



November 4, 2022

Dear Exhibitor:

We are excited to announce the 2023 Home Show at the Ashtabula Towne Square at the dates as follows:

Set-Up – Thursday, March 9, from 4 p.m. to 8 p.m.

Show Dates – Friday, March 10, Saturday March 11, and Sunday, March 12, during Mall hours.

Tear Down – Sunday, March 12, from 5 p.m. to 7 p.m.

**Note: Mall hours may change prior to the show taking place.*

Enclosed is information that will enable you to participate in the 2023 Ashtabula County Home Show:

1. **General Information** – please read. Note the date and time etc.
2. **Application for Exhibitor's Space** – it is important the application be completed and returned with your deposit (or payment in full). The full amount is due NO LATER than Friday, February 17, 2023.
3. **Agreement/Rules & Regulations** – please observe the Mall's rules.
4. **Proof of Insurance Requirement** – The Ashtabula Towne Square will **not** cover the Ashtabula County Chambers or the exhibitors under their liability for the upcoming Home Show. **Therefore, each exhibitor is required to provide verification of liability to participate in the 2023 Home Show.** Please have your insurance carrier provide a **Certificate of Insurance reflecting liability insurance and list the Ashtabula County Chamber of Commerce as the Additional Insured.** Please have the insurance carriers use the following address: Ashtabula County Chambers of Commerce, P. O. Box 84, Geneva, Ohio 44041. Also, please have your insurance carrier note the Certificate of Insurance the following: Liability coverage is afforded for the Ashtabula County Home Show, March 10-12, 2023, at the Ashtabula Towne Square, 3315 N. Ridge Road West, Ashtabula, Ohio 44004. Exhibitors who cannot provide the proper limit of liability insurance will not be able to participate. Please contact the Show coordinator for any questions.

Certificates & Door Prizes

Again this year we will offer everyone registering at the Home Show a chance to win certificates for the Mall as well as many other door prizes. We understand the importance to our exhibitors of drawing customers to the show. Again we are offering certificates as an added incentive for people to attend the show. The winner of the exhibitor certificates will be given a list of businesses that participated in the Home Show. The redeemed certificates can be turned in to the Ashtabula Towne Square at the Mall Office.

- Grand Prizes – 10 separate \$50 Mall certificates that can be used at designed Mall stores listed on certificate.
- Grand Prizes Gift Baskets provided by local Chambers of Commerce and other door prizes.
- All Home Show exhibitors will be entered into a drawing for a chance to win an advertising or commercial printing package with the Gazette Newspapers valued at approximately \$500.

The show coordinator and committee members are eager to work with you, should you have any questions or concerns. Our policy is to provide space to FIRST COME, FIRST SERVE (deposit must be included). Some may want the same location as they had last year; note that on your application. Please get your application in as soon as possible. If you require additional time to set up your booth space, or if you have any questions, please contact the show coordinator.

Help make this show bigger by inviting others to be an exhibitor in the show. Invite people you know to attend the show, add the show info to your business advertising, and like and visit us on Facebook (facebook.com/AshtabulaCountyChambers), as well as mentioning the show on your Facebook page.

