

## 2019 Home & Garden Show - Terms & Conditions

**SHOW HOURS** - Booths are required to be manned during show hours: Friday, Feb. 8 from 3:00 to 7:00 pm; Saturday, Feb. 9 from 10:00 am to 6:00 pm; and Sunday, Feb. 10 from 11:00 am to 3:00 pm.

**EXHIBIT SETUP** - All exhibitors are responsible for installing their exhibits. Exhibitor may begin moving displays into place: **Thursday, Feb 7th from 9:00 am to 5:00 pm; and Friday, Feb. 8th from 8:00 am to 1:00 pm.** All exhibitor vehicles must be removed from the Civic Center parking lots by 2:30 pm Friday, Feb. 8th. An Exhibitor parking area will be provided.

**EXHIBIT DISMANTLING** - No exhibits may be removed before the Show ends at 3:00 pm on Sunday. All exhibits should be out of the building by 3:00 pm on Monday, February 11th, unless specific arrangements are made before the show begins.

**EXHIBITOR BADGES** - An appropriate number of badges will be available for each exhibiting company.

**SUBLETTING** - Two or more firms cannot exhibit in any space. Every exhibitor must complete a contract and be approved by Show Management.

**NOISE** - Sound effects, loud speakers, attention getting devices and audiovisual equipment will not be permitted, except in locations where in the opinion of Show Management such sounds and activities do not interfere with the activities of neighboring exhibits. Show Management will be the final arbitrator when deciding if noise is too loud. If exhibitor refuses to lower sound level, they will be removed from the show with no refund of rental fee.

**ADVERTISING MATERIALS** - Signs or literature of firms are prohibited in all areas except within regular booth floor, wall and air space rented for that purpose. All air space advertising must be anchored. Only the air space directly above the booth is considered part of the booth space. No electrically operated signs will be permitted.

**BOOTHS** - Booth partitions will be provided. The height of the back wall is 8 ft. and height of side rails is 4 ft. from the floor. All panels or other display fixtures more than 4 ft. high must be set back five feet from the aisle. Raw wood or cardboard wings must be painted or appropriately covered if visible from another booth. Displays should be no more than 10 ft. high. Side rails may be eliminated from booth if exhibitor does not need.

**FURNITURE** - Show Management will provide tables and chairs. Additional furniture may be requested from Show Management. Exhibitor is responsible for any damage to their own furniture or any leased furniture.

**ELECTRIC/WATER SERVICE** - An electric outlet will be available as close to booth space as possible. There is a **\$10 charge per electric hookup.** *Exhibitor is responsible for extension cords and 3 way plug* to reach this outlet. Water is available within and outside the building. Exhibitor will be responsible for getting the water to site. If special electrical services are needed, exhibitor must make special arrangements with Show Management two weeks before the Show.

**SHIPPING INSTRUCTIONS** - Freight and express shipments should be consigned direct to exhibitor and in care of your booth number. Freight, express shipment and bills of lading must be pre-paid. The Grove Area Chamber of Commerce will not be responsible for any loss or damage to goods consigned to its care. Shipping address: Home & Garden Show, Grove Civic Center, 1720 S. Main, Grove, OK 74344 (918) 786-9079.

**SECURITY** - The Civic Center is locked after show hours. However, the Grove Area Chamber of Commerce will not be responsible for any theft or damage.

**FOOD & DRINK** - All dispensing of food and drink from exhibit booths is prohibited unless approved by Show Management.

**CONDUCT** - Show Management reserves the right to stop or remove from the Show any exhibitor, or their representative(s) performing an act or practice that in the opinion of Show Management is objectionable or detracts from the dignity of the Show.

**AISLES** - All aisles must be kept clear. Interviews, distribution of literature, demonstrations and all other business activity must be confined to exhibitor's rented booth space.

**DISPUTES** - The decision of Show Management must be accepted as final in any disagreement.

**BOOTH ALTERATIONS** - The Show Management reserves the right to alter locations of exhibitor or of booths as shown on the official floor plan if necessary and deemed advisable and in the best interest of the Show.

**COMPLIANCE** - The Exhibitor agrees that their exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. Show Management reserves the right to reject, eject or prohibit any exhibit, in whole or part, or any exhibitor or their representative(s), with or without given cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unused at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason no return of rental shall be made.

**DAMAGES** - Exhibitor is liable for any damage caused to the building floors, wall, columns, standard booth equipment or other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or any other coating or tacking strips to building floors, columns, walls or standard booth equipment.

**LIABILITY** - The Show Management cannot guarantee exhibitor against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the Show Management, Grove Area Chamber of Commerce and City of Grove harmless from any or all liabilities from any cause. The Show Management, Grove Area Chamber of Commerce and City of Grove shall not be responsible for any loss, damage or injury that may occur to the exhibitor, their employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. Exhibitor expressly releases the Show Management, Grove Area Chamber of Commerce and City of Grove and agrees to indemnify same against any and all claims for such loss, damage or injury. If any action by the exhibitor before, during or after the show causes legal action against the Show Management, Grove Area Chamber of Commerce or City of Grove, the exhibitor shall be responsible for all legal costs. Exhibitors are responsible for their own insurance to cover all contingencies, including but not limited to fire, theft, property damage, public and private liabilities and workman compensation.

**EVENTUALITIES** - In case the Civic Center shall be partly or destroyed by fire, elements, or in case any other circumstances shall make it impossible for Show Management to permit the contracted space to be occupied by the exhibitor, then this lease shall terminate, and the exhibitor shall waive any claim for damages or compensation except the prorated return of space rental.

**BOOTH FIRE SAFETY** - All booths must be able to pass fire marshal's inspection. For this reason, non-flammable materials are recommended for exhibitor use. Fire exits are located at each side of building.

**CARE OF EXHIBIT SPACE** - Each exhibitor must keep exhibit space cleaned and exhibits manned and in good order. Trash is to be put in the aisle receptacles after the show each night.

**AMENDMENTS** - Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decisions of Show Management. These rules and regulations may be amended at any time by the management, provided that such amendments shall not operate to substantially diminish rights not reserved to the Exhibitor under contract and shall not operate to substantially increase the liability of the Exhibitor. All amendments so made shall be binding on exhibitor equally with the foregoing rules and regulation.

Exhibitor Signature: \_\_\_\_\_