



# EXHIBITOR APPLICATION & CONTRACT

**Save \$\$: Pay in Full by September 30, 2011 and Receive a 20% Discount!**

- January 18-19, 2012 • Lancaster, PA
- February 7-8, 2012 • Atlantic City, NJ
- January 18-19, 2012 • Lancaster, PA **AND** February 7-8, 2012 • Atlantic City, NJ

EP Henry Corporation (hereinafter referred to as Management) is hereby authorized to reserve space for the use of (exhibitor) \_\_\_\_\_ at the location(s) noted above for MAHTS® 2012.

**FEES:** The undersigned agrees that assigned space will be reserved for MAHTS 2012. A non-refundable deposit, 50% of the full booth rental must be received along with a completed Application & Contract in order to secure a booth assignment. Final booth payment is due by November 11, 2011. EXHIBIT SPACE WILL NOT BE ALLOCATED WITHOUT CONTRACT AND PAYMENT. No refunds will be given for cancellations.

	Lancaster	Atlantic City
100 Square Foot Inline Booth	\$1,250	\$1,500
100 Square Foot Corner Booth	\$1,500	\$1,750

**SAVE \$\$:** Reserve between 200 square feet and 500 square feet of booth space and receive a **10% discount**. Reserve 600 square feet or more of booth space and receive a **15% discount**.

**CERTIFICATE OF INSURANCE:** Exhibitors are required to provide EP Henry with a certificate of liability insurance covering your participation in MAHTS 2012. Certificates are to be on file with EP Henry no later than December 15, 2011. Please call your insurance agent and ask that a certificate covering the period from January 17, 2012 through February 9, 2012 to be issued to EP Henry Corporation naming EP Henry as the certificate holder and an additional insured. Certificates can be faxed to 856-845-6278.

**SHOW POLICY:** All exhibits must be confined to the booth space assigned to them. Exhibition of any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business is prohibited. No exhibitor may assign or sublet the whole or any part of the space allotted. The undersigned agrees to abide by all policies, requirements, restrictions, and regulations as set forth in this agreement or as may be especially designated by Management, or the facility restrictions. Failure to abide by such policies will result in the forfeiture of all monies paid or due under the terms of this agreement. The Exhibitor cannot assign or transfer this contract. Applications will be accepted or rejected in the sole discretion of EP Henry, for any or no reason. EP Henry will reject any company or product that it believes is not consistent with its policies or objectives, and will exclude or require modification of any exhibitor that it considers unsuitable or inconsistent with the character of MAHTS 2012.

- Total number of booths requested: Lancaster \_\_\_\_\_  Corner  Inline Atlantic City \_\_\_\_\_  Corner  Inline
- List vendors/manufacturers you would NOT like located in your vicinity: \_\_\_\_\_
- Product to be exhibited: \_\_\_\_\_
- Location preference: \_\_\_\_\_

Upon acceptance by EP Henry Corporation, this application, including the space assignment and policies as set forth, will constitute a contract between the Exhibitor and Management. If you have any questions regarding the show, please call Chris DeMalta or Rob Torrissi at 1-800-GO-MAHTS, ext. 209 or e-mail at mahts@ephenry.com. *Note: Personnel registration information will be collected under separate cover.*

**ACCEPTANCE:** (must be completed and signed)

YES, PLEASE SIGN US UP FOR MAHTS 2012  LANCASTER, PA  ATLANTIC CITY, NJ

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

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

**PAYMENT METHOD:** *SAVE \$\$: Pay in full by September 30, 2011 and receive a 20% discount!*

EP Henry will accept the following methods of payment:  VISA  MasterCard  American Express  Check (Please make check payable to EP Henry Corporation)

Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Check # \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Auth # (Back of card) \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit application and payment to: **EP Henry** • P.O. Box 615 • Woodbury, NJ 08096  
Fax: 856-845-6278



