



October 6-7

**MONROEVILLE
CONVENTION
CENTER**
Monroeville, PA

SHOW HOURS

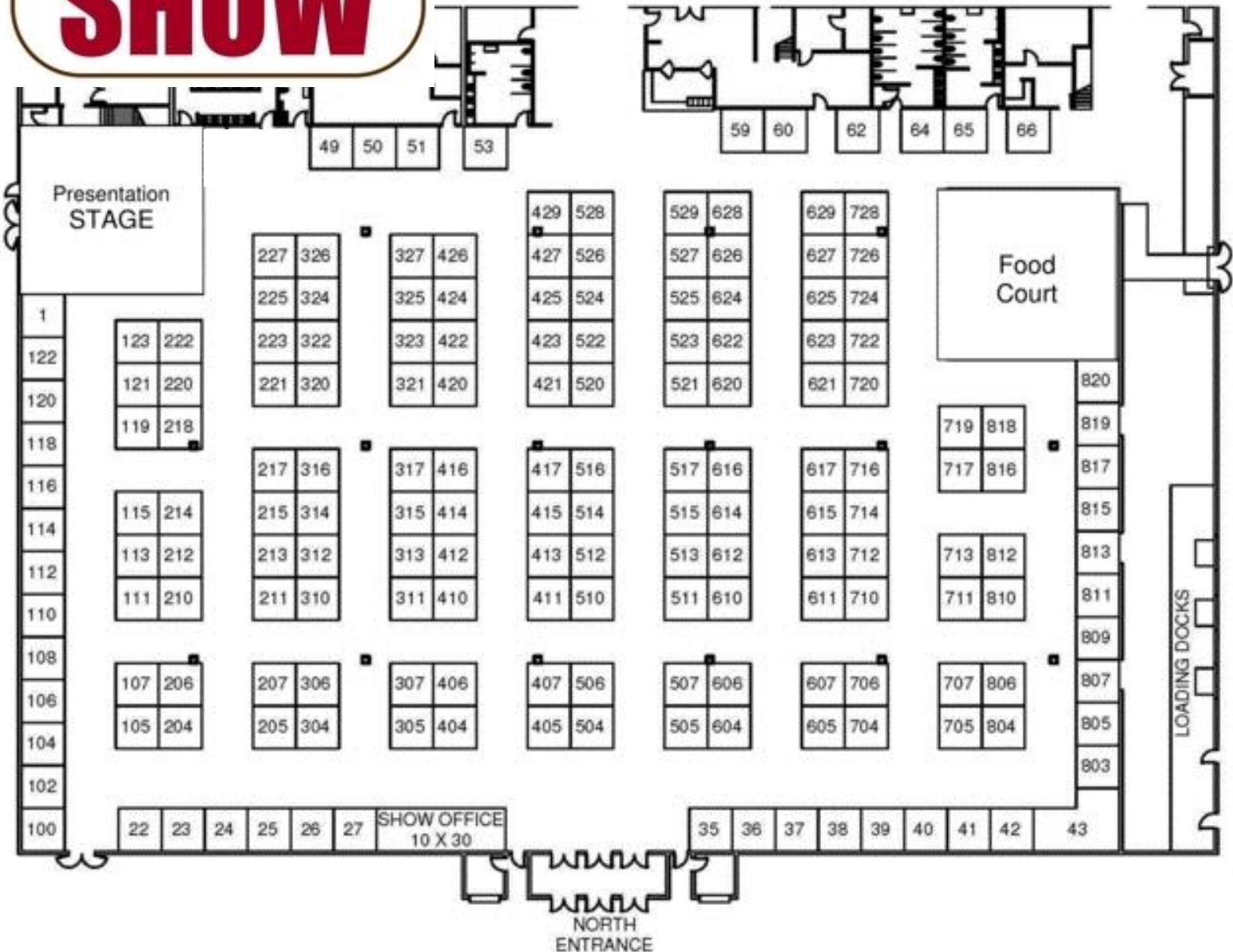
Saturday 10 am – 5 pm
Sunday 10 am – 5 pm

SET UP

Friday 9 am – 5 pm
Saturday 8 am – 10 am

TEAR DOWN

Sunday 5 pm – 9 pm
Monday 9 am - noon



YOUR BOOTH PRICE INCLUDES:

- 8' High Drape Backdrop & 3' High Drape Side Rails
- Tables, Covered & Skirted
- Chairs
- Exhibitor ID Badges
- Exhibitor I.D. Sign
- Listing in the Show Program & Buyers Guide
- Listing On The Website With A Link To Your Site
- Free Parking

BOOTH PRICES:

10 X 10.	\$ 500
10 X 20.	\$ 900
10 X 30.	\$1,280
10 X 40.	\$1,600
20 x 20.	\$1,600

No Extra Charge For Corner Locations!
Available On A First-Come, First-Served Basis!



