

Exhibitor & Staff:

Please provide names of those that will be working in your space(s).

1.

3.

2.

4.

- **Exhibitor space includes two name badges. Please add \$3.00 per badge if more than two names.**
- **8' economy table spaces cannot exceed two people per day.**

Payments:

Check: Payable to: Natural Living Exposition of Pennsylvania
Mail to: PO Box 5177, Lancaster, PA 17606

Credit: We can send you an invoice via Square or PayPal
(Please note there is a 3% administrative fee for all credit transactions)

Disclosures:

Please Circle One

May we use images or your company information in any marketing for this event or future events? Yes No

Would you like your company listed/linked on the Exposition Information Page? ** Yes No

**** A reciprocal link is required in order to be listed on the exposition event page. Please notify us when your link is active. Be sure to include an address of the link in your correspondence.**

Important Information

- ! **Ensure you have read, signed and included the Terms & Conditions section of the exposition exhibitor form. Return this signed document with your agreement. An application is incomplete if any of these pages are not submitted.**
- ! **Please be sure to supply a valid email address. All pertinent exposition information is sent as an informative exhibitor newsletter until the show weekend is over.**
- ! **Any change to this form after submission to the exposition is your responsibility. You must notify us of changes that could affect your exhibitor agreement.**
- ! **A non-refundable \$75.00 deposit is required to hold each exhibitor space until May 01, 2017. After the May 01 deadline, each exhibitor space must be paid in full. Any discounts offered will expire as of the May 1st Deadline and will not be honored.**

TERMS & CONDITIONS



The following are terms of the agreement to rent exhibitor space at the Natural Living & Holistic Exposition of Pennsylvania, to be held Saturday, October 21, 2017 and Sunday, October 22, 2017 at The Lancaster Host, Lancaster, PA. Your signature & acceptance of these terms shall constitute a binding agreement by signing this contract. Exhibitors agree to hold harmless Basic Earth Essentials LLC, "Sponsor" and the venue mentioned above from any and all claims, financial or otherwise made by any individual or entity.

1. PAYMENTS

- 1.1. Full payment and a signed completed contract is required by the advertised deadline to reserve your table at our expo. Payments must be paid in full, and all checks cleared by the established dates or your space reservation will be cancelled. All spaces are reserved on a first come, first served basis. Payments made after June 1st require payment in full for the event. Deposits are not available.
- 1.2. We cannot secure a space selection until your payment has been paid in full, and a contract signed and submitted. We reserve the right to switch space locations if deemed necessary. If you require electricity, you must indicate it on the contract form upon submission.

2. REFUND POLICY

- 2.1. All exhibitor payments are not refundable after May 1, 2017. There will be no exceptions.
- 2.2. In the event a cancellation prior to May 1st, there will be a non-refundable \$75.00 administration fee per space reserved.
- 2.3. Basic Earth Essentials, LLC will charge a \$25.00 fee for any returned check.
- 2.4. All cancellations must be submitted in writing to the organizer.

3. MARKETING

- 3.1. Although major marketing efforts are being established for this event to generate crowds, the Sponsor cannot guarantee a definite number of attendees. We do ask all exhibitors to please advertise your presence at the exposition via your social media networks, word of mouth, or through flyers we can provide.
 - 3.1.1. To be listed on the event website you must provide a reciprocal link.
 - 3.1.2. Please use the approved logos for the event in any personal advertising. If you have any questions regarding marketing or advertising please contact the sponsor immediately.

