



Platinum Sponsor

# VENDOR/EXHIBITOR CONTRACT

Sunday, May 3 at Sussex County Community College from 12 to 4 pm

## EXHIBITOR INFORMATION

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Municipality (we will try to put your booth near your town's display): \_\_\_\_\_

Name of person responsible for exhibit setup and how to reach in the event setup has not begun by 11:00 am.

Name: \_\_\_\_\_

Cell : \_\_\_\_\_

## EXHIBIT SPACE REQUIREMENTS (PLEASE CHECK ONE)

☐ **10' x 10' Vendor Space**

(for participants that are selling)

**\$225**

- Includes 8ft covered table & 2 chairs
- No electric is supplied.
- Vendor is responsible to provide own tent. Tents must be staked down.

☐ **Oversized Vendor Space**

(for participants that are selling)

**\$300**

- No electric is supplied.
- Vendor is responsible to provide own tent. Tents must be staked down.
- 8ft covered tables available (please provide number of tables needed \_\_\_\_\_)

☐ I would like an additional, complimentary table to be used for a free activity.  
**NOTE: The Chamber cannot guarantee that this table will be located at your display area.** Please describe free activity to be offered (pending approval and non-duplication): \_\_\_\_\_

☐ **10' x 10' Exhibitor Space**

(for participants that are **NOT** selling)

**\$150**

- Includes 8ft covered table & 2 chairs
- No electric is supplied.
- Vendor is responsible to provide own tent. Tents must be staked down.

☐ **Oversized Exhibitor Space**

(for participants that are **NOT** selling)

**\$225**

- No electric is supplied.
- Vendor is responsible to provide own tent. Tents must be staked down.
- 8ft covered tables available (please provide number of tables needed \_\_\_\_\_)

☐ I would like an additional, complimentary table to be used for a free activity.  
**NOTE: The Chamber cannot guarantee that this table will be located at your display area.** Please describe free activity to be offered (pending approval and non-duplication): \_\_\_\_\_

☐ **Scavenger Hunt**

**\$25**

*Be part of the Sussex County Day Scavenger Hunt!*

**Open to all vendors and exhibitors**

Increase brand recognition and direct contact with potential customers. Traffic to each vendor booth is the goal of the hunt, which will be publicized in advertising and at the event.

**Need more space?  
Contact the Chamber at  
973-579-1811 for pricing**

**Are You a Food Vendor?  
Please see below**

**Please retain a copy of this contract (front and back) for your records as it contains the Setup and Breakdown information on reverse side.**

**Total Amount Enclosed: \$ \_\_\_\_\_**

**Products/Services Description:** For layout purposes, please provide a brief description of products/services to be sold/displayed in your exhibit area and a diagram of your space \_\_\_\_\_

**Are You a Food Vendor?** Please provide a brief description of the food products to be sold/displayed in your exhibit area (attach menu if necessary): \_\_\_\_\_

(NOTE: Food Vendors are required to submit and post a valid food handlers license & menu pricing at the event)

**Will You Be Bringing a Generator?** \_\_\_\_\_

Please return contract with payment to Sussex County Chamber of Commerce, 120 Hampton House Road, Newton, NJ 07860. Space assignments made when payment in full is received. Questions? Email mail@sussexcountychamber.org or call 973-579-1811. The Chamber reserves the right to assign all space and relocate displays when appropriate and in the best interest of the event. *I hereby certify that I am authorized to act on behalf of the forenamed company and I agree to abide by all Sussex County Day Rules and Regulations, as described in the RULES AND REGULATIONS section of this contract.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## RULES & REGULATIONS Sussex County Chamber of Commerce Sussex County Day

The **Sussex County Chamber of Commerce**, hereinafter referred to as "**Host**", hosts **Sussex County Day**. The Host acts as the agent to provide trade show management services. These contract terms have been established for the mutual benefit and protection of exhibitors, attendees, and the Host. These rules and regulations are made a part of the Registration and Contract for Exhibit Space.

**Character of Exhibits:** Host may rent space for any exhibit of interest to business and industry or of educational value. The general rule of the exhibit floor is "be a good neighbor." All exhibits must be constructed, designed and operated in good taste and in accordance with the best interest of **Sussex County Day**, which the Host, in its sole discretion, shall have the right to decide. All publicity, sales and promotional activities conducted by the Exhibitor must be confined to this space. Use of public address systems (without Host approval), extra signage outside of the exhibit space (without payment for an additional exhibit space), and carnival tactics are forbidden. Distribution of any souvenirs, printed matter or other articles by the exhibitor shall be restricted to the space occupied by the exhibit unless expressly permitted by the Host. The Host, in its sole discretion, may prohibit any activity whatsoever it determines to be detrimental and not in the best interest of **Sussex County Day**.

