

Ashtabula COUNTY CHAMBERS of Commerce

Andover Ashtabula Conneaut Geneva Area
Geneva-on-the-Lake Jefferson Orwell/Grand Valley
Ashtabula County Convention & Visitors Bureau

December 2009

Dear Exhibitor:

We are excited to announce that the 2010 Home Show will be a three day show which will begin on Friday March 5th and end at the close of business on Sunday March 7th at the Ashtabula Mall. No insurance verification will be necessary again this year. The Mall is covering the insurance for the show!

Enclosed is the following information that will enable you to participate in this year's event:

1. **General Information** - please read and take note of dates, times and etc.
2. **Application for Exhibitor's Space** - it is important for application be filled out and sent in with your deposit. The full amount is due by February 25, 2010.
3. **Agreement/Rules & Regulations** - please observe the Mall's rules.

The Show Coordinator and Committee members are eager to work with you, should you have questions or concerns. Our policy is to provide space to first come first serve (deposit must be included). Some may want the same spot as they had last year. Please get your application in as soon as possible. If you require additional time to set up your space or if you have any questions, please notify the Show Coordinator.

Hope to see you at the 2010 Home Show.

Ashtabula COUNTY CHAMBERS Show Coordinator who can be contacted:

Sue Ellen Foote
Geneva Area Chamber of Commerce
P. O. Box 84
Geneva, OH 44041

Phone: (440) 466-8694
FAX: (440) 466-0823
Email: info@genevachamber.org

APPLICATION FOR EXHIBIT SPACE

Dates: March 5-7, 2010

**2010
ASHTABULA COUNTY
HOME SHOW**

Instructions: Please complete all information in duplicate and return with required deposit.

- **Make checks payable to:** Ashtabula COUNTY CHAMBERS of Commerce

- **Mail to:** Ashtabula COUNTY CHAMBERS of Commerce
P. O. Box 84
Geneva, Ohio 44041

INTERESTED IN PRESENTING SEMINARS YES _____ NO _____ Presenting: _____ In the community room or at your exhibit location? Days & Times: _____

Questions call: Sue Ellen Foote, Home Show Coordinator

Phone: (440) 466-8694, FAX (440) 466-0823 or Email: info@genevachamber.org

***NOTE: Product Description Listing must be completed and returned with this Application.**

Please select type of space (circle one):

- 10' X 10' Space Prices: Regular Booth Space: 10'x10' @ \$350 (3 days) (Toward Sears & Kmart)**
Premium Booth Space: 10'x10' @ \$400 (3 days) (Limited spaces available)
Center Court: 10' x 10' @ \$450 (3 days) (only 16 spaces available) (new carpet area)

No.# of booths needed: _____ Do you need electricity? _____ \$25.00 Security Deposit needs to be included in deposit.

***Space location may change without notice due to the Ashtabula Mall Contract.**

*** NO TABLES, CHAIRS, DRAPES OR CURTAINS WILL BE PROVIDED.**

*****ELECTRIC is \$30.00 extra. Note: (Each show area consists of SPACE ONLY!)**

- Company Name: _____ Date: _____
- Contact Name (Please Print): _____ Title: _____
- Signature: _____ Type of Business: _____
- Will you be selling any products? If so, please list: _____
- Phone: () _____ Fax: () _____ Email: _____
- Address: _____ City: _____
- State: _____ Zip: _____ Web: _____
- *What will you displaying at the Show: _____
- Cell Phone (Optional) or other numbers/names: _____

We enclose our check (**Payable to: Ashtabula COUNTY CHAMBERS of Commerce**) in the amount of **fifty (50%) percent of the total space, \$25.00 security deposit** and agree to make the final payment by **February 25, 2010.**

Further, we agree to abide by all rules and regulations governing the Show as defined however, the Show Committee or Mall Management reserves the right to examine the products or services exhibited to ensure consistency with the Show's guidelines, plans, and procedures.

