

# CONTRACT FOR EXHIBITOR SPACE



Produced by Market Square, Inc.

## JUNE 12, 2010

Conveniently located in the King of Prussia Area  
The Greater Philadelphia Expo Center, Oaks, Pennsylvania

(OFFICE USE ONLY)

SET UP:	THURSDAY FRIDAY	JUNE 10 JUNE 11	8AM-6PM 8AM-6PM
MARKET DATES & TIMES:	SATURDAY	JUNE 12	8AM-4PM
MOVE OUT:	SATURDAY	JUNE 12	4PM-10PM

PRINT OR TYPE

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### SHOW DIRECTORY INFORMATION

IS YOUR COMPANY 100% MADE IN U.S.A.?  Yes  No

COMPANY NAME (As to appear on booth sign & in show directory): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ ADDITIONAL CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_

ARE YOU A SALES REPRESENTATIVE?  No  Yes (if yes please supply a separate listing of company names)

DESCRIPTION OF PRODUCT LINE (Must be completed for Show Directory, ten words or less): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

EXHIBITOR LISTING BY CATEGORY (Circle up to three categories which best describes your product(s))

Animals	Chalkware	Dolls	Hand Forged Iron	Painting	Rugs & Floor Cloths	Stamps
Baskets	Christmas Figures & Accessories	Folk Instruments	Historic Collectibles	Paper Maché	Samplers	Stencils
Bears	Clocks	Folk Sculpture	Jewelry	Pillows	Santas	Table Top & Accessories
Beeswax	Clothing	Fraktur	Lighting & Shades	Potpourri & Herbs	Scherenschnitte & Silhouettes	Textiles
Bells	Country Collectibles	Furniture	Magazines	Pottery	Signs	Tinware
Birdhouses	Decorative Flags	Furniture Accessories	Metal	Prints	Slates	Theorems
Calanders	Decorative Wooden Accessories	Garden Accessories	Music	Publications	Soaps & Accessories	Toys & Game Boards
Candles	Decoys & Fish	Gift Wrap	Nautical	Puzzles	Soft Sculptures	Wall Decor
Cards & Accessories	Display Fixtures	Glass	Ornaments	Quilts	Specialty Foods	Wreaths & Dried Flowers
Carving						

### EXHIBITOR BADGE NAMES

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

### PRE-MARKET PROMOTIONAL MATERIAL NEEDED

(For Special Mailings to Your Buyers)  
CARDS \_\_\_\_\_ (quantity needed)

### BOOTH SIZE AND RENTAL AGREEMENT

Promotional Material \_\_\_\_\_

<input type="checkbox"/> 5' x 10' (8' high drape) .....	\$ 400.00	_____
<input type="checkbox"/> 10' x 10' (8' high drape) .....	\$ 595.00	_____
<input type="checkbox"/> 10' x 15' (8' high drape) .....	\$ 893.00	_____
<input type="checkbox"/> 10' x 20' (8' high drape) .....	\$ 1190.00	_____
<input type="checkbox"/> 10' x 25' (8' high drape) .....	\$ 1488.00	_____
<input type="checkbox"/> 10' x 30' (8' high drape) .....	\$ 1785.00	_____
<input type="checkbox"/> 10' x 40' (8' high drape) .....	\$ 2380.00	_____
<input type="checkbox"/> 10' x 50' (8' high drape) .....	\$ 2975.00	_____

• All booths are 8' high draped in Black (3 sides) unless corner requested

CORNER LOCATIONS (additional for each corner) ..... \$ 175.00 \_\_\_\_\_

SHARED BOOTH (approval of Show Manager) ..... \$ 200.00 \_\_\_\_\_

\*ELECTRICITY minimum of 500 watts **REQUIRED** ..... \$ 90.00 \_\_\_\_\_

up to 1000 watts .....ADDITIONAL \$ 20.00  up to 4000 watts .....ADDITIONAL \$ 75.00

up to 2000 watts .....ADDITIONAL \$ 35.00  additional amount, please contact office

up to 3000 watts .....ADDITIONAL \$ 55.00

\*UNSKIRTED TABLES \$20.00 EA. (24" wide x 30" high) (4') \_\_\_\_\_ (6') \_\_\_\_\_ (8') \_\_\_\_\_ (Quantity) .....

\*CHAIRS \$8.00 EA. \_\_\_\_\_ (Quantity) .....

**50% TOTAL BOOTH RENT DUE WITH CONTRACT**  
**100% payment due APRIL 28, 2010**

**\*No changes or refunds after MAY 28, 2010**  
**for contracted tables, chairs, and electricity**

(OFFICE USE ONLY)

### TOTAL BOOTH RENT

_____	CK# _____	_____
_____	CK# _____	_____
_____	CK# _____	_____
_____	CK# _____	_____
_____	CK# _____	_____

**CREDIT CARD PAYMENTS**  Mastercard  VISA Credit card will be charged for 50% booth rent.  
If contract is received on or after **APRIL 28, 2010**, full balance will be charged.