## LANCASTER, PENNSYLVANIA EXHIBITOR RULES AND REGULATIONS

- EXHIBIT HOURS:** Wednesday, January 18, 2012 from 8:00 AM – 6:00 PM and Thursday, January 19, 2012 from 8:00 AM to 3:00 PM. This time schedule may change, however, the dates will remain the same. Each exhibitor must arrange to have representatives in attendance during show hours.
- SHIPPING INSTRUCTIONS:** Please note that no deliveries will be accepted at the Lancaster County Convention Center prior to Tuesday, January 17, 2012. Deliveries to the Lancaster County Convention Center may be made on Tuesday, January 17, 2012 between 12:00 PM and 4:00 PM. Freight handling within the building will be arranged with the designated service contractor. The service contractor also will handle advance shipments. All shipments must be fully prepaid. Necessary forms and further instructions will be sent to each exhibitor. Advance shipments made through the service contractor, in compliance with their instructions, is the best way to guarantee that your display and materials will arrive promptly on Tuesday, January 17, 2012.
- INSTALLATION OF EXHIBITS:** Tuesday, January 17, 2012 from 12:00 PM to 4:00 PM. All exhibits must be completely installed by 4:00 PM on Tuesday to allow for cleaning and inspection of the Exhibit Hall. Failure to set-up your booth on Tuesday will result in the loss of booth space. No installation work will be permitted during exhibit hours.  
Exhibitors with large equipment can make arrangements to move-in vehicles and equipment on Tuesday, January 17, 2012 between 10:00 AM and 4:00 PM.
- DISMANTLING OF EXHIBITS:** Dismantling of exhibits will not begin until show closing at 3:00 PM on Thursday, January 19, 2012. All equipment and exhibits must be removed from the Exhibit Hall by 6:00 PM on Thursday, January 19, 2012.  
Materials/equipment remaining in the Lancaster County Convention Center after 6:00 PM on Thursday, January 19, 2012 will be sent to the General Exposition Services warehouse. Any expenses incurred as a result of this action will be the responsibility of the exhibiting company and not that of EP Henry Corporation.  
Trucks and tractors may be moved out on Thursday, January 19, 2012 by 6:00 PM, and AFTER all aisle carpet is removed. Vehicle keys will be returned at 3:30 PM for move-out to proceed through the loading dock doors.
- STORAGE** of crates, boxes, etc. may be arranged at the Service Contractor's desk, which will provide tags to be used by exhibitors to identify pieces to be placed in storage for the duration of the exhibit. There is a fee charged for this service.
- BOOTH PACKAGE TO INCLUDE:** Uniform booth background and dividers (8'-high curtain back wall, 3'-high matching dividers and aluminum uprights) will be supplied, as well as a 6'-skirted table, two folding chairs, booth carpet and a two-line uniform head sign (7" x 44") with company name and booth number. Booth carpet and table skirting will be show colors. Other colors are available at an additional cost.
- ELECTRICAL CURRENT:** 120-volt service is available. Higher voltage service is available upon written request to the Lancaster County Convention Center. A form will be included in the Exhibitor Service Manual.
- SPECIAL REQUIREMENTS:** Additional requirements on electrical current, decorations, furniture, etc. may be obtained and order forms are included in the Exhibitor Service Manual.
- ACTIVITIES:** Souvenirs and standard literature may be freely distributed, but exhibitors must confine their displays and activities to the assigned space. No exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted. Noisy or undignified displays, sound motion pictures, sound devices, megaphones, loudspeakers, or sideshow tactics are prohibited. Non-exhibitors are prohibited from soliciting at the show.
- ARRANGEMENT OF EXHIBIT:** Exhibitors with a booth construction exceeding 8 feet in height must receive written approval of EP Henry Corporation. Any construction exceeding 4 feet in height must be kept within 5 feet of back line of exhibit space. The ceiling clearance in the Exhibit Hall is 22 to 30 feet.
- CANCELLATIONS:** No refunds will be given for booth cancellations.
- LIABILITY AND INSURANCE:** Exhibitors shall provide EP Henry Corporation with a *Certificate of Insurance* evidencing insurance issued by an insurance carrier with a rating of at least A+ by Best as proof of insurance coverage in the amounts of Two Million Dollars (\$2,000,000.00) of Per-occurrence Limit Coverage to include: Comprehensive Form, Independent Contractors, Contractual, Fire Legal Liability and Products/Completed Operations. Such insurance coverage shall specifically name EP Henry Corporation, including its officers, employees, agents and contractors as additional named insureds. Such insurance shall cover any damage or injury to any and all persons attending, or property connected with, the Event when such persons or property are located in, on, around or about the Lancaster County Convention Center. The Exhibitor also agrees to indemnify and hold harmless EP Henry, for all Bodily Injury and Property Damage claims or suits arising from their negligence. Before being admitted to the exhibition, each exhibitor shall be required to furnish EP Henry Corporation a *Certificate of Insurance* evidencing the required liability insurance coverage herein described. Failure to provide such certification will not absolve the exhibitor of any of its responsibilities or indemnity obligations under this agreement. The EP Henry Corporation shall not be liable to the Exhibitor for the acts or omissions of any members, exhibitors or suppliers attending the 2012 Mid-Atlantic Hardscaping Trade Show™. The EP Henry Corporation, employees, and contractors will not be liable for failure to hold the exhibition as scheduled. Payment for booth space will be returned in that event, except that any actual expense incurred in connection with the exhibits will be deducted if the exhibition is cancelled because of fire, or any act of God, or the public enemy, or a labor strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of the EP Henry Corporation which makes it impossible or impracticable to hold the exhibition. Safekeeping of the exhibitor's property is the sole responsibility of the exhibitor. Each exhibitor must keep an attendant in their display during the hours listed under "Exhibit Hours." In all cases, exhibitors desiring to insure their exhibits and display material against fire, theft, etc. must do so at their own expense.
- PAYMENT:** Booth space will NOT be assigned until your non-refundable deposit is received. No exhibitor will be permitted to enter the Exhibit Hall until payment in full is received by EP Henry Corporation.
- HOTEL ACCOMMODATIONS:** Hotel reservation forms will be included in the Exhibitor Information Packet that is sent to each exhibitor. Hotel reservations must be made by you directly with the respective hotel at least 30 days in advance of the show in order to receive the show rate. We suggest that you identify your company as an exhibitor when making your reservation. Space is limited and provided on a first-come, first-served basis.
- EXHIBIT PERSONNEL:** All participants affiliated with exhibits must be registered. Each person will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. The number of badges issued to each exhibitor may be limited by EP Henry Corporation.
- EP HENRY CORPORATION:** EP Henry Corporation retains the right to discontinue any exhibit, which, in its opinion, is objectionable to exhibitors, to the industry, or to the public.
- GENERAL:** All matters and questions not covered by these regulations are at the sole decision of EP Henry Corporation, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them as the original regulations.