



January 2024

Dear Exhibitor:

We are excited to announce the 2024 Ashtabula County Home and Family Show at the Ashtabula Towne Square at the dates as follows:

Set-Up – Friday, May 3, from 4 to 8 p.m.

Show Dates – Saturday, May 4, 10 a.m. to 8 p.m. - Sunday, May 5, 10 a.m. to 5 p.m.

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

Enclosed is information that will enable you to participate in the 2024 Ashtabula County Home and Family 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 April 15, 2024.
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, we are requesting each exhibitor, if possible to provide verification of liability to participate in the 2024 Ashtabula County Home and Family Show.** Please have your insurance carrier provide a **Certificate of Insurance reflecting liability insurance and list the Ashtabula County Chambers of Commerce as the Additional Insured.** Please have the insurance carriers use the following address: Ashtabula County Chambers of Commerce, P.O. 503, Andover, OH 44003. Also, please have your insurance carrier note the Certificate of Insurance the following: Liability coverage is afforded for the Ashtabula County Home and Family Show, May 4 & 5, 2024, held at Ashtabula Towne Square, 3315 N. Ridge Road West, Ashtabula, OH 44004. Please contact the Show coordinator for any questions.

Certificates & Door Prizes

Again this year we will offer everyone registering at the Ashtabula County Home and Family 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 – 15 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,
Lara Reibold

Ashtabula County Home and Family Show, P.O. Box 503, Andover, OH 44003
Lara Reibold 440-855-0869, email: AshCoChambers@gmail.com

APPLICATION FOR ALL HOME AND FAMILY SHOW EXHIBIT SPACE

Instructions: Please complete ALL information and return with required deposit.

- **PLEASE MAKE CHECKS PAYABLE TO:**
Ashtabula County CHAMBERS of Commerce

	HOME SHOW USE ONLY		TYPE EXHIBITOR
	TOTAL DUE		
	TOTAL PAID		
	BALANCE DUE		
	VS/MC or CHK#		

Mail Application and Check to: Ashtabula County Home & Family Show

P.O. Box 503, Andover, OH 44003

Questions Call Lara Reibold at 440-855-0869 or email: AshCoChambers@gmail.com

NOTE: All spaces assigned are first come, first serve and will be date stamped.

Types of Booth Spaces Available:

	Members	Non-members
BUSINESS Single Space Indoor 10' x 10	\$275	\$375
BUSINESS Single Space Outdoor 30' x 30	\$275	\$375
Non-profit, Home based Businesses, Crafter, Landscaper	\$50	\$100

Ex: Each application will be assigned a space in order they are received. Note: Each show area consists of SPACE ONLY!

NO TABLES, CHAIRS, DRAPES, OR CURTAINS WILL BE PROVIDED. HEIGHT REQUIREMENT OF DISPLAY IS MAXIMUM OF 7 FEET. NO TENTS OR "EASY-UPS" OR STRUCTURES WITH ROOFS OR TOPS WILL BE PERMITTED ON INDOOR DISPLAYS.

ELECTRIC IS \$30 EXTRA - NOT ALL SPACES HAVE ACCESSIBLE ELECTRIC - ELECTRIC IS NOT AVAILABLE OUTDOORS

Please print

COMPANY NAME _____

CONTACT NAME _____ TITLE _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

TYPE OF BUSINESS _____

*WILL YOU BE SELLING PRODUCTS? If so, please list: _____

PHONE _____ FAX _____

EMAIL _____

WHAT WILL YOU BE DISPLAYING? _____

*Product description listing must be completed and returned with this application.

We enclose our check (Payable to **Ashtabula County CHAMBERS of Commerce**) in the amount of 50% of the total space and agree to make the final payment no later than April 15, 2024. Further, we agree to abide by ALL rules and regulations governing the Show as defined. However, the Show Committee and Mall Management reserve the right to examine the products or services exhibited to ensure consistency with the Show's guidelines, plans and procedures.

SIGNATURE _____

ANY CANCELLATION NOT RECEIVED IN WRITING PRIOR TO APRIL 15, 2024 WILL FORFEIT DEPOSIT.

FULL PAYMENT MUST BE RECEIVED PRIOR TO APRIL 15, 2024.

Verification of insurance will be recommended for the 2024 Ashtabula County Home and Family Show. Please see General Information for details.

PLEASE CIRCLE YOUR CHOICES BELOW:

PLEASE FILL IN BELOW:

	Members	Non-members
BUSINESS Single Space Indoor	\$275	\$375
BUSINESS Single Space Outdoor	\$275	\$375
Non-profit, Home based Businesses, Crafter, Landscaper	\$50	\$100



To pay by VISA or MasterCard, please call 440-855-0869 Plus Processing Fees

- Reg. Business _____
- Non-Profit _____
- Home Base Party _____
 - Crafter _____
 - Landscaper _____
- Total Space Charge _____
- Electric (\$30) _____
- Total Amt. Due _____
- Amt. of Deposit _____
- Balance Due _____