- **Any cancellation not received in writing by February 1, 2010 will forfeit deposit.**
- **Full payment must be received seven (7) days prior to the show February 25, 2010.**
- **No verification of insurance will be required for the 2010 Home Show.**

CIRCLE ONE OF THE FOLLOWING

\$350.	\$400.	\$450.
Regular Space	Prime Space	Center Court

Booth Space Needed: _____

Electric needed \$30: Y N

Security Deposit Paid \$25: Y N

Requested Space (location description): _____

*** EXHIBITORS: PLEASE FILL IN**

TOTAL COST OF BOOTH: _____ **Date:** _____

SECURITY DEPOSIT: _____ **\$25.00 Ck. #** _____

ELECTRIC CHARGE: (\$30.) _____

TOTAL AMOUNT DUE: _____

AMT. OF DEPOSIT: (50%) _____

AMT. DUE BEFORE SHOW: _____

Mail to: Ashtabula County CHAMBERS P. O. Box 84 Geneva, Ohio 44041

2010 Ashtabula County HOME SHOW Rules and Regulations

Ashtabula Mall Rules

Jones Lang LaSalle, Managing Agent - 3315 N. Ridge E., Unit 700, Ashtabula, OH 44004

Applicable Operating Rules For 2010 Ashtabula County Home Show Exhibitors

1. Exhibitor shall keep the Premises open for business during the Shopping Center hours of operation currently in effect.
 2. Exhibitor shall display no merchandise outside of the Premises and **shall keep Premises and any displays in a safe, clean and proper manner.**
 3. Exhibitor shall not permit any rubbish or refuse emanating from the Premises to accumulate in the common areas of the Shopping Center. **A garbage bag is provided to keep your area clean.**
 4. Exhibitor shall make arrangements for prompt trash removal.
 5. **Exhibitor shall provide all necessary tables, chairs, table skirting, enclosures and signs,** which shall be subject to the prior approval of the Marketing Manager or General Manager of the Shopping Center.
 6. Exhibitor shall furnish and pay for all labor needed to set up and take down its displays, if any.
 7. Exhibitor shall not permit food or beverage to be consumed at the Premises.
 8. Exhibitor shall **not permit** the playing of any musical instrument or radio or television or the use of a microphone or loudspeaker in the Premises.
 9. **All signs used at the Premises shall be professionally printed,** stating the name of business and reason for display. All signs are subject to the prior approval of the Marketing Manager or General Manager and will be removed if not suitable.
 10. Exhibitor shall **furnish the Ashtabula County Chambers with emergency telephone numbers** and a forwarding address for future reference.
 11. **Exhibitor shall secure and be responsible for display at close of business. Owner assumes no liability for your merchandise, display or possessions.**
 12. Exhibitor shall deliver and surrender to Owner immediate possession of the Premises upon the expiration of this Agreement, or its earlier termination as provided in the Agreement, in a broom clean condition.
 13. Exhibitor shall abide by all rules and regulations established by Owner from time to time with respect to the common areas, facilities, improvements, sidewalks and tenant relations.
 14. Any merchandise must be hand-carried into the Shopping Center or, if dollied, dolly must have wide rubber wheels only.
 15. **No electrical wiring will be laid that would create a hazard to pedestrian traffic. Should the exhibitors desire the access to electrical outlet, Exhibitor must provide their own appropriate power strip and extension cord, the length of which should be no less than 25 feet. There is an electrical hook-up fee of \$30. Only approved BLUE PAINTERS TAPE or appropriate floor covering is mandatory to secure electrical cords and must be no less than 3" in width.**
 16. Absolutely **nothing may be attached to any fixture** in the Shopping Center.
 17. The Exhibitor is responsible to secure from Owner, and to be aware of, any additional operating rules that are applicable for this specific promotional event.
 18. **Exhibitor shall provide a minimum clearance of fifteen (15) feet from any storefront or kiosk. Exhibitor height requirement of a display is Maximum of 7 feet. Display may not be solid and /or obstruct the view of permanent tenant's kiosks to customers walking through the mall. NO TENTS AND/OR STRUCTURES WITH ROOFS OR TOPS WILL BE PERMITTED TO SET UP.**
 19. Exhibitor shall submit in advance all plans related to the location of equipment, set-up and take-down, time and dates of display. **Set-up Thursday, March 4, 2010 at 9PM till midnight and Tear-down Sunday, March 7, 2010 at 6PM.**
 20. Exhibitor shall secure necessary governmental licenses and permits.
 21. All items to be sold at the Mall are subject to the prior approval of the Marketing Manager or General Manager.
 22. Exhibitor shall be responsible for hiring and paying for security officers provided by Owner necessary for Sponsor's activities, and shall obtain Owner's advance approval with respect thereto. As a condition of granting its consent, Owner may impose reasonable restrictions including insurance or bond requirements.
 23. Exhibitor shall **not have any flammable or combustible liquids** of any type on the Premises.
 24. No tools or equipment will be provided by Owner; these are the responsibility of Exhibitor.
 25. In the event any one or a number of rules as listed above are not complied with, and Exhibitor is not in compliance within a reasonable time from receipt of notice of non-compliance, then exhibitor may be terminated from show.
- ***AMENDMENTS:** The Show Committee Members, representing the Ashtabula COUNTY CHAMBERS of Commerce, shall have full power in the interpretation and enforcement of all rules and regulations, and may amend or make further rules as considered necessary to the safe, productive conduct of the exposition. The Show Committee reserves the right to expel any exhibitor who solicits outside of their assigned space, or otherwise impedes other exhibitors.