October 6 – 7, 2018
MONROEVILLE CONVENTION CENTER
 Monroeville, Pennsylvania

Phone:
724-837-7979

1 DATE _____ **APPLICATION & CONTRACT FOR EXHIBIT SPACE**

■ Company _____ Contact _____

Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Fax (_____) _____ Cell (_____) _____

Email _____ Website _____

2 PLEASE DESCRIBE YOUR PRODUCT/SERVICE FOR YOUR FREE LISTING IN SHOW PROGRAM & BUYERS GUIDE:

3 EXHIBIT SPACE – Check the space(s) you are reserving:

- BOOTHS**
- 10 x 10 ___\$ 500
 - 10 x 20 ___\$ 900
 - 10 x 30 ___\$1,280
 - 10 x 40 ___\$1,600
 - OR
 - 20 x 20 ___\$1,600
 - 20 x 30 ___\$2,400

EXHIBIT SPACE INCLUDES:

- 8' High Backdrop and 3' High Side Rails
- Tables, Covered & Skirted
- Chairs
- Exhibitor ID Badges
- Exhibitor ID Sign
- Listing in the Show Program & Buyers Guide
- Listing and Link on the Show Website
- Free Parking

Electric Available Through Convention Center

4 Choose Your Preferred Booth Location:

1st Choice _____

2nd Choice _____

5 **SPONSORSHIP & ADVERTISING**

OPTIONS:

SPONSORSHIP (call for details)

- Silver \$3,000 Includes 10 x 20 Booth
- Gold \$5,000 Includes 20 x 20 Booth
- Platinum \$7,000 Includes 20 x 30 Booth

SHOW PROGRAM & BUYERS GUIDE

- Distributed to attendees at the door

- _____ Quarter Page Ad (4" w x 2.5" h) \$100
- _____ Half Page Ad (4" w x 5" h) \$180
- _____ Full Page Ad (4" w x 10" h) \$350
- _____ Inside Front Cover \$400
- _____ Inside Back Cover \$400
- _____ Back Cover \$500

6 **TOTALS**

- Exhibit Space \$ _____
- Advertising \$ _____
- TOTAL \$ _____

FOR OFFICE USE ONLY

Date Rec'd _____

Amount Rec'd _____

_____ CC _____ CK _____

Balance Due _____

Date Rec'd _____

Amount Rec'd _____

_____ CC _____ CK _____

Notes: _____

7 **PAYMENT AMOUNT:** ___ Payment in full ___ 50% Deposit (**BALANCE DUE 60 DAYS PRIOR TO EVENT DATE**)

TYPE OF PAYMENT: ___ Credit Card ___ Check (**FAX or EMAIL A COPY OF THE CHECK AS THEY ARE PROCESSED ELECTRONICALLY**)

■ agree to have Show Management charge my: ___ MasterCard ___ VISA ___ AmericanExpress ___ Discover

Amount of charge \$ _____ Account # _____ Expiration date _____ Security code _____

Billing address: ___ Same as above ___ Other Address, City, State, Zip: _____

Name on Card _____ Signature _____

8 I understand that I have contracted for exhibit space by signing this contract. I understand that the final location will be determined by show management upon receipt of payment in full. The undersigned represents that he / she is fully authorized to execute and complete this contract and agrees to the rules and regulations on the reverse side of this contract.

