



FALL NIGHT MARKET

September 23, 2023 4:30 pm - 9:00 pm
Vendor Contract

COMPANY _____

CONTACT NAME _____ EMAIL _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP CODE _____

DESCRIBE YOUR PRODUCT AND/OR SERVICE THAT YOU WILL BE PROVIDING AT THE MARKET:

CHECK ALL THAT APPLY:

VENDOR BOOTH \$100 _____
(includes one table with two chairs)

VENDOR BOOTH FOR MEMBER OF MONROEVILLE CHAMBER OF COMMERCE \$25 _____
(includes one table with two chairs)

EXTRA TABLES (please mark how many) _____

EXTRA CHAIRS (please mark how many) _____

TOTAL DUE _____

METHOD OF PAYMENT:

_____ Check (Made Payable To: Monroeville Convention Center, 209 Mall Blvd. Monroeville, PA 15146)

_____ Credit Card (Number _____ Exp. _____ Sec. Code _____)

I understand that I have contracted for exhibit space by signing this contract. I have read and understand the Monroeville Convention Center regulations before completing this contract. I have agreed to these terms and completed this contract to the best of my knowledge.

SIGNATURE _____

DATE _____

MONROEVILLE CONVENTION CENTER RULES AND REGULATIONS -Please Read and Sign Page 1

1. SET UP will be held on Saturday, September 23 from 2:30 pm – 4:30 pm and TEAR DOWN will be held on Saturday, September 23 from 9:00 pm – 11:00 pm. Exhibit space will be accessible to exhibitors for erecting displays in accordance with this schedule. Final preparation must be completed by the starting time of the show. Displays must be removed by time listed. Removal and packing may not commence until the close of the show.
2. LOCATION/DATES: Monroeville Convention Center reserves the right to determine an exhibitor's final location, the location of the show and the dates of a show. The location of an 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: If the show is moved inside, 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. LOUDSPEAKERS 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: Monroeville Convention Center reserves the right to refuse any exhibitor which does not, in show management's judgement, conform to the general theme of the show.
8. SOLICITATION: Exhibitors are prohibited from soliciting business in the aisles or in other exhibitor booths 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. 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.
10. 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) Nothing may be taped to facility fixtures, floors or columns.
 - (d) Facility floor and carpeting are delicate and easily damaged. Exhibitor is responsible for damage to facility floor caused by dragging displays across the floor or sprays that may damage the finish of the floor.
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 Monroeville Convention Center solely as a courtesy. Exhibitor further agrees that Monroeville Convention Center shall incur no liability and/or responsibility resulting from the acts or omissions of such security personnel. Monroeville Convention Center shall not be responsible for injury that may occur to an exhibitor or their 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, they shall reimburse the owners of the building for the cost of repairing the damage. Monroeville Convention Center shall cooperate fully at all times but shall not be responsible for (a) damage to exhibitor's 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, 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, Monroeville Convention Center 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, Monroeville Convention Center will issue a credit for all monies paid for exhibit space rental to be applied to another 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 or refunds.
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 Monroeville Convention Center shall not be liable for any damages or expenses incurred by the exhibitor as a result of the 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.