



Craft Exhibitors

2018 Armstrong County HOMEXPO Guidelines

HOMEXPO SCHEDULE

Exhibitor Setup:

Thursday, May 3, 8 am – 7 pm
Friday, May 4, 8 am – 4 pm

• HomExpo Hours

Fri., May 4th/ 4 pm – 9 pm
Sat., May 5th/10 am – 8 pm
Sun., May 6th/10 am – 5 pm

Tear Down

Sun., May 6th/5 pm – 8 pm
Mon., May 7th/8 am - noon

Exhibitors may not remove displays or begin packing until the conclusion of the final day of the show.

Cancellation – If Exhibitor shall cancel this agreement on or after **April 1, 2018**, or fail to attend the HOMEXPO, Exhibitor is liable to the Alle Kiski Strong Chamber for the full price of participation. **If Exhibitor fails to show for setup by noon on Friday, May 4th Alle Kiski Strong reserves the right to fill the space if prior arrangements have not been made. (No refunds will be issued.)**

Use of Space – Alle Kiski Strong Chamber reserves the right to decline or prohibit any exhibit or part of any exhibit, exhibitor, representatives, or proposed exhibit displays which it deems not suitable. **Exhibitor must conduct all business and promotion from within their allotted table space; no roving solicitation permitted during show.** Abide by any or all rules established by the Belmont Complex.

Assignment – Exhibitor may not assign this contract or any rights under this contract without the written consent of the Alle Kiski Strong Chamber..

Subletting – An Exhibitor may not share or sublet any portion of their table space with another company. Selling of space table space by Exhibitor is not permitted. Alle Kiski Strong will have a waiting list and in all fairness will notify those people first.

Fire Hazard – All exhibit and booth materials must be flame proof and otherwise must comply with federal, state, and local fire laws, and insurance underwriting requirements, and other applicable site regulations. All packing containers, excelsior, and similar materials are to be removed from the exhibition area to designated receptacles upon completion of set up and prior to the opening of the show. No electrical cords permitted in aisle ways. For safety **each exhibitor is encouraged to bring a fire extinguisher.**

Height Restrictions – so that aisles and visibility are unobstructed, exhibits must be arranged so that they are completely within the allotted space. No booths are to **exceed a height of 8'** without prior consent of Alle Kiski Strong Chamber show staff. **Alle Kiski Strong Chamber reserves the right to relocate tables that obstruct the view of other exhibitors or for any other circumstances.**

Excessive Noise – Loud speakers and loud sound displays are prohibited, exhibitors must receive advance permission from show management to exhibit any type of sound display.

General Rules

- No handwritten signs permitted.
- Exhibitors are prohibited from any action that would damage any surfaces of the building. **If damage should occur, the Alle Kiski Strong Chamber has the right to collect monetary reimbursement, from exhibitor, for repairs it deems necessary.**
- Serving alcoholic beverages by exhibitors in any part of the show premises is prohibited.
- Tables must be attended by the exhibitors during all show hours.
- Exhibitors must cooperate within the boundaries of their table space and must not at any time interfere or extend into the aisle.
- Exhibitor provides may bring their own tables. (Table rentals are available at our cost.)
- All tables must be covered and skirted (with cloth).
- Free-standing displays only; no wall attachments or hanging displays permitted.
- Absolutely no open flames are permitted.
- Exhibitors with heavy or abrasive materials must protect the floor/carpeting at all times by covering with plywood or similar material. (Exhibitors are **financially** responsible for any damage done.)
- The Belmont Complex is a smoke free facility.

Security and Limitations of Liability – The Alle Kiski Strong Chamber will provide show security, but is not responsible for any theft, damage, or loss that may occur on premises. Exhibitor will indemnify, save harmless and defend the Alle Kiski Strong Chamber and the Belmont Complex, at Exhibitor's expense, from and against any and all losses, damages, claims or liabilities of any nature, including, but not limited to costs, expenses and reasonable attorney fees, which are threatened, brought against or incurred by the Alle Kiski Strong Chamber and the Belmont Complex arising from any of the following: (i) claims related to the product(s), including but not limited to product liability claims, recalls, warranty claims and claims related to infringement of intellectual property rights of third parties; (ii) breach of this agreement by Exhibitor; (iii) and any violation of law by Exhibitor.

Observance of Laws – Exhibitor shall abide by and observe all laws, rules, regulations, and ordinances of any applicable governmental authority. In performances of this exhibition, Exhibitor shall comply with all applicable Federal, state, and local laws, rules, codes, and regulations for violation of which the Alle Kiski Strong Chamber and the Belmont Complex may be liable. Exhibitor agrees to indemnify the Alle Kiski Strong Chamber and the Belmont Complex, its employees, and agents for any loss, damage, or award sustained because of Exhibitor's noncompliance with this paragraph. All disputes under this agreement shall be construed under the laws of Armstrong County, Pennsylvania, U.S.A.

Agreement to Term – Exhibitor expressly consents and agrees to construct and maintain exhibits in total compliance with the foregoing rules and regulations. Exhibitors not in compliance will be asked to forfeit their space. **Exhibitors will include a Certificate of Insurance to the Alle Kiski Strong Chamber, naming the Chamber as an additional insured along with application, contract and payment.**

Company:

Authorized Exhibitor Signature:

Date:

Print Name:

**No refunds will be issued after April 1, 2018 / Sign and return application, contract and certificate of insurance to the
Alle Kiski Strong Chamber, 308 Pittsburgh Mills Circle, Tarentum, PA 15084
724-224-3400 FAX: 724-224-3442 or Lynda@akstrong.com**