



# 2018 Allegany County Vendor Terms and Conditions



**Payment and Cancellations:** **The total balance due must be received no later than February 5, 2018.** Cancellations after January 31, 2018 are non-refundable AND "no shows" the day of the event do not qualify for any refund.

**Show Dates:**

Friday, March 16<sup>th</sup>, 4:00 pm - 8:00 pm ~ Saturday, March 17<sup>th</sup>, 10:00 am - 6:00 pm ~ Sunday, March 18<sup>th</sup>, 11:00 am - 4:00 pm.

**Set Up:**

The Exhibit Hall will be available for set up Wednesday, from 7:00 am to 8:00 pm. Thursday, from 7:00 am to 8:00 pm and on Friday March 17, 7:00 am to 3:00 pm. **The large overhead doors will be open for the placement of large items on Wednesday ONLY and closed and locked by 8:00 pm.** Setup MUST be completed by 3:00 pm on Friday. All doors will be locked by 8:00pm on Wednesday and Thursday. **We are sorry but no exceptions will be made.**

**Tear Down:**

Sunday 4:00 pm to 8:00 pm and on Monday from 7:00 am to 5:00 pm. All exhibits and materials must be removed from the Exhibit Hall by 5 pm on Monday, March 20<sup>th</sup>. Tear down will **not** be permitted until the official closing of the show at 4:00 pm on Sunday. **PLEASE DO NOT START TEARING DOWN BEFORE 4:00 PM ON SUNDAY.** It looks bad and it is not fair to those folks who are still walking around.

**Selling from the Booth:** Selling from your booth is permitted. Please have your tax ID number available, as tax personnel may check.

**Subletting Restriction:** The exhibitor is not permitted to sublet any part of the contracted space without the prior knowledge and consent of the show management.

**Booth Management:** Exhibitors must maintain at least one representative in the booth during show hours. HBAWM will not be responsible for any loss sustained from unmanned booths. Exhibitors will keep the hosting facility and grounds in a good state of cleanliness and agree to repair any damages or reimburse said hosting facility for the repair of any such damage caused by their own materials, supplies, and other materials which they own, lease, rent or for which they are legally liable.

**Booth Containment:** Displays, demonstrations, etc. must be contained within your contracted booth area.

**Rules of Conduct:** Objectionable devices, volume levels, visuals, portrayals, lewd and indecent actions, crude language, slurs and harassment shall not be tolerated.

Children and pets are not to be kept in the booth during official show times and days. The only exception made will be for Service Dogs for persons with disabilities. Exhibitors agree to abide and be bound by the decision of the HBAWM or hosting facility should any question of propriety arise.

**Care of the Exhibit Hall and Fairgrounds:** The driving of nails, screws, or the use of any materials or method of attaching to the wall or floors is prohibited. Highly flammable or explosive materials are strictly prohibited. Extreme care must be given to the floor surface. Objects must be placed and moved with care to prevent damage. All wires, cables and carpet on the floor must be taped over or properly concealed USING PAINTERS TAPE, NOT DUCT TAPE.

**Right to Alter:** The HBAWM and the hosting facility management reserve the right to alter the location of any exhibit or booth space on the official floor plan at their sole discretion.

**Alcohol & Smoking:** Alcoholic beverages for exhibitors and smoking are not permitted during the show except outside the Exhibit Hall.

**Helium balloons:** A reasonable number of balloons are allowed, but tanks must be secured or kept in proper base. Tanks in excess of 24" high are not permitted in the Exhibit Hall. Only the booth attendee may utilize the tank or fill balloons. No other use for the tank is permitted.

**Hook-up Needs:** Notify the HBAWM in advance of any electrical, computer, phone or other special hook up needs. Each arrangement will need to be considered and may involve extra fees. ***Please be aware that the wireless Internet available at the facility may be an unsecured and open network. Take precautions to safeguard sensitive data.***

**Indemnity:** Exhibitors will indemnify and hold harmless the HBAWM from all claims and demands be it personal injury, property damage or otherwise made by a spectator or other person, for any cause if in any way arising out of the exhibitors' use of the rented building or grounds.

**Liability:** The exhibitor waives all right of subrogation against the HBAWM from all liability or damages as are reflected in this agreement.

**Precautions:** Every reasonable precaution will be taken to protect the property during set up, display, and tear down. The HBAWM does not guarantee, insure, or indemnify exhibitors or their agents, employees or guests against any loss to person or property by the acts, conduct or negligence of the security service or for any reason whatsoever.

**Vendor Parking:** Vendor parking will be designated by the hosting facility management and regulations will be enforced. Please follow signs for designated vendor parking area.

**Vendors agree to comply with the terms and conditions contained in this Agreement. Any and all matters or questions not specifically covered herein will be subject to the decision of the show management.**

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_