



Women's Health & Fitness Expo 2015
Rules and Regulations- Addendum to Agreement

Please Fax to: 845-802-7030

Please Mail to: 360 Washington Ave Kingston NY 12401

Dates -Times: The Women's Health & Fitness Expo (EXPO) 2015 will be held at Miller Middle School, 65 Fording Place Rd., Lake Katrine, NY **on Saturday May 2nd from 8:30 am until 4 pm.** Attendee Registration will open at 8:00 am. This allows Attendees time to locate workshops, demos, and seminars that begin promptly at 8:30 am. We request that vendors are at their booths by 7:50am.

The Women's Health & Fitness Expo (EXPO) is for the benefit of all Ulster County residents. The purpose of the EXPO is to inform and make women, men and families aware of the multitude of health and fitness practices that can benefit them in all life stages.

EXPO will NOT assume ANY liability or responsibility for loss or damage to the exhibits, displays or for personal injury of the Exhibitor or his/her representatives. **All Vendors and Exhibitors are to be covered under their own liability insurance policy.**

EXPO is staffed solely by community volunteers. Your courtesy and patience is appreciated.

Exhibitors will only promote their literature/information within their specific booth space assigned and at the assigned lectures, if applicable. Exhibitors failing to honor this will be barred from future EXPOS.

*** Exhibitors who leave EARLY will not be able to register for subsequent EXPOS**

Exhibitors shall not misrepresent their community status and shall act with honor and integrity in their dealings with the public; both at the EXPO and within the community at large.

Assignment of sub-lease: This agreement may not be assigned, nor may the contracted exhibit space be sub-leased, whole or in part.

Fees and refunds: All fees and balances due must be paid in full by April 15th 2015.

Refunds for cancellations will be considered only if the exhibit space can be resold without loss to the EXPO.

Booth Locations May be subject to change due to layout of building and number of exhibitors.

Exhibit space: booths approximately: 6 feet wide, 10 feet deep with a backdrop and 3 foot side rails, 1) 6' x 2' covered & skirted table, 2) chairs and 1) exhibitor sign with exhibitor name to be hung in booth. Additional chairs & tables may be purchased directly from booth provider.

Displays and activities cannot extend beyond the contracted exhibit space, nor interfere with those of adjacent exhibitors.

All exhibits must conform to "family fare" and the EXPO chairs retain the right at their discretion to order the removal of any display or any part thereof. Booth displays should be in accordance with the exhibits of similar nature and show first class handiwork in order to increase the public

perception of the Exhibitors and the EXPO.

Set Up & Tear Down: All set up and tear down must be done while the EXPO event is closed. All sign corrections and changes must be done during registration and set-up.

Parking: Exhibitors may park only in designated areas, set aside by Miller Middle School.

Security & Janitorial Services: Are provided during the EXPO. However, reasonable care and clean up is expected. Your exhibit space must be in "broom clean" condition upon vacating premises or there will be an additional fee assessed for janitorial services and may jeopardize your 2016 EXPO participation. Please see us if you have any questions.

Fire regulations prohibit the use of ANY flammable materials and smoking. Further, all aisles, exits and wall mounted fire equipment may in no way be obstructed or concealed. If helium tank is to be used, a secure tank stand MUST be provided.

Damage: No exhibit or display may be attached to the floors or walls of Miller Middle School. If any electrical cords are to be used, non-adhesive, rubber backed cord cover strips must be used. Exhibitors shall not deface any walls, ceilings, partitions, floors or other part of premises of the space without the Management's prior written consent. All signs must have prior written approval.

Exhibitor shall make certain: that there are no odors emanating from your exhibit. That no lighting device, radio, television, microphone, loudspeaker, telephone, megaphone or other similar device that the EXPO determines is annoying or offensive shall be used.

Exhibit and Miller Middle School must be kept clean at all times. The EXPO retains the right to assess the Exhibitor for all expenses incurred in rectifying any damage or clean up necessary.

Trash: Exhibitor shall comply with Miller Middle School management's requirements for storage and disposal of trash. All trash must be bagged and properly disposed of, before leaving area.

Loading and unloading of goods shall be done only at such times, in the areas, and through the entrances designated by EXPO volunteers or management.

Exhibitor shall obtain from any governmental authority all permits necessary to enable Exhibitor to conduct business at Miller Middle School. Exhibitor shall comply with all law, rules, orders, ordinances and regulations issued or enforced, and display some which are applicable to the EXPO or Exhibitors use thereof, by any governmental or regulatory entity.

At the close of EXPO on Saturday evening, ALL belongings, exhibits, papers and garbage must be removed from Miller Middle School or you, the Exhibitor shall be held liable for cost of clean-up and /or removal. THERE ARE NO EXCEPTIONS.

Overall, the Exhibitor agrees to comply with all reasonable requests of the EXPO and the EXPO agrees to make every effort to satisfy the particular needs, within reason, of the Exhibitor.

Yes, I have read the above rules and regulations and accompanying Agreement and I agree to comply.

Please Legibly Print Your Name and Your Organization or Business Name:

Please Sign Your Name:

X _____