I am a Member of the Following Chamber(s) _____

Spaces needed _____

Liability Insurance enclosed _____

Desired Location _____

Full payment required April 15, 2024

Ashtabula County Home & Family Show

May 4 & 5, 2024

General Information

- Show Location:** Ashtabula Towne Square, Rt 20, (3315 N Ridge Rd E. Ashtabula)
- Show Hours:** Saturday 10:00am-8:00pm Sunday 10:00am – 5:00pm
- Set up:** Friday May 3, 2024, 4 p.m. – 8 p.m. (through the back entrance by the Cinema) The show committee will not stay past 8p.m. Mall Security will be asked to escort everyone out at 8 p.m. NO EXCEPTIONS – Park in the rear parking lot – DO NOT block mall entrance.
- Tear Down:** Sunday May 5, 2024, immediately following the conclusion of the show at 5 p.m. until 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 ft. Displays may not be solid or obstruct the view of permanent kiosks for customers walking through the mall. NO TENTS AND/OR STRUCTURES WITH ROOFS OR TOPS (EASY-UPS) of any type will be permitted to be set up INSIDE.
- Electric:** Electric will be available INSIDE (limited availability), if needed, at an additional cost of \$30.00. Exhibitors must provide their own appropriate extension cord/power strip. (MUST be requested one month prior to show) Electric outlets will be available to exhibitors in select locations. Electric cords will feed from the 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 merchant may be declined at the discretion of the Ashtabula Towne Square Manager.
- Lighting:** The Mall is unable to provide additional lighting during the Show. If you require additional lighting, you can bring in lights to brighten your exhibit. Please notify the coordinators as to what types of lighting you plan to use. Not all types will be permitted. Lack of prior notice will result in the loss of additional lighting for your exhibit.
- Space:** You are expected to leave your space in the same condition that you found it. If there is damage or you do not clean up, you may be invoiced a clean up fee and run the risk of not being invited to return.
- Advertising:** Advertising done by the Ashtabula County CHAMBERS of Commerce for the Home Show will be to advertise the show only and NOT the individual exhibitors. Contact the coordinators for a list of media contacts if you would like to advertise your exhibit. The additional advertising will be at the cost of the exhibitor. Arrangements will have to be made by the exhibitor.
- Booth Space:** Booth space is 10'x10' inside and 30' x 30' outside and will be reserved when the Ashtabula County CHAMBERS of Commerce has received the deposit consisting of no less than 50% of total booth cost. ALL EXHIBITORS MUST STAY WITH IN THEIR ASSIGNED BOOTH SPACE.
- Insurance:** It is recommended that each exhibitor carry \$1 million limit of liability to participate in the Home and Family Show. Please have your insurance carrier provide a Certificate of Insurance reflecting \$1,000,000.00 of liability insurance and list the Ashtabula County CHAMBERS of Commerce as an additional insured noting Liability coverage is afforded for the Ashtabula County Home and Family Show, May 4&5, 2024 at Ashtabula Towne Square, 3315 N. Ridge Rd W., Ashtabula, Oh 44004. They can use the address Ashtabula County CHAMBERS of Commerce, P.O. Box 503, Andover, OH 44003.
- 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. We want to know what you thought about the show!

Ashtabula County Home & Family Show

May 4 & 5, 2024

RULES AND REGULATIONS

1. Exhibitor shall in advance all plans related to the location of equipment, set up and take down, and time and dates of display. **EXHIBITORS SHOULD START SET UP PRIOR TO THE MALL CLOSING AT 7 p.m.**
2. Any display 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 and/or crew to haul your items in or out for set up and tear down.
3. **The exhibitor shall keep the display open for business during show hours. They should keep displays in a safe, clean, and proper manner.**
4. Exhibitors shall not permit rubbish to accumulate at the mall. They shall keep the space clean and plan for any garbage removal.
5. Exhibitors shall provide all necessary tables, chairs, table skirting, enclosures and signs which are subject to approval from the Ashtabula Towne Square mall manager.
6. Exhibitors shall furnish and pay for all the labor needed to set up and take down their displays.
7. Exhibitor shall not permit playing of any musical instruments, radio, television, or the use of a microphone or loudspeaker in the on the premises.
8. All signs used at the premises shall be professionally printed stating the name of the business and reason for display. They will be removed if they are not suitable.
9. Exhibitor shall provide emergency contact info to the Ashtabula County CHAMBERS.
10. Exhibitor shall secure and be responsible for display at end close of business. The owner/Mall or Chamber assumes no liability for your merchandise, display, or possessions.
11. Exhibitors shall leave their space in a broom clean condition.
12. Exhibitors shall abide by ALL mall rules with respect to all public and communal areas, facilities, sidewalks, and tenant relations.
13. No electric cords will be laid in a way that could create a hazard to pedestrian traffic. All coverings may not be wider than 3" in width.
14. Absolutely nothing may be attached to any fixtures in the Ashtabula Towne Square.
15. Exhibitors shall provide a minimum clearance of 15 feet from any store front or kiosk.
16. Exhibitors shall secure any necessary licenses or permits.
17. Exhibitors shall not have ANY flammable or combustible liquids of any type on the premises.
18. No tools or equipment will be provided by the mall or Chamber, these are the exhibitor's responsibility.
19. In the event any one or a number of rules as listed are not complied with or not complied within a reasonable time from receipt of notice of non-compliance, the Exhibitor may be asked to leave the Home and Family Show. If so, no refund will be issued.
20. It is suggested all exhibitors carry a \$1 Million Limit if Liability coverage to participate in the Home and Family Show.

THE COORDINATORS AND/OR SHOW COMMITTEE MEMBERS, REPRESENTING THE ASHTABULA COUNTY CHAMBERS OF COMMERCE, HAVE FULL POWER IN THE INTERPRETATION AND ENFORCEMENT OF ALL RULES AND REGULATIONS. THEY MAY AMENDED OR MAKE FUTURE RULES AS DEEMED NECESSARY FOR A SAFE AND PRODUCTIVE EVENT. THE COORDINATORS AND/OR SHOW COMMITTEE RESERVES THE RIGHT TO ASK AN EXHIBITOR WHO SOLICITS OUTSIDE OF THEIR ASSIGNED SPACE OR OTHERWISE IMPEDES OTHER EXHIBITORS.