



February 23, 2016

Hello Vendors,

The Northern Columbia Community & Cultural Center (N4Cs) in Benton Pennsylvania is hosting their first Home and Garden Show on Saturday April 9th, 2016 from 10-4 pm, sponsored by Stony Acres Nursery. This Show is open to the public and will include a section of kids activities as well as 3 educational sessions during the day. Entrance fees are \$5 for 18+ years old and free for those 17 and younger. This event is to showcase all the local small businesses that operate in our community at large while also supporting N4Cs non-profit mission of "enhancing the quality of life in Benton and surrounding communities."

We are soliciting vendors under the following realms: landscaping, excavating, home building/home repair, interior crafts/home décor, plumbing/heating/electric companies, home improvement, artisan home crafts, trade oriented companies gardening, and others items to be determined. We are also soliciting snack food items to be sold at the show.

Please complete and submit the following vendor application **no later than Monday March 21st, 2016**. We will do our best to ensure minimal duplication of items sold and will assign the location of spaces at the Show based on the type of items so that similar types are not next to each other. The Show has room for approximately 50 vendor slots. We will confirm receipt of your submitted application and will provide final vendor acceptance by March 25th, 2016.

If you and/or your organization sell baked goods, canned items or any food related product you will need to provide a copy of your certification from the Dept. of Agriculture and your permit will need to be displayed during the show.

The fee for the day is \$45 per 10 by 10 space. Setup will be Friday April 8th, 2016 from 2-8 pm and Saturday April 9th from 7-9 am. All vendors need to be setup no later than 9:30 am on Saturday. No one shall leave prior to show's ending at 4 pm. Electricity can be provided if requested.

For more information you can contact, Jeffrey Quail, at programdirector@n4cs.org or 570-925-0163.

Regards,

Jeffrey Quail

Jeffrey Quail
Program Director
Northern Columbia Community & Cultural Center

N4Cs Home and Garden Show Application
April 9th, 2016
Northern Columbia Community and Cultural Center
42 Community Drive, Benton, PA

Business Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____ Cell Phone: _____

Email: _____ Website: _____

Exhibit Space Rate

INDOOR EXHIBIT SPACE

10' X 10' \$45

<p><i>Booth Cost is Non-Refundable</i></p> <p>Booth will be assigned based on items being sold and number of tables requested.</p>
<p>Method of Payment:</p>
Amount: \$ _____
Check # _____ (made payable to N4Cs) CVC Code _____
Visa/Master Card Account # _____ Exp. Date: _____
Name/Signature on Credit Card _____
Note: You may fax your registration if credit card is used for payment.

Mail to: N4Cs
P.O. Box 305
Benton, PA 17814

Phone:
Jeffrey Quail, 570-925-0163
email: Programdirector@n4cs.org
Website: www.n4cs.org

Fax: 570-925-0199

List of Items You Plan to Sell and or/Display:

Authorized Signature _____ **Date:** _____

Terms and Conditions for Exhibiting at the N4Cs Home and Garden Show

1. Vendors Eligibility- The N4Cs shall have the right to determine the eligibility for inclusion at the N4Cs Home and Garden Show, in accordance with its rules and regulations, and reserves the right to refuse any or all applications for space and to prohibit or remove any exhibit, display or part thereof, or proposed exhibit display or device which in the opinion of the N4Cs Home and Garden Show is not appropriate.

2. Sub-Leasing and Sharing- No Vendor may assign, sublet, or apportion the whole or any part of the exhibit space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials in the occupied space other than those displayed, or sold by the vendor in the regular course of business.

3. Exhibit Display Specification- Standard indoor booths will be 10' x 10' in size. An approximate 8' high back drop and 36" high side drapes. Vendor is responsible for keeping his/her area and surrounding area clean and professional looking. Additional equipment, materials and/or services required by vendors must be purchased separately. Vendors shall pay any repair damage to the Exhibit Facility caused by any action of the vendor. Use of booths and exhibit activities of vendors shall be subject to all requirements and instructions of the Exhibit Facility Management pertaining to the use of their facility.

