



Pittsburgh & Western New York  
**GIFT SHOWS**

**EXHIBIT SPACE RATES**

One 10 x 10 Booth (80 Sq. Ft.) \$690    Each Additional 10 x 10 Booth: \$565

# of 10 x 10 Booths \_\_\_\_\_ **BOOTH NUMBERS:** \_\_\_\_\_

**CHOOSE ONE:**  Order Writing Only     Cash & Carry     Both

A complete Exhibitor Kit will follow when contract and deposit are returned.

**EXHIBITOR INFORMATION & AGREEMENT**

Exhibiting Company \_\_\_\_\_ Contact \_\_\_\_\_

Products / Lines Exhibiting \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Websites \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

BY SIGNING AND SUBMITTING THIS CONTRACT, YOU INDICATE THAT YOU ACCEPT THE TERMS AND CONDITIONS FOR RENTAL OF BOOTH SPACE. CORAL PRODUCTIONS MUST HAVE A COPY OF THIS CONTRACT SIGNED AND ON FILE TO CONFIRM YOUR BOOTH SPACE.

RETURN TO: **MAIN STREET CASTLE ENTERTAINMENT, PO BOX 35, VICTOR, NY 14564**



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**MANDATORY CREDIT CARD INFORMATION TO BE ON FILE FOR EACH SHOW**

Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_ Email \_\_\_\_\_

**CREDIT CARD**

IN ORDER TO UTILIZE THE SERVICES PROVIDED BY MAIN STREET CASTLE ENTERTAINMENT., THIS FORM MUST BE COMPLETED AND RETURNED AS THE METHOD OF PAYMENT YOU WILL BE USING FOR ALL SERVICES.

For your convenience, we will use this authorization to charges incurred as a result of show site orders with Main Street Castle Entertainment. If you fail to provide payment on your invoice by move-in, Main Street Castle Entertainment reserves the rights to charge the remaining balance to this credit card. Please arrange for complete payment by due dates.

AMERICAN EXPRESS                       VISA     MASTERCARD     DISCOVER  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-                      \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-  
\_\_\_\_\_  
Exp. Date                      CVW# (4 digits on front of card)                      Exp. Date                      CVW# (3 digits on back of card)

Cardholder Name (printed) \_\_\_\_\_  
Cardholder Billing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Cardholder Authorization Signature (signed) \_\_\_\_\_

**INDICATE PAYMENT OPTION**

Charge entire amount to my credit card (initial) \_\_\_\_\_  
 Charge \$ \_\_\_\_\_ amount to my credit card (initial) \_\_\_\_\_ Charge remaining balance due on due date (initial) \_\_\_\_\_  
 Company Check – Please make check payable to Main Street Castle Entertainment and indicate show name on memo line. Check number \_\_\_\_\_

BY SUBMITTING THIS FORM, WE HAVE READ, UNDERSTAND AND AGREE TO ALL PAYMENT TERMS AND CONDITIONS AND HAVE ADVISED OUR SHOW SITE REPRESENTATIVE ACCORDINGLY.

# Pittsburgh & Western NY Gift Show

## TERMS AND CONDITIONS FOR RENTAL OF BOOTH SPACE

<b>ASSIGNMENT OF SPACE</b>	The Pittsburgh & Western NY Gift Shows (hereon referred to as PGH/WNY) will make assignment of space guided by established exhibitor priorities and by requirements of individual exhibitors and their choice of locations, maintaining a proper classification of exhibitors and a uniform appearance of displays. PGH/WNY reserves the right to rearrange floor plan and/or relocate any exhibitor.
<b>PAYMENTS</b>	½ of total booth balance must be paid, by due date, to secure booth space. Remaining balance must be paid IN FULL prior to show date. Any check returned due to insufficient funds will be subject to a \$20.00 service charge.
<b>ORDER FORMS</b>	<b>IMPORTANT! <u>ALL ORDER FORMS MUST BE HANDED IN BY THEIR DUE DATE!</u></b>
<b>INSTALLATION OF EXHIBITS</b>	Installation of exhibits may commence according to the hours stated in the "EXHIBITOR INFORMATION" sheet. All displays must be completely set up 1 hour prior to show opening.
<b>REMOVAL OF EXHIBITS</b>	Exhibits must remain intact until final closing of show. Any exhibitor packing early will forfeit future display privileges. Any exhibitor who packs and leaves the show early will be fined \$200.00 per booth. Any exhibitor who starts packing prior to 3:00 on the last day of the show will be fined \$100.00 per booth.
<b>DISPLAY ARRANGEMENTS</b>	All booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in the space diagram. No display shall exceed 10 ft. in height unless show management grants prior permission.
<b>CARE OF EXHIBIT SPACE</b>	Exhibitor shall care for and keep in good order space occupied by him. Display area must surrender to PGH/WNY in the same condition as it was at the commencement of occupation. If the space occupied or equipment furnished to the exhibitor is damaged, exhibitor, on demand shall pay such sum as necessary to restore said space or equipment to its original condition.
<b>EXHIBITOR CONDUCT</b>	All exhibitors must conduct business within their own exhibits space and shall not solicit in the aisles. Exhibitors will not enter another exhibitor's booth without permission. Each exhibitor shall keep an attendant in his space during all open hours of the show. <b><u>EXHIBITORS WILL CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES, IN OR OUT OF THEIR BOOTH SPACE.</u></b> Those who do not adhere to this may forfeit their booth space.
<b>SUBLETTING SPACE</b>	Exhibitor shall not assign or sublet any space allotted to him and not advertise goods other than those manufactured by him or sold by him in the regular course of business.  No person, firm, or organization, not having regularly contracted with PGH/WNY for the occupancy of space in the exposition, will be permitted to display or demonstrate any products, solicit orders or distribute materials at the show. Any infringement of this regulation will result in the prompt removal of the offending person from the show site.
<b>EXHIBITOR BADGES</b>	An exhibitor badge will be issued to each booth attendant. Admission will be by official PGH/WNY badge only. Exhibitor badges must be pre-ordered and will be issued during installation hours before show opening.
<b>CANCELLATION</b>	Please Note: <b><u>ALL DEPOSITS ARE NON-REFUNDABLE.</u></b> PGH/WNY may, at their discretion, offer but not guarantee the Exhibitor, the opportunity to roll the payment amount over to a future event.
<b>LIABILITY</b>	The exhibitor assumes the entire responsibility and liability of theft, losses, damages, and claims arising out of injury or damage to exhibitors, displays, equipment and/or other property brought upon the show premises and shall indemnify and hold harmless the show building, Pittsburgh/Western NY Gift Shows, Main Street Castle Entertainment, Coral Productions, Inc., its agents, servants, and employees from any and all such theft, losses, damages and claims.
<b>INSURANCE</b>	Exhibitor acknowledges that the PGH/WNY, and its agents, do not maintain insurance covering exhibitors' property and that it is the sole responsibility of the exhibitor to obtain business interruption, theft and property damage insurance covering such losses.
<b>VIOLATIONS</b>	In the event of violation of these regulations on the part of the exhibitor, PGH/WNY may re-enter and take possession of the space and remove all goods at exhibitor's risk. Exhibitor will forfeit all monies paid to PGH/WNY on account thereof.
<b>SECURITY</b>	Exhibitors MUST carry their own insurance. PGH/WNY assumes no liability for theft, loss or damage by any cause and at any time
<b>GENERAL</b>	All matters and questions not covered by the regulations are subject to the decision of PGH/WNY.