

Vision For The Valley



SHOW DATE & TIME:

Wednesday, October 7th

6:00 a.m. - 10:00 a.m. - Set Up, 11:00 a.m. –12:00 p.m. Exhibitor Networking

12:15 a.m. Ribbon Cutting, 12:15 a.m. - 6:00 p.m. The Business Show

Business/Organization: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Email: _____

(Please Note: There is a new layout this year for the new show, and booths will be assigned on a first come basis)

I. Exhibit Fees

1. Exhibit Space Pricing for 2009

Members:

- Single Exhibit Space (\$150.00 non-refundable deposit)
- Double Exhibit Space (\$300.00 deposit)
- Outside Vehicle Display \$125.00 (in addition to exhibit rental)

Non-Profit & Government Members:

- Single Exhibit Space (\$150.00 non-refundable deposit)
- Double Exhibit Space (\$300.00 deposit)
- Outside Vehicle Display \$125.00 (in addition to exhibit rental)

Non-Members, Non-Profit & Government Non-Members:

- Single Exhibit Space (\$200.00 non-refundable deposit)
- Double Exhibit Space (\$400.00 deposit)
- Outside Vehicle Display \$175.00 (in addition to exhibit rental)

2. Deposit

- A non-refundable deposit as specified above must accompany contract

Amount enclosed _____

Check Enclosed

Credit Card

Visa MasterCard

Card# _____ Exp. Date _____ Security Code _____

Card Holder Name (Print): _____

Card Holder Signature _____

3. Rental fees includes

- Booth Space – 8’ x 10’ x 8’ high

- One electrical outlet
 - If an extra outlet is necessary, they may be ordered at a cost of \$25.00 each.
 - Please enter your order for _____ additional outlets @ \$25.00 each
- Pipe, Drape, 1– 6’ Skirted Table, 2 Chairs, 1 waste paper basket and 1 ID sign
- Additional items may be ordered at your own expense.
Please contact Rileighs Convention Services, LLC at 717-236-5075.
- ***CARPET IS NOT PROVIDED!*** Contact Rileighs Convention Services, LLC at 717-236-5075 for carpet.

4. Allocation of Booth Spaces

Exhibitors from the previous year have the right to first renewal for the prime booth space. Registration for these spaces must be received by June 26, **2009**, by 5 p.m.

II. Set-up and Teardown

1. Set-up time: 6:00AM – 10:00AM

- Any booth not set-up by 10:30 AM on Wednesday, October 7 will be forfeited by the exhibitor. No refund will be made and booth space will be utilized at the discretion of the **Expo Committee**.
- Shipments cannot arrive at the **Lebanon Valley Expo Center** before Monday, October 5.
80 Rocherty Road
Lebanon, PA 17042

2. Teardown time: 7:00PM – 9:00PM

- ABSOLUTELY no teardown is to occur before 6:00PM the day of the Show. **A \$100.00 show disturbance fee will be charged for all exhibitors who tear down before 6:00 PM** because it detracts from the show ,and disturbs and offends other exhibitors.
- Everything should be removed from the building by midnight of the show date
- If anyone has to ship anything after the show, the items MUST be prepared for pick up, placed in the Exp foyer and have the items picked up by 12 noon the following day, October 8, 2009.

III. Insurance

Exhibitor does hereby agree to indemnify LVCC and hold LVCC harmless from any and all injuries or claims which may result from the exhibitor’s display or the exhibitor’s use or occupancy of the premises at which *Vision for the Valley, The Next Generation Business Show* is being conducted including, but not limited to, the exhibitor’s use or occupancy of any booth, display or common areas.

IV. Food & Beverage Limitations

- The Expo Center has exclusive rights to the selling of food and beverage products.
- If Caterers/Restaurants/Food Processors/etc are going to be giving away samples of their products, the samples may not be any larger than a bite-size portion.

V. Other Conditions

- NO BALLOONS, PROPANE OR BUTANE TANKS ARE PERMITTED INSIDE THE EXPO BUILDING

Exhibitor does hereby agree to comply with all rules or regulations which now exist or are hereafter established by LVCC (a) regarding the exhibitor’s conduct while on the premises at which *Vision for the Valley, The Next Generation Business Show* is being conducted and (b) regarding the exhibitor’s display itself including, but not limited to, the height, size, visual appearance, use of lighting, noise emission, smell, or any other aspect of the exhibitor’s display which LVCC chooses, in its sole discretion, to regulate or control.

See attached General Guidelines sheet and initial here to accept terms* _____

*** You must accept terms to be an exhibitor at *Vision for the Valley, The Next Generation Business Show*. The authorized signer acknowledges that he/she has thoroughly read this contract and is responsible for compliance with same.**

Authorized signature **required**: X _____
Please print name: _____ Date: _____

Chamber use only:
Deposit Received: \$: _____ Date Received: _____ Accepted by: _____