

# EXHIBITION RULES AND REGULATIONS

## PENNSYLVANIA CHRISTMAS SHOW, INC.

### **SPACE ASSIGNMENTS:**

The Pennsylvania Christmas Show reserves the right to shift space assignment after the contract has been signed if they find it necessary to do so. Any shift in space assignment will be discussed with the Exhibitor prior to its execution. Space is leased with the understanding that the Exhibitor will hold PA Christmas Show, Inc. harmless from any and/or all liability which may result from any cause whatsoever.

### **PAYMENT AND CANCELLATION:**

In applying for space, the Exhibitor will pay a deposit on the space with the contract. In the event of cancellation by the Exhibitor at any time, PA Christmas Show, Inc. shall have the right to rent the space to anyone else. If all show space is rented, the original deposit will be returned, less cancellation fee, to the original exhibitor IF cancellation occurs prior to October 31. If all show space is not rented, PA Christmas Show, Inc. shall have the right to retain any monies as liquidated damages.

### **SHOW HOURS:**

Exhibit Hours, subject to changes authorized by the management are:

9 AM – 7 PM: Wednesday thru Saturday  
Dec. 1 – Dec. 4, 2021  
10 AM – 5 PM: Sunday, December 5, 2021

### **EXHIBITOR MOVE-IN SCHEDULE:**

Sunday – November 28, 2021 – 12 PM – 5 PM  
Monday – November 29, 2021 – 8 AM – 5 PM  
Tuesday – November 30, 2021 – 8 AM – 5 PM

### **EXHIBITOR MOVE-OUT SCHEDULE:**

Sunday – December 5, 2021 – 5 PM – 9 PM  
Monday – December 6, 2021 – 8 AM - NOON

### **EXHIBITOR ADMITTANCE DURING NON-SHOW HOURS:**

Exhibitors will be permitted in show one hour before opening each day. Exhibitors will not be permitted to remain in building after closing hour each night. Any exception must have written authorization by the show management.

### **ARRANGEMENT OF EXHIBITS:**

Standard booth background and side rails, decorated with bengaline curtains and uniform signs are provided without charge. All other furnishings, equipment, facilities, etc., will be provided by Exhibitor at his own expense and responsibility. (They may, at Exhibitor's discretion, be obtained through the official suppliers.) Booth backgrounds are eight feet high and divider rails are three feet high.

### **GENERAL RESTRICTIONS:**

The use of flammable and volatile materials is prohibited. This includes tanks attached to machinery and vehicles. All vehicles must have the gas tank drained and a locked or taped gas cap. Battery cables must be disconnected. All butane, propane, and/or any other kind of flammable gas pressure vessel, including empty vessels, are strictly prohibited. No open flame is permitted.

Draping materials must comply with all state and local regulations. Exhibitors are prohibited from using amplifying equipment of any kind. Exhibitors must confine their activities to their contracted space. Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except from their own booths.

Farm Show Complex must approve all distribution of food and drink. Exhibitors who use costumed mannequins should be sure that their manner of appearance and dress is such as to not to offend even the most critical. The

### **GENERAL RESTRICTIONS** (cont.)

PA Christmas Show reserves the right to require the modification of any questionable exhibit.

### **LIABILITIES:**

The Exhibitor agrees that PA Christmas Show, Inc., its agents and employees, and the hosting facility or its employees: (a) will not be responsible for any damage to or for the loss or destruction of the Exhibitor's property or injuries to the Exhibitor, his representatives, agents or employees, all claims for any such loss, damage, destruction or injury expressly waived by the exhibitor; (b) will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents or employees.

PA Christmas Show, Inc., its agents and employees will not be liable for failure to hold the Exhibition as scheduled. Payments for booth space will be returned in that event except that any actual expense incurred in connection with the Exhibit will be deducted if the Exhibition is called off because of fire, or any act of God, or the public enemy or strike or epidemic or any law or regulation of public authority of any other act beyond the control of PA Christmas Show, Inc. which makes it impossible or impracticable to hold the Exhibition.

### **INSURANCE/SECURITY:**

Exhibitors wishing to insure their material, goods and/or wares on display in the Exhibit against theft, damage by fire, accident, loss or liability of any kind, must do so at their own expense. The PA Christmas Show will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

### **OCCUPATION OF BOOTH SPACE:**

Exhibitor signing this agreement agrees to occupy his/her booth space and display his/her products during the complete show hours as stated in this agreement. Failure to do so gives PA Christmas Show, Inc. the right to take whatever action is necessary to maintain the appearance and integrity of the show without recourse from the exhibitor.

**EXHIBIT SPACE PAID FOR BUT NOT OCCUPIED AT SHOW OPENING SHALL BE CONSIDERED AS FORFEITED AND MAY BE UTILIZED BY SHOW MANAGEMENT WITHOUT NOTICE.**

### **BOOTH RENTAL FURNITURE AND ELECTRICAL:**

You will receive Exhibitor Show forms well in advance of the show. Advance order forms for furniture, carpet, tables and electrical service will be included. Ordering equipment and services in advance will ensure better service and lower cost. These services are optional.

