



# Exhibitor Contract

New Castle Bridal Fair & Women’s Expo  
Sunday February 4, 2024 12:00 PM – 5:00 PM  
Scottish Rite Cathedral | 110 East Lincoln Ave. New Castle, PA 16101

## Set Up Hours:

Saturday February 3, 2024

8:00 am – 7:00 pm

Sunday February 4<sup>th</sup> 2024

(Morning of the show)

8:00 am – 11:30 am

## Tear Down:

Everything must be removed from the venue immediately following the show starting at 5:00 pm

### EXHIBITOR INFORMATION TO BE PUBLISHED:

Exhibiting Company  
Street Address (No P.O. Boxes)  
City  
State/Zip Code  
Phone and Ext. Facebook and Instagram Handle  
E-mail Website

### CONTACT INFORMATION:

Contact Name  
Contact Mailing Address (if different, no P.O. Boxes)  
City  
State/Zip Code  
Phone and Ext. Fax  
E-mail Website

### EXHIBITING PACKAGE

10 ft x 10 ft Space – Do you require access to electric to run your booth? Yes \_\_\_ No \_\_\_  
Table (30”x 96”) and Chairs -- Number of tables needed (max 2) \_\_\_ Number of chairs needed \_\_\_  
(Contact Erin/Jess if you need more than 2 tables [ncbridalfair@gmail.com](mailto:ncbridalfair@gmail.com))

### Website listing from August 2023 – August 2024.

Your listing will start once we receive your completed contract and at least 50% payment or payment in full. Exposure time will be determined by when we receive your completed contract and at least 50% payment or payment in full is received by the NCBF.

### Social Media Exposer – Instagram and Facebook

Electronic Complimentary Ticket Link Do you want paper tickets as well? Yes \_\_\_ No \_\_\_

Your Promo Code will be emailed to you once we receive your contract. Paper tickets will only be sent per request.

### Complete list of bridal attendees for post-show follow up.

This information is not to be shared with anyone that is not within your organization.

Payment Policy: Full payment or 50% of the total space rental is due with this application. Any balance remaining is due and payable no later than December 31, 2023. Failure to pay the balance by the deadline will subject the exhibitor to cancellation of the contract and forfeiture of all monies paid, and exhibitor will remain responsible for full space rental fee. Applications received without payment will not be processed. No refund will be made for a cancellation received after October 31, 2023.

### PAYMENT INFORMATION

Payment must accompany registration form. All remittance is due in US dollars. Return contract to:

New Castle Bridal Fair PO Box 7531 New Castle, PA 16107

- Check payable to: The New Castle Bridal Fair
- Venmo - ncbridalfair  PayPal - ncbridalfair@gmail.com
- Credit Card (Invoice will be emailed to the email below)

Exhibitor Package Fee \$500.00

Swag Bag Sponsor \$100.00

50% Payment \_\_\_\_\_ Pay in Full \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Must be paid in full by December 31, 2023

### CONTACT INFORMATION:

Same as above  Different (Complete section below)

Contact Name  
Contact Mailing Address (if different, no P.O. Boxes)  
City  
State/Zip Code  
Phone and Ext. Fax  
E-mail Website

### FOOD SERVING

We will \_\_\_ will not \_\_\_ be serving/sampling/selling food  
I do \_\_\_ I don’t \_\_\_ have a food license within the city of New Castle Pennsylvania.

Please see section 13 on page 2 if you need a temporary license for the event.

### SWAG BAG SPONSORSHIP

\_\_\_ Yes, I would like to be a swag bag sponsor \$100.00

- Provide one gift item or promo item per bride (100). Feel free to attach your business card to each insert
- A shout-out will be given to you/your business at the event in front of all attendees
- Feel free to provide a bio or short description for our team to read when we give you a shout-out – Please email to [ncbridalfair@gmail.com](mailto:ncbridalfair@gmail.com)
- We will handle all distribution at the event

### SIGNATURE AND AGREEMENT

The exhibitor agrees to abide by all exhibit terms, conditions and regulations set forth on this form and on Page 2 of this contract.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name and Title \_\_\_\_\_



