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COMPLETE AND RETURN APPLICATION TO:

FAX: 412-856-1030 **EMAIL:** macc@monroevillechamber.com
MAIL: Monroeville Area Chamber of Commerce
2790 Mossie Blvd., Suite 150 ■ Monroeville, PA 15146
www.monroevillechamber.com

Saturday, September 29, 2018
10 AM – 5 PM



DATE _____ **APPLICATION & CONTRACT FOR EXHIBIT SPACE**

Company _____ **Contact** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone (____) _____ **Fax** (____) _____ **Mobile** (____) _____

Email _____ **Website** _____

2 PLEASE DESCRIBE YOUR PRODUCT/SERVICE FOR YOUR FREE LISTING IN SHOW PROGRAM & BUYERS GUIDE:

3 EXHIBIT SPACE – Check the space(s) you are reserving: **Celebrate A healthy Monroeville**

	<u>MEMBER</u>	<u>NON-MEMBER</u>
10 x 10	___ \$ 250	___ \$ 450
10 x 20	___ \$ 350	___ \$ 650
10 x 30	___ \$ 450	___ \$ 850

Check here if electricity is needed: _____

4 Choose Your Preferred Booth Location:

■ Celebrate A healthy Monroeville

1st Choice _____

2nd Choice _____

3rd Choice _____

6 TOTALS

Exhibit Space	\$ _____
Advertising	\$ _____
TOTAL	\$ _____

- EXHIBIT SPACE INCLUDES:**
- 8' High Backdrop & 3' High Side Rails
 - Tables, Covered & Skirted
 - Chairs
 - Exhibitor ID Badges
 - Exhibitor ID Sign
 - Listing in the Show Program
 - Listing and Link on the Show Website
 - Free Parking

5 **ADVERTISING OPTION: SHOW PROGRAM**

Distributed to attendees at the door
Ad content due August 31, 2018 to macc@monroevillechamber.com

■ _____ Quarter Page Ad (4"w x 2.5"h).....\$100

_____ Half Page Ad (4"w x 5"h).....\$180

_____ Full Page Ad (4"w x10"h).....\$350

*Sponsorship opportunities are available.
Contact the MACC office for details.*

SOLD BY:
_____ MACC 412-856-0622

FOR OFFICE USE ONLY

Date Rec'd _____

Invoice # _____

Amount Rec'd _____

_____ **CC** _____ **CK** _____

Notes: _____

7 TYPE OF PAYMENT: ___ Credit Card ___ Check: **PLEASE MAKE CHECK PAYABLE TO:**
Monroeville Area Chamber of Commerce, 2790 Mossie Blvd. Suite 150, Monroeville, PA 15146

■ agree to have the Monroeville Area Chamber Of Commerce charge my: ___ MasterCard ___ VISA ___ American Express ___ Discover

Amount of charge \$ _____ Account # _____ Expiration date _____ Security code _____

Billing address: ___ Same as above ___ Other Address, City, State, Zip: _____

Name on Card _____ Signature _____

8 I understand that I have contracted for exhibit space by signing this contract. I understand that the final location will be determined by show management on receipt of payment in full. The undersigned represents that he / she is fully authorized to execute and complete this contract and agrees to the rules and regulations on the reverse side of this contract.

Authorized Signature _____ Print Name _____



2018 EVENT MANAGEMENT RULES AND REGULATIONS • Please Read and Sign Front Page

1. **SET-UP AND TEAR DOWN:** Exhibit space will be accessible to exhibitors for erecting displays in accordance with time and dates listed on the show schedule. Setup must be done the day prior, or the morning of the opening of the show, as provided by the Monroeville Area Chamber of Commerce and/or its agent. Final preparation must be completed by the starting time on the opening day of the show. A \$250 penalty fee will be charged for any set-up or construction of exhibits after said time. Exhibitors must use only the entrances designated for set-up. Removal and packing may not commence until the final day at the close of the show. Displays must be removed by date and time listed. Each exhibitor must name at least one individual to be the exhibitor's authorized agent for installation, operation and removal of the exhibit. No part of the exhibit may be removed after set up except with written permission from show management.

A \$250.00 penalty fee will be charged for any exhibit that is removed before the final tear down time.

2. **LOCATION / DATES:** The Monroeville Area Chamber of Commerce and/or its agent reserve the right to determine an exhibitor's final location, the location of the Show and the dates of a show. The location of assigned space may be changed by the management to prevent congestion; avoid confusion in firm names; solve competitive conditions; or to benefit the overall production of the show.

3. **SUBLETTING:** An exhibitor may not share or sublet any portion of their booth space with another company.

4. **FIRE HAZARD:** All exhibit and booth materials must be flame proof and otherwise must comply with federal, state and local fire laws, insurance underwriting requirements and other applicable site regulations. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of set-up and prior to the opening of the show. Exhibitors are restricted to the use of materials which would pass a fire inspection.

5. **HEIGHT RESTRICTIONS:** Exhibits, back walls and decorations shall not exceed 15 feet. Permission must be obtained from show management to exhibit equipment which exceeds the height restriction.