2010 HOME SHOW

March 5-7, 2010

GENERAL INFORMATION

Show Location: Ashtabula Mall, Rt. 20, (3315 N. Ridge E. Rd., Ashtabula, Ohio)

Show Hours: During Mall Hours:
Friday, March 5, 10 a.m. - 9 p.m.
Saturday, March 6, 10 a.m. - 9 p.m.
Sunday, March 7, 11 a.m. - 6 p.m.

Set Up Time: Thursday, March 4, 2010, 9 p.m. to 12:00 Midnight

The Show Committee **WILL NOT stay past 12:00 midnight** on March 4, 2010. Please do not take this time frame lightly. Mall Security will be asked to escort everyone out at 12:00 midnight. NO exceptions without prior notice.

Tear Down: Sunday, March 7, 2010, immediately following the conclusion of the show.

Exhibit Space

Maximum display height is 7 feet. Displays may not be solid and/or obstruct the view of permanent kiosks to customers walking through the Mall. **NO TENTS AND/OR STRUCTURES WITH ROOFS OR TOPS of any type will be permitted to set up.**

Electric will be provided, if needed, for an additional \$30.00. Exhibitor must provide their own appropriate power strip extension cord, the length of which should be no less than 25 feet. (Must be requested one month prior to show) Electric outlets will be available to exhibitors in select locations. Electrical cords will feed from rear booths. Any exposed power cords must be covered with electrical cord covers. **Only BLUE PAINTERS tape may be used on Mall floors.**

Selling Merchandise

Direct selling of any merchandiser may be considered on a limited basis. Please, contact show committee before sending in final payment. Special consideration may be given to non-profit organizations on a case-by-case for nonfood items. This special consideration will be at the discretion of the Ashtabula Mall Marketing Director prior to the acceptance of the exhibitor's application.

Lighting

The Mall is unable to provide additional lighting during the Home Show. If you require additional lighting, you can bring in lights to brighten your exhibit. But, please notify the Show Committee of the types of lighting you plan on using. Not all types will be permitted. Lack of prior notice will result in the loss of additional lighting for your exhibit.

Security Deposit

The show committee is enforcing a **\$25.00 security deposit.** This deposit is to be included with your application and will be mailed back within 30 days after the conclusion of the show if your booth space has been cleaned and there is no damage to the area.

Unfortunately, in years past, some exhibitors have left garbage, etc. for others to clean up. This in turn has caused additional costs for the Mall. To deter this and avoid potential expense to the CHAMBERS, the show committee is enforcing the security deposit.

Advertising

Advertising done by the Ashtabula COUNTY CHAMBERS of Commerce for the Home Show will be to advertise the show only and not individual exhibitors. Contact the show committee for a list of media contacts in case you would like to advertise your exhibit. The additional advertising will be at the exhibitor's expense and arrangements will have to be made by the exhibitor.

Booth Space

Booth space is considered 10'X10' and will be reserved when the Ashtabula COUNTY CHAMBERS of Commerce has received the deposit consisting of 50% of the total cost of the booth space.

Insurance

There is no requirement of proof of insurance for the 2010 Home Show. We do expect that each of the exhibitors carry liability insurance, in safeguards of any occurrence.

Survey

We ask that you complete a survey at the end of the show. Either a committee person will pick it on Sunday afternoon, drop it off at the Chambers booth or fax it to (440) 466-0823. We want to see you what you thought about this years show.