4. EXHIBIT

- 4.1. **EXCLUSIVITY:** No exhibitor is guaranteed exclusivity for their products/services. We will do our best to understand all products and services provided to ensure the diversity of the event. All exhibitors are on a first come, first served basis.
- 4.2. **LECTURES:** Lectures are offered on a first come first serve basis, sponsor reserves the right to select the lectures that are best appropriate for event.
- 4.3. **SET-UP:** All exhibitors must be at their table and ready to go by 9:30 AM on both show days. The show opens promptly at 10m.
- 4.4. **TEAR-DOWN:** Absolutely no early move outs allowed unless directed by exposition staff. Any violations of this agreement will jeopardize returning to our event. All table displays and materials are to be emptied and removed no later than 8:00 pm on Sunday October 22nd or additional costs will be incurred at the expense of the exhibitor.
- 4.5. **WHAT IS PROVIDED:**
 - 4.5.1. 8 x 10 Space: 8' x 10' Space, 1 covered table, 2 chairs and 2 exhibitor name badges.
 - 4.5.2. 8' Table: 8' Table only, 1 covered table, 2 chairs and 2 exhibitor name badges.
 - 4.5.3. Due to limited space requirements, you are limited to your exhibitor space with the table provided. If you require more than the allotted space, please reserve an additional space.
 - 4.5.4. Absolutely no sublet or sharing of table space shall be permitted.

TERMS & CONDITIONS



5. STAFFING: Each exhibitor is required to keep at least (1) staff member in their booth during all expo hours.
 - 5.1.1. Only a maximum of (2) staff members are allowed per table 8' Table and no more than (4) staff in an 8' x 10' Space.
 - 5.1.2. Additional staff members at a table will be charged an additional \$3 per person, prepaid, whether they are there for whole or part of the day. The staff names and additional fee per person must be pre-registered with the submission of the contract. Representative signing the contract is signing the contract on behalf of any of the staff members for the booth.
6. EXHIBIT ETIQUETTE
 - 6.1. SAMPLES and LITERATURE: We request that the distribution of samples and promotional literature is strictly limited to the confines of the exhibitor's table(s). We ask that voice and/or music amplification must be kept to a sufficiently low volume so as not to disturb other exhibitors or attendees. All aisles and exits, as designated on approved floor plans, shall be kept clean, clear, and free of obstacles.
 - 6.2. SERVICE FEES: We request that services are priced at a fair amount per service as a courtesy to other exhibitors.
 - 6.3. CONDUCT: Exhibitors agree to conduct themselves in a professional, peaceful, cooperative and harmonious manner as is appropriate to the integrity of attendees, fellow exhibitors and the facility. Unsatisfactory conduct or inappropriate language will be cause for immediate dismissal without any monetary refund.
 - 6.4. ELIGIBILITY: The Expo reserves the right to determine the eligibility of any product, company and/or service in the booth area. Exhibitor is strictly prohibited from having or selling on-site any substance or product considered to be illegal. Consequences for any such action will be solely borne by the exhibitor and may be cause for immediate expulsion without recompense.
 - 6.5. TABLE COVERING: We ask that all tables are covered with table cloths to present a professional setting.
7. LOSS OR DAMAGES
 - 7.1. Sponsor assumes no liability for theft, damages or loss of any kind. A certificate of insurance is the responsibility of all exhibitors. By signing this contract form; exhibitors shall indemnify sponsor from any and all claims/suits arising between exhibitors and attendees and staff.
 - 7.2. Exhibitors shall indemnify sponsor for any and all claims and suits arising between the exhibitor(s) attendees, staff, and personnel. Exhibitors who prepare, distribute and/or sell any food or beverage products hereby indemnify sponsor and the facility from any claims or damages relating to the preparation, distribution, sale or consumption of such products.
 - 7.3. Exhibitors agree to be responsible for their own sales taxes, business fees and/or any government fines thereof.
 - 7.4. All federal, state and city regulations pertaining to fire and safety must be adhered to. Any exhibit employing flammable liquid, compressed combustible gas or highly combustible or explosive material is prohibited. Open flames of any kind (including small candles), are prohibited. Smoking in the exhibit hall is strictly forbidden.
8. GENERAL ITEMS
 - 8.1. The sponsor reserves the right to close any exhibit that fails to cooperate with these policies. Any questions or issues that are not specifically covered in this contract shall be subject solely to the decision of the sponsor management or their delegate.
 - 8.2. Sponsor reserves the right to reject, eject or prohibit any exhibitor and representative thereof for violation of these rules without any monetary refund.
 - 8.3. Exhibitor's signature represents all individuals who are coming to work the booth on either day.

THANK YOU FOR YOUR COOPERATION AND SUPPORT OF THIS EVENT!

Exhibitor's Name/Company: _____

Owner's Signature: _____ Date: _____