6. **LOUD SPEAKERS AND SOUND DISPLAYS:** Loud speakers and loud sound displays are prohibited; exhibitors must receive advance permission from show management to exhibit any type of sound display.

7. **NON-CONFORMING EXHIBITS:** The Monroeville Area Chamber and/or its agent reserves the right to refuse any exhibitor which does not, in show management's judgment, conform to the general theme of the show.

8. **SOLICITATION:** Exhibitors are prohibited from soliciting business in the aisles or in other exhibitor booth areas. Samples, pamphlets, publications and catalogs, etc. may only be distributed by exhibitors from within the confines of their own booth area. Exhibitors must obtain prior permission from the show management to conduct any other type of promotional activities during show hours.

9. **MISCELLANEOUS:**

(a) Serving alcoholic beverages by exhibitors in any part of the show premises is prohibited.

(b) Booths should be attended by the exhibitor during all show hours, in their own best interest.

(c) Vehicles must enter through the loading dock areas and must have protection on the floor under the engine and keep a minimum amount of gasoline.

(d) Absolutely nothing may be taped to facility fixtures, floors or columns.

(e) Electrical cords may not be run along facility floor in customer traffic walkways.

(f) Facility floor wax finishes and carpeting are delicate and easily damaged. Exhibitor is responsible for damage to facility floor caused by dragging of displays across the floor, driving vehicles across the floor or use of sprays that may damage the finish of the floor.

(g) Solicitation must be confined to the exhibitor's booth space; soliciting in the aisles or any other area of the show is prohibited.

(h) No political campaigning of any type may be conducted at the show or in any areas designated as show related (Show floor, concession areas, parking areas, etc.).

10. **SIGNS AND NOTICES:** All signs and notices shall be professionally lettered and any sign or notice which does not conform to the above shall be removed immediately. **HANDWRITTEN SIGNS ARE PROHIBITED.**

11. **SECURITY AND LIMITATIONS OF LIABILITY:** Show management will engage security guards but nevertheless assume no liability for loss damage from any cause whatsoever. Exhibitor understands and agrees that said security personnel are independent contractors and that any such security is provided by the Monroeville Area Chamber and/or its agent solely as a courtesy. Exhibitor further agrees that the Monroeville Area Chamber of Commerce and/or its agent shall incur no liability and/or responsibility resulting from the acts or omissions of such security personnel. The Monroeville Area Chamber and/or its agent shall not be responsible for injury that may occur to an exhibitor or his employees, nor for the safety of any exhibit against theft, fires, accident or any other cause of loss or damage. If an exhibitor damages the building, he shall reimburse the owners of the building for the cost of repairing the damage. The Monroeville Area Chamber of Commerce and/or its agent shall cooperate fully at all times but shall not be responsible for (a) damage to exhibitors property, lost shipments either coming in or going out, moving costs; or (b) any damage loss, delays, etc. Any damage to transported property is solely exhibitor's responsibility. In light of the above, we recommend that exhibitors purchase adequate insurance coverage against these risks and on equipment and exhibits with their regular insurance carrier.

12. **BREACH OF CONTRACT:** If an exhibitor cancels for any reason whatsoever with a signed contract, they shall be held liable for the full amount of the booth cost. They shall also forfeit all monies which have been paid to reserve the space and be liable for the full cost of the space. The exhibitor will also be liable for all costs incurred by management in consideration of the exhibitor including, but not limited to tables, coverings, skirting, chairs, signage, chairs, signage and exhibitors listings in advertising placed on behalf of the exhibitor. **NO REFUNDS WILL BE ISSUED.** Show management will also have the right to use the space as it deems necessary to eliminate blank spaces in the show.

13. **CANCELLATION:** In the event that a show is not held for any reason and rescheduled, the Monroeville Area Chamber of Commerce and/or its agent will transfer all monies paid for exhibit space rental to the rescheduled show. In the event that any show is not held for any reason and is never to occur, the Monroeville Area Chamber of Commerce and/or its agent will issue a credit for all monies paid for exhibit space rental to be applied to another trade show. The credit amount does not have an expiration date and may be used at any time. In either of the foregoing situations, exhibitor hereby waives any claim of damage, compensation of refund of money paid to the Monroeville Area Chamber of Commerce and/or its agent except to the extent agreed to above.

14. **UNETHICAL CONDUCT:** Unethical conduct or any infraction of the rules by the exhibitor, his agents or employees will subject the exhibitor to exclusion from the exhibitor area. In the event of such exclusion it is agreed that no refund shall be made to the exhibitor and the Monroeville Area Chamber of Commerce and/or its agent shall not be liable for any damages or expenses incurred by the exhibitor as a result of such exclusion.

15. **DISPUTE RESOLUTION:** Any and all matters, questions and or topics not specifically discussed or addressed in the foregoing rules and regulations shall be subject to the decision of show management, which decision shall be final.

16. **AGREEMENT TO TERMS:** By erection of exhibit, exhibitor expressly consents to and accepts the foregoing rules and regulations and represents that full compliance therewith has been made by exhibitor.