL</b>		_____
<b>50% Due Today to reserve your booth</b>		_____
<b>Balance Due By 2/1/2018</b>		_____

**PAYMENT SCHEDULE**

Space rental due in full by 2/1/18  
 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 2/14/2018 will be refunded in full, minus a \$200 cancellation fee.  
 No refunds will be issued after 2/14/2018

**Table Top Rental Includes:**

Approx .8 deep X 15 wide area, draped and skirted 8' table, 2 chairs, and waste basket.

**\*\*\*Table top area DOES NOT have Electric\*\*\***

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

**Insurance Requirement: (Please see additional information in the contract provided)**  
 A liability limit of no less than \$1million per occurrence is required. A Certificate of Insurance naming the Pocono Builders Association and Kalahari Resort & Convention center as addi-

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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**Display Regulations:**

1. Exhibitors shall have at least one attendant at their booth at all times while the Greater Pocono Home and Outdoor Living Show (herein referred to as "Show") is open to the general public.
2. Loud sound displays or flashing light displays are not permitted.
3. Aerial displays must be safely anchored within the exhibit space. The Show does not permit any part of, or item within the exhibitor's space to exceed 8' in height, without prior written approval from Pocono Builders Association herein referred to as "Show Management". Displays must be confined to actual rented space, with no elements extending into the aisle.
4. Displays cannot block neighboring exhibitors space. Display elements over 3' high must be setback 3' from the aisle.
5. Exhibitors shall use care not to deface floors, walls, or columns of Kalahari Resort & Convention Center (herein referred to as "Venue"), including the space 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. Artisan Food/Beverage Producers/exhibitors, including wineries, are permitted to sell packaged and/or sealed products as long as the product is not considered prepared food. Samples of products (including food and beverage) are permitted by vendors. Restaurants, Food Trucks, Catering Companies, Etc are not permitted to exhibit in the show.
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)/space of other Exhibitors, or in the aisles. Exhibitors must remain within their contracted space.
2. Samples, catalogues, pamphlets, publications, and any other promotional material may be distributed by an Exhibitor only from within his/her space.
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. **Table Top 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. **The table top area is not locked up at night, so we urge all table top exhibitors to remove any/all valuable property during non-exhibit hours**

**of the show. The Show and Venue are not responsible for lost or stolen property.**

**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, theft, property damage, public and private liabilities, and worker's compensation. A liability limit of no less than \$1million per occurrence is required. A Certificate of Insurance naming the Pocono Builders Association and Kalahari Resort & Convention center as additional insured is required of all exhibitors by 2/1/18.
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 liability limit of no less than \$1million per occurrence is required. A Certificate of Insurance naming the Pocono Builders Association and Kalahari Resort & Convention center as additional insured is required of all exhibitors by 2/1/2018.**

**F. Set Up/Tear Down:**

1. **Exhibit times are Saturday, March 17th from 10:00 am to 6:00 pm and Sunday, March 18th from 10:00 am – 4:00 pm**
2. **Installation and Table Top Set up will be Friday, March 16th from 12 PM-8 PM, prior to the start of the show.**  
**If an Exhibitor fails to occupy space assigned for the Show by 10:00 a.m. Saturday, March 17th 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 18th and must be complete prior to 8:00 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 18th, 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.

**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.