Authorized Signature _____ Print Name _____ SEM Initials _____

9 Authorization To Charge Credit Card For Balance

___ I authorize Simon Event Management to charge the remaining balance on the due date of August 6, 2018.

2018 SIMON EVENT MANAGEMENT RULES AND REGULATIONS • *Please Read and Sign Page 1*

1. **SET-UP AND TEAR DOWN:** Exhibit space will be accessible to exhibitors for erecting displays in accordance with time and dates listed on the show schedule. Setup must be done the day prior, or the morning of the opening of the show, as provided by Simon Event Management. Final preparation must be completed by the starting time on the opening day of the show. A \$250 penalty fee will be charged for any set-up or construction of exhibits after said time. Exhibitors must use only the entrances designated for set-up. Removal and packing may not commence until the final day at the close of the show. Displays must be removed by date and time listed. Each exhibitor must name at least one individual to be the exhibitor's authorized agent for installation, operation and removal of the exhibit. No part of the exhibit may be removed after set up except with written permission from show management. A \$250.00 penalty fee will be charged for any exhibit that is removed before the final tear down time.
2. **LOCATION / DATES:** Simon Event Management reserves the right to determine an exhibitor's final location, the location of the Show and the dates of a show. The location of assigned space may be changed by the management to prevent congestion; avoid confusion in firm names; solve competitive conditions; or to benefit the overall production of the show.
3. **SUBLETTING:** An exhibitor may not share or sublet any portion of their booth space with another company.
4. **FIRE HAZARD:** All exhibit and booth materials must be flame proof and otherwise must comply with federal, state and local fire laws, insurance underwriting requirements and other applicable site regulations. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of set-up and prior to the opening of the show. Exhibitors are restricted to the use of materials which would pass a fire inspection.
5. **HEIGHT RESTRICTIONS:** Exhibits, back walls and decorations shall not exceed 15 feet. Permission must be obtained from show management to exhibit equipment which exceeds the height restriction.
6. **LOUD SPEAKERS AND SOUND DISPLAYS:** Loud speakers and loud sound displays are prohibited; exhibitors must receive advance permission from show management to exhibit any type of sound display.
7. **NON-CONFORMING EXHIBITS:** Simon Event Management reserves the right to refuse any exhibitor which does not, in show management's judgment, conform to the general theme of the show.
8. **SOLICITATION:** Exhibitors are prohibited from soliciting business in the aisles or in other exhibitor booth areas. Samples, pamphlets, publications and catalogs, etc. may only be distributed by exhibitors from within the confines of their own booth area. Exhibitors must obtain prior permission from the show management to conduct any other type of promotional activities during show hours.
9. **MISCELLANEOUS:**
 - (a) Serving alcoholic beverages by exhibitors in any part of the show premises is prohibited.
 - (b) Booths should be attended by the exhibitor during all show hours, in their own best interest.
 - (c) Vehicles must enter through the loading dock areas and must have protection on the floor under the engine and keep a minimum amount of gasoline.
 - (d) Absolutely nothing may be taped to facility fixtures, floors or columns.
 - (e) Electrical cords may not be run along facility floor in customer traffic walkways.
 - (f) Facility floor wax finishes and carpeting are delicate and easily damaged. Exhibitor is responsible for damage to facility floor caused by dragging of displays across the floor, driving vehicles across the floor or use of sprays that may damage the finish of the floor.
 - (g) Solicitation must be confined to the exhibitor's booth space; soliciting in the aisles or any other area of the show is prohibited.
10. **SIGNS AND NOTICES:** All signs and notices shall be professionally lettered and any sign or notice which does not conform to the above shall be removed immediately. **HANDWRITTEN SIGNS ARE PROHIBITED.**
11. **SECURITY AND LIMITATIONS OF LIABILITY:** Show management will engage security guards but nevertheless assume no liability for loss damage from any cause whatsoever. Exhibitor understands and agrees that said security personnel are independent contractors and that any such security is provided by Simon Event Management solely as a courtesy. Exhibitor further agrees that Simon Event Management shall incur no liability and/or responsibility resulting from the acts or omissions of such security personnel. Simon Event Management shall not be responsible for injury that may occur to an exhibitor or his employees, nor for the safety of any exhibit against theft, fires, accident or any other cause of loss or damage. If an exhibitor damages the building, he shall reimburse the owners of the building for the cost of repairing the damage. Simon Event Management shall cooperate fully at all times but shall not be responsible for (a) damage to exhibitors property, lost shipments either coming in or going out, moving costs; or (b) any damage loss, delays, etc. Any damage to transported property is solely exhibitor's responsibility. In light of the above, we recommend that exhibitors purchase adequate insurance coverage against these risks and on equipment and exhibits with their regular insurance carrier.
12. **BREACH OF CONTRACT:** If an exhibitor cancels for any reason whatsoever with a signed contract, they shall be held liable for the full amount of the booth cost. They shall also forfeit all monies which have been paid to reserve the space and be liable for the full cost of the space. The exhibitor will also be liable for all costs incurred by management in consideration of the exhibitor including, but not limited to tables, coverings, skirting, chairs, signage, chairs, signage and exhibitors listings in advertising placed on behalf of the exhibitor. **NO REFUNDS WILL BE ISSUED.** Show management will also have the right to use the space as it deems necessary to eliminate blank spaces in the show.
13. **CANCELLATION:** In the event that a show is not held for any reason and rescheduled, Simon Event Management will transfer all monies paid for exhibit space rental to the rescheduled show. In the event that any show is not held for any reason and is never to occur, Simon Event Management will issue a credit for all monies paid for exhibit space rental to be applied to another trade show. The credit amount does not have an expiration date and may be used at any time. In either of the foregoing situations, exhibitor hereby waives any claim of damage, compensation of refund of money paid to Simon Event Management except to the extent agreed to above.
14. **UNETHICAL CONDUCT:** Unethical conduct or any infraction of the rules by the exhibitor, his agents or employees will subject the exhibitor to exclusion from the exhibitor area. In the event of such exclusion it is agreed that no refund shall be made to the exhibitor and Simon Event Management shall not be liable for any damages or expenses incurred by the exhibitor as a result of such exclusion.
15. **DISPUTE RESOLUTION:** Any and all matters, questions and or topics not specifically discussed or addressed in the foregoing rules and regulations shall be subject to the decision of show management, which decision shall be final.
16. **AGREEMENT TO TERMS:** By erection of exhibit, exhibitor expressly consents to and accepts the foregoing rules and regulations and represents that full compliance therewith has been made by exhibitor.