Show Coordinator,
 Robert Schultz

2023 Ashtabula County Home Show**March 10 – 12, 2023****General Information**

- Show Location:** Ashtabula Towne Square, Rt. 20, (3315 N Ridge Rd E, Ashtabula)
- Show Hours:** During Mall Hours
Friday, March 10, 10 a.m-8 p.m.; Saturday, March 11, 10 a.m. – 8 p.m.; Sunday, March 12, 12:00 p.m. – 5 p.m.
- Set-Up:** **Thursday, March 9, 2023, 4 p.m. to 8 p.m.** (through the back entrance by the Cinema only)
The show committee will NOT stay past 8 p.m. on Thursday, March 9. Mall security will be asked to escort everyone out at 8 p.m. NO exceptions. **PARK IN PARKING LOT-DO NOT BLOCK MALL ENTRANCE**
- Tear Down:** **Sunday, March 12, 2023** immediately following the conclusion of the show at **5 p.m. till 7 p.m.**
Mall security will be asked to escort everyone out at 7 p.m. NO exceptions.
- 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 (EASY-UPS) 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 the show). **Electric outlets will be available to exhibitors in select locations.** Electric 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 by any merchandiser may be considered on a limited basis. Please contact the show committee or Home Show Coordinator before sending in final payment. Special consideration may be given to non-profit organizations on a case-by-case basis for nonfood items. This special consideration will be at the discretion of the Ashtabula Towne Square Manager 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. Please notify the show committee or the Coordinator as to what 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 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 up and there is no damage to the area.
- 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 Coordinator 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. Arrangements will be have to be made by the exhibitor.
- Booth Space:** **Booth space is considered 10' x 10'** 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. ALL EXHIBITORS DISPLAYS MUST STAY WITHIN THEIR ASSIGNED BOOTH SPACE.
- Insurance:** **Each exhibitor is required to provide verification of liability** to participate in the 2023 Home Show. Please have your insurance carrier provide a **Certificate of Insurance of liability insurance and list the Ashtabula County Chamber of Commerce as the Additional Insured.** Please have the insurance carriers use the following address: **Ashtabula County Chambers of Commerce, P. O. Box 84, Geneva, Ohio 44041.** Also, please have your insurance carrier note the **Certificate of Insurance** the following: **Liability coverage is afforded for the Ashtabula County Home Show, March 10-12, 2023, at the Ashtabula Towne Square, 3315 N. Ridge Road West, Ashtabula, Ohio 44004.** Exhibitors who cannot provide the proper limit of liability insurance will not be able to participate.
- Survey:** We ask that you complete a survey at the end of the show. Either a committee person will pick it up on Sunday afternoon or you can drop it off at the CHAMBERS' booth or fax to 440-576-2778. We want to know what you thought about the show!

2023 Ashtabula County Home Show

March 10-12, 2023

RULES & REGULATIONS

1. Exhibitor shall submit in advance all plans related to the location of equipment, set-up and take-down, and time and dates of display. **Set-up will be Thursday, March 9, 2023, 4 p.m. to 8 p.m. and tear-down will be Sunday, March 12, 2023 from 5 p.m. – 7 p.m. EXHIBITORS CAN START SET-UP PRIOR TO THE MALL CLOSING AT 7 p.m.**
2. Any displays or merchandise must be hand-carried or on a dolly with wide rubber wheels only through the main doors by the Cinema entrance at the back of the Mall. You must bring your own dolly or crew to haul your items in/out for set-up and tear-down.
3. Exhibitor shall keep the premises open for business during the Mall hours of operation currently in effect.
4. Exhibitor shall display no merchandise outside of the premises and shall keep premises and any displays in a safe, clean and proper manner.
5. Exhibitor shall not permit any rubbish or refuse emanating from the premises to accumulate in the Mall. A garbage bag is provided to keep your area clean. Exhibitor shall make arrangements for prompt trash removal.
6. Exhibitor shall provide all necessary tables, chairs, table skirting, enclosures, and signs, which shall be subject to the prior approval of the General Manager of the Ashtabula Towne Square.
7. Exhibitor shall furnish and pay for all labor needed to set up and take down its displays, if any.
8. Exhibitor shall NOT permit food or beverage to be consumed at the booth/premises.
9. Exhibitor shall NOT permit the playing of any musical instrument, radio or television or the use of a microphone or loudspeaker in the premises.
10. 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 Ashtabula Towne Square General Manager and will be removed if not suitable.
11. Exhibitor shall furnish the Ashtabula County CHAMBERS with emergency contact info and a forwarding address for future reference.
12. Exhibitor shall secure and be responsible for display at close of business. Owner/Mall or Chambers assumes no liability for your merchandise, display or possessions.
13. Exhibitor shall deliver and surrender to owner immediate possession of the premises upon expiration of this agreement, or its earlier termination as provided in the agreement, in a broom-clean condition.
14. 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.
15. No electrical wiring will be laid that would create a hazard to pedestrian traffic. Should the exhibitors desire access to an 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 Ashtabula Towne Square.
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 store front or kiosk. Exhibitor height requirement of a display is maximum 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 (EASY-UPS) WILL BE PERMITTED TO BE SET UP.**
19. Exhibitor shall secure necessary governmental licenses and permits.
20. All items to be sold at the Mall are subject to the prior approval of the General Manager.
21. 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.
22. Exhibitor shall NOT have any flammable or combustible liquids of any type on the premises.
23. No tools or equipment will be provided by owner; these are the responsibility of the Exhibitor.
24. 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 the Home Show.
25. **Exhibitors are required to provide verification of insurance to participate in the Home Show.** (Listed in General Information and letter.)

*****AMENDMENTS:** The Coordinator and/or 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 for the safe, productive conduct of the exposition. The Coordinator and/or Show committee reserves the right to expel and Exhibitor who solicits outside of their assigned space, or otherwise impedes other Exhibitors.