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- Exp. Date \_\_\_\_\_

Zip Code of Billing Address: \_\_\_\_\_ Card Identification # \_\_\_\_\_

(The last 3 digits of the number located on the back of your card.)

Name as it appears on card (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

**YOUR FINAL BOOTH BALANCE WILL AUTOMATICALLY BE CHARGED ON APRIL 28, 2010**

(OFFICE USE ONLY)

Contract \_\_\_\_\_

Decorator/Move-in \_\_\_\_\_

Floor Plan \_\_\_\_\_

Invoice \_\_\_\_\_

(OFFICE USE ONLY)

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

**(READ SHOW RULES AND REGULATIONS (REVERSE SIDE) BEFORE COMPLETING CONTRACT)**

Accepted by Market Square \_\_\_\_\_ Date \_\_\_\_\_

**MAKE CHECKS PAYABLE TO MARKET SQUARE, INC. AND RETURN WITH ALL SIGNED COPIES TO:**

P.O. Box 899, Mechanicsburg, PA 17055, Ph: 717-796-2377 Fax: 717-796-2384, e-mail: mktsqr@epix.net, web site: www.marketsqureshows.com

# RULES & REGULATIONS

## ASSIGNMENT OF SPACE

Exhibit space will be assigned at the sole discretion of show management. In assigning exhibit space, management will consider the following factors collectively.

*(Factors are not presented in priority nor to be construed to be weighed or prioritize)*

- The size of exhibit space vs. the overall space available for allocation to eligible exhibitors
- The need to accommodate and encourage the introduction of new products for the buyers' benefit
- The quality and creativity of the product display
- The continuity and length of an exhibitors' previous exhibitor activity
- The size and shape of the space requested
- The exhibitors' effort to assist in promotion of the show independently and in conjunction with show management.
- The need to promote buyer activity in all exhibitor areas

## EXHIBIT REQUIREMENTS

- Tables and structural aspects of booth must be appropriately covered.
- Exhibitors may not erect or maintain a back wall higher than 8'.
- No booth may obstruct the general view or access to surrounding displays, aisles or public space.
- Exhibits must remain intact until the scheduled conclusion of the show.
- **Exhibitors agree to provide an appropriate display in keeping with a wholesale format.**
- The Buyers Cash & Carry Wholesale Mart reserves the right to remove any item from the show floor that in the opinion of the show promoter does not meet standards set by The Buyers Cash & Carry Wholesale Mart.
- Conducting business in the aisle space is prohibited.
- Pets are prohibited.
- Exhibitor's children under 15 years of age will not be admitted to the showroom floor.
- **Exhibitors should refrain from entering another exhibitor's booth at any time of the market. All booths are considered closed at all times to other exhibitors.**
- Exhibitors are strongly encouraged to establish and post a minimum order amount (quantity or \$ amount is recommended).
- No sales or price tag reductions.

## RETURNED CHECKS

- **There will be a \$25.00 fee for each check that is returned for non-payment.**

## PAYMENT/ACCEPTANCE POLICY

- For a contract to be valid it must be signed and dated by The Buyers Cash & Carry Wholesale Mart. If you and/or your company has any outstanding balance(s) with Market Square this contract is void.
- 50% of total booth rent must be made with this contract if over 46 days prior to the market.
- If contracting within 45 days prior to the market, 100% of total booth rent must be remitted in the form of a cashiers check, money order, Visa or Mastercard.
- **Total booth rent is due 45 days prior to the market. Failure to meet payment deadlines shall entitle management at its discretion to terminate this contract and retain all booth fees previously paid.**
- No personal checks will be accepted within 45 days prior to the market.
- Checks that you write for payment to Market Square, Inc. may be converted into an electronic debit or Image Replacement Document to your account and if your payment is returned for Non-Sufficient Funds (NSF) you acknowledge that your account can be electronically charged for a NSF Fee, not to exceed maximum NSF Fee set by law.

## CANCELLATION POLICY

- The effective date for cancellation of this contract is defined as the date received in writing by The Buyers Cash & Carry Wholesale Mart.
- **There is a \$200.00 cancellation fee that is applied to all cancellations over 91 days prior to the market.** All payments received over 91 days prior to the market less the \$200.00 cancellation fee will be refunded or transferred.
- **Cancellations within 90 days prior to the market will be subject to a charge equal to 100% of total booth rent and/or all payments received.**
- There will be no changes or refunds made for tables, chairs and/or electricity after the deadline date that appears on the front of this contract.

## SHOW DIRECTORY

- All exhibitors who return their contract and full payment for exhibit space 45 days prior to the market will be listed in the show directory. Listings are not guaranteed for those exhibitors whose contracts are returned after this date.

## SOUND

- Music, sound projectors, tape decks and other sound producing or amplifying devices are prohibited on the showroom floor.

## SUBLETTING

- Subletting of space by the exhibitor, or use of the space not authorized by The Buyers Cash & Carry Wholesale Mart is prohibited.
- No exhibitor shall exhibit or permit to be exhibited in the space allotted to him any items other than those specified in the application.