4. Schedule- Vendors will comply with the official schedules established for move-in, show hours, and move out. All vendors will have displays ready by the official opening of the show and will not initiate breakdown or remove exhibit materials from the Exhibit Facility prior to the official closing of the N4Cs Home and Garden Show.

5. Security- Security will be provided from the beginning of the show to the end of the show. The N4Cs shall not be held responsible for the loss of any material by any cause and urges vendors to exercise precautions to discourage loss due to theft in the "exhibit areas" at any time. Vendors are encouraged to insure items against loss or theft, and those wishing to do so, must do so at their expense.

6. Insurance and Indemnity- It is expressly understood and agreed by vendor that neither the N4Cs nor their employees nor their contractors shall be liable for loss or damages to the goods or properties of Vendors. On signing the VENDOR SPACE RENTAL AGREEMENT, Vendor releases and agrees to indemnify the N4Cs, and hold them harmless from any suite or claim from property damage or personal injury (including punitive damages) by whomsoever sustained, including Vendor and Vendor's employees on or about Vendor's display space or arising out of Vendor's participation in the N4Cs Home and Garden Show, expressly including such damage or injury resulting in any part of negligence of one or more of the aforementioned indemnities. The performance of this agreement by either party is subject to the acts of God, war, government regulation, disaster, civil disorder, the public enemy, curtailment or transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities to hold function. Vendor agrees to maintain such insurance that will fully protect the N4Cs from any and all claims of any nature whatsoever, including claims under the Worker's Compensation Act, and for Vendor's display. Vendor agrees to indemnify and hold harmless the N4Cs from such claims, irrespective of insurance coverages. Vendor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of Vendor. In addition, the host Exhibit Facility is not liable to Vendor for any damage to or for the loss or destruction of any exhibit or the property of Vendor by fire or other casualty by an extended coverage endorsement to a fire insurance policy, whether all claims for any such loss or damage being expressly waived by Vendor who agrees to indemnify and hold the host Exhibit Facility Management harmless for such claims.

7. Cancellation/Disruption Of The N4Cs Home and Garden Show- Should any eventuality cause cancellation or disruption of the exhibition, the N4Cs Home and Garden Show shall not be liable for any expenses incurred by Vendor other than the rental cost of the vendor space less expenses incurred by the N4Cs. In no case shall the amount of refund to Vendor exceed the amount of the exhibit fee paid.

I have read and agree to all terms and conditions of page (1) Exhibit Space Rental Agreement and page (2) Terms and Conditions for Exhibiting at the N4Cs Home and Garden Show and page (3) Vendor Move In, Show Schedules, Rules and Regulations.

Authorized Signature _____ Title _____ Date _____



N4Cs Home and Garden Show Move In, Show Schedules, Rules and Regulations

VENDOR SET-UP	Friday:	2:00 PM	to	8:00 PM
	Saturday:	7:00 AM	to	9:30 AM
SHOW HOURS	Saturday:	10:00 AM	to	4:00 PM

Payment:

Booth payment should accompany application. Booth cost is non-refundable.

Subletting:

Under no conditions shall a Vendor sublet exhibit space or any thereof, even in the event of cancellation.

Exhibit Regulations:

All Vendors must be completely set up before 9:30am on Saturday. Vendors will not be allowed to move any material out of the building before the show closes Saturday. All material must be removed from the building on Saturday. Any material not removed from the building may incur a removal fee.

During Show Hours Vendors CAN NOT use large dollies or equipment to bring additional product into the building. If you find the need to bring large dolly into the building during show hours, please contact the Show Manager for an escort. Vendors CAN NOT block aisles at any time. All Vendors must keep all products inside the 10' x 10' or pre-determined area.

Booth Location:

Booth will be assigned based on items being sold.

I have read and agree to abide by all rule and regulations set by the N4Cs Home and Garden Show.

Authorized Signature _____ Title _____ Date _____

**RETURN ALL THREE (3) PAGES TO N4Cs, SIGNED BY MARCH 21ST, 2016.
PLEASE KEEP A COPY OF THESE DOCUMENTS FOR YOUR RECORDS.**

Thank you for your support of the N4Cs Home and Garden Show.