**Standard Booth Equipment:** The cost of the vendor and exhibitor space includes a table and two chairs.

**Electric Power:** Electric power is not available. Please note on your application if you will be using a generator. **You must supply your own generator.**

**Cancellation of Contract:** There is a NO CANCELLATION policy for this event. The Host may terminate this contract without notice, withhold from the exhibitor possession of the exhibit space and retain all space rental fees if (a) the Exhibitor fails to pay all space rental charges by April 24, 2015 or (b) the exhibitor fails to perform any material terms or conditions of the contract or (c) the Exhibitor refuses to abide by these Rules and Regulations.

**Failure to Hold Sussex County Day:** In the event **Sussex County Day** is cancelled because of reasons beyond the control of the Host, space rental fees already paid will be returned to Exhibitors on a pro rata basis, after all **Sussex County Day** expenses incurred by the Host through the date of cancellation have been met plus an administrative fee and overhead charges. However, Exhibitors will not be reimbursed if **Sussex County Day** is cancelled, postponed, or abandoned due to an act of war, insurrection, radioactive contamination, seepage, pollution and contamination.

**Force Majeure:** In the event any part of the exhibit area thereof is unavailable, whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or any other cause of agency over which the Host has no control, or should Host decide that because of any such cause it is necessary to cancel, postpone, or re-site **Sussex County Day**, or reduce the installation time, exhibit time, or move-out time, the Host shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

**Relocation of Exhibits:** The Host may alter the location of exhibit spaces, at its sole discretion in the best interest of **Sussex County Day**.

**Subletting of Exhibit Space:** Exhibitors may not assign, sublet or share exhibit space with another business or firm unless approval has been obtained in writing from the Host. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

**Insurance and Liability:** If the exhibitor desires insurance, it must be obtained at their own expense and cost. The Host assumes no risk, and, by the acceptance of the contract, exhibitor expressly releases the Host from any and all liability for any injury, damage or loss to any person or goods which may arise from the rental and occupancy of said space by the exhibitor and agrees to hold and save the Host harmless of and from any loss or damage by reason thereof. The Host assumes no responsibility whatsoever for any property placed in **Sussex County Day** and the Host is hereby released and discharged from any and all liability from any loss, injury or damages to persons or property that may be sustained while at **Sussex County Day**.

**Exhibitor Insurance:** All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the exhibit area. The Host does not maintain insurance covering exhibitor's property.

**Damage to Property:** The exhibitor is liable for any damage to grounds or landscaping or to other exhibitor's property. The exhibitor may not mar, tack, make holes, and apply paint, lacquer, adhesives or other coating to standard booth equipment.

**Setting Up of Exhibits:** Exhibits must be set up between 9:00 am & 11:30 am Sunday, May 3, 2015. All exhibits must be completed and in place by 11:30 a.m. sharp. Exhibits will be open to the public on Sunday from 12-4 pm. Displays must be in the process of being set up by 11:00 am on Sunday, May 3, 2015. After that time, any unattended exhibit space with no visible sign of installation may be reassigned and no refund will be made to the exhibitor.

**Tents:** All tents must be sturdy, have sides, be stamped "fire retardant," and put up with stakes. All tents must be removed at the end of the event on Sunday, May 3.

**Signs, Decorations, Plants, Etc.:** All exhibit decorations must be fireproof.

**Care of Exhibits:** Exhibitors must not throwing trash or any other material that will endanger the public or inconvenience other exhibitors on the ground during **Sussex County Day** hours.

**Exhibitor Parking:** All exhibitors **must** park vehicles in the designated exhibitor area. The main parking lot must be left open for general public guests.

**Dismantling:** Exhibitor's displays shall not be dismantled or packed in preparation for removal before the official closing time of 4 pm, Sunday, May 3, 2015. **Every exhibit must be fully staffed and operational during the entire Sussex County Day show hours.** The dismantling of displays begins at 4 pm, Sunday, May 3, 2015, and continues through 5:00 p.m. At that time, all exhibitor displays or materials left in the exhibit space without instructions will be packed and shipped at the discretion of the Host and all charges, time and labor, will be applied to the exhibitor.

**Amendments:** These regulations and rules have been drawn up with the intention of providing a well-regulated and successful **Sussex County Day**. The Host shall have full power to interpret the rules/regulations or make any such rulings deemed to be in the best interest of **Sussex County Day**, and any and all amendments of the foregoing rules, regulations and conditions shall bind the exhibitor.

**Complaints:** Complaints of any violation of the Contract Terms and Conditions or exhibit construction guidelines are to be made promptly to Host and exhibitors and their personnel agree to abide by the decision of the Host.

**Law Applicable:** The laws of the State of New Jersey shall govern this contract. Exhibitor agrees to abide by the rules and regulations of the Host and the State of New Jersey.



**Exhibitor Set Up time is 9:00 am—11:30 am**