### **ADMISSIONS:**

PA Christmas Show, Inc. will have sole control over all admissions of persons. All persons visiting the exhibits area will be admitted according to the rules and regulations of the Exhibition as issued or amended by PA Christmas Show, Inc.

### **RULES AND REGULATIONS:**

Exhibitor will abide by all other provisions of these rules and regulations and with fire regulations and all other regulations of governmental agencies and the hosting facility. It is expressly understood and agreed by applicant that Rules and Regulations of the Exhibition as issued or amended by the Show Management are hereby made an integral part of the contract and of this agreement between Applicant and PA Christmas Show, Inc. for this reference and to the same extent and effect as if said Rules and Regulations were set forth in full in the contract.

# PENNSYLVANIA CHRISTMAS & GIFT SHOW

December 1 – December 5, 2021

Event held at: PA Farm Show Complex – 2300 N. Cameron Street, Harrisburg, PA

## Contract for Exhibit Space

**MAKE DEPOSIT PAYABLE TO:**  
**Pennsylvania Christmas Show, Inc.**  
**P.O. Box 357**  
**Exton, PA 19341**

Please complete this contract form and mail with payment No. 1 on booth space(s) to: Pennsylvania Christmas Show, Inc., P.O. Box 37, Wallingford, PA 19086. An executed copy of this contract with exhibit space assigned will be returned to you.

We hereby make application for exhibit space(s) as indicated below for our use at the PA Christmas & Gift Show in Harrisburg, PA to be held at the Farm Show Complex.

We agree to comply with the rules and regulations as set forth on the Reverse of this Application and to the conditions under which Space in the Farm Show Complex is leased to Pennsylvania Christmas & Gift Show, Inc.

We agree to complete payment for the full cost of our reservation no later than date of Payment No. 3 under Payment Schedule.

We agree that if, in the opinion of the PA Christmas & Gift Show it becomes necessary to change the original allocation of space such changes may be made by notification to the authorized representative of the exhibitor.

We understand that, upon acceptance of the Application by PA Christmas & Gift Show, a contract consisting of this side and the Rules and Regulations printed on the reverse hereof will be in full force and effect.

*Pennsylvania Christmas & Gift Show produced by:*  
**Pennsylvania Christmas Show, Inc.**  
**P.O. Box 357, Exton, PA 19341**  
**(610) 565-0313**  
**Email: [info@pachristmasshow.com](mailto:info@pachristmasshow.com)**  
**Website: [www.pachristmasshow.com](http://www.pachristmasshow.com)**

### DECORATE AT TREE!

Put and **X** on the line if you would like to decorate a 7' artificial Christmas tree. Your name will be placed on a reservation list. We provide the lights, electric and set-up the trees. You decorate the tree with your ornaments using your own theme. We have a sign made to place under the tree. The sign copy reads "Decorated By", your company name and booth number.

### FOR USE BY PENNSYLVANIA CHRISTMAS SHOW, INC.

Date Received: \_\_\_\_\_

Booth Numbers Assigned: \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_

Deposit (due with contract) \_\_\_\_\_

2<sup>nd</sup> Payment (due 6/1/21) \_\_\_\_\_

Final Payment (due 10/15/21) \_\_\_\_\_

### EXHIBIT SPACE RATES:

<u>MAIN HALL:</u>	<u>SIZE</u>	<u>COST</u>	<u>No. 1</u>	<u>No. 2</u>	<u>No. 3</u>
1 Booth	10' x 12'	\$735	\$250	\$235	\$250
Corner Booth	10' x 12'	\$785	\$250	\$285	\$250

### NORTHEAST HALL:

1 Booth	10' x 10'	\$735	\$250	\$235	\$250
Corner Booth	10' x 10'	\$785	\$250	\$285	\$250

### NORTH HALL:

1 Booth	10' x 10'	\$800	\$250	\$300	\$250
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### PAYMENT SCHEDULE:

Payment No. 1 is due with contract. Payment No. 2 is due on or before June 1. Payment No. 3 is due on or before October 15.

### PROMOTIONAL FLYERS:

Available at no charge. Use for distribution at shows in which you exhibit or as handouts or mailers. Space available on flyer to place your company name and booth location. *QUANTITY DESIRED:* \_\_\_\_\_

### CONTRACT CANCELLATION CHARGE:

A contract that is cancelled will be subject to a \$100.00 charge to offset the cost of administrative expenses. This amount will be deducted from the refund returned to the exhibitor. The cancellation must comply with the rules under Payment and Cancellation on the reverse side of this contract. No refund will be given after October 31, 2021.

### PLEASE FILL IN ALL INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PRODUCT(S): \_\_\_\_\_

PA SALES TAX NUMBER: \_\_\_\_\_

**BOOTH SIGN:** Company booth sign should read:  
Company Name: \_\_\_\_\_