### 1. CHARACTER OF EXHIBIT

The purpose of exhibits at NCBF, consistent with NCBF objectives, is to promote your product and services to the attendees. Each Exhibitor agrees to exhibit only the products associated to their business and no outside business not contracted into the show. In general, Exhibitors are not permitted to obstruct the view or adversely affect the displays of other exhibitors. Exhibitors may not conduct activities outside of their dedicated 10x10 space unless approved by management. The general appearance of the show must take precedence over that of any individual exhibit and NCBF may, in its sole determination, require rearrangement, at the Exhibitor's expense, of any display that is in violation of the Rules and Regulations. NCBF reserves the right to prohibit any exhibit, part thereof, or proposed exhibit that in its opinion is not in keeping with the spirit and character of the exhibit as same set forth in this document. NCBF reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or any other reason and also to prohibit or to evict any exhibit that in the opinion of NCBF may detract from the general character of the exhibit program as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that NCBF determines is objectionable to the exhibit program as a whole. In the event of such restriction or eviction, NCBF is not liable for any refund or other expenses incurred by the Exhibitor. Acceptance of this contract by NCBF should in no way be construed as an endorsement by NCBF of the exhibiting company or its products or services. Please **DO NOT** tape, thumb tack or staple any type of signs, literature, etc. to the walls or woodwork. Please respect this beautiful historical facility.

**YOU ARE RESPONSIBLE FOR:** Table coverings, tape, extension cord (at least 25 ft), scissors, markers and anything else necessary to create your display.

#### **WE PROVIDE**

Tables and Chairs 30" x 96".

### 2. ASSIGNMENT AND RELOCATION OF EXHIBITS

Exhibitor understands and agrees that NCBF has sole discretion on the assignment of booths. NCBF is under no obligation to assign Exhibitor any of the booths preferred by Exhibitor. NCBF reserves the right to alter Exhibitor's assigned location at any time in its sole discretion if deemed in the best interest of the exhibit program as a whole. Before exercising its discretion, NCBF will contact Exhibitor. All measurements shown on the floorplan are believed to be accurate, but NCBF reserves the right to make such modifications as may be necessary to meet the need of Exhibitors and the exhibit program as a whole.

### 3. PAYMENTS

The cost for rental of exhibit space is shown on the application. Fifty percent (50%) of the exhibit fee must accompany this application as a deposit, with the balance due no later than December 31, 2022. All applications received after this time must be accompanied by full payment. Requests for space will be considered only after a signed application and deposit have been received. Refund of the Exhibitor's deposit will be made in the event that NCBF does not accept the Exhibitor's application. Exhibit invoice payments are due based on the schedule in the signed contract. Exhibitors with unpaid invoices will not be allowed to exhibit and a 1.5% per month finance charge will be assessed on all invoices in arrears. In addition, Customer will reimburse NCBF for the cost of any collection or legal service utilized by NCBF to collect any amounts due hereunder. Notwithstanding, any provision in an Order or other agreement to the contrary, if Customer is an agency, both agency and principal advertiser are jointly and severally liable for all payments due hereunder. If Customer is an agency, NCBF reserves the right to notify principal advertisers regarding any overdue and unpaid invoices.

### 4. CANCELLATION

In the event that the Exhibitor cancels participation in the exhibit, Exhibitor shall promptly notify NCBF in writing. If the cancellation or reduction is received by NCBF before October 31, 2022, 50% of the full exhibit price or full price for the space relinquished, will be retained by NCBF. No refund will be made for a cancellation or reduction received after October 31, 2022, and full payment of any unpaid balance is required. Upon cancellation, Exhibitor loses all right to space and NCBF reserves the right to reassign that space to another Exhibitor. In addition, the exhibitor loses the right to use any complimentary exhibitor registration badges. Exhibitor agrees that it is responsible for the total exhibit space rental for the originally contracted and assigned space.

### 5. FAILURE TO MAKE PAYMENT

Any person, partnership, or corporation contracting for space who shall fail to make the payment as herein provided, whether such person, partnership, or corporation desires to exhibit or not, shall thereby and thereupon forfeit all rights to the use of the selected space, and NCBF shall have the right to dispose of such space in such a way as it may consider to its interests without any liability on the part of NCBF. Any Exhibitor who fails to pay for and occupy said space shall be and shall remain liable for the payment agreed on.

### 6. BOOTH SETUP/DISMANTLING GUIDELINES

Setup time, exhibit hall hours, and dismantling time are listed above in page 1. Each Exhibitor must deliver to the exhibit hall area all equipment, apparatus, goods, materials, etc., and there erect and completely install the display in the space contracted by such Exhibitor no later than thirty (30) minutes prior to the published opening time of the exhibit hall. Work will be strictly prohibited after that time. Exhibits will not be permitted to be packed or removed from the building at any time after installation until the final closing of the show at 5 pm unless special permission in writing is obtained from NCBF. Failure to comply will result in a \$300 fine. Booth must be fully staffed during the entire expo. NCBF reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs, with full and sufficient notice given to all contracted Exhibitors.

#### UNLOADING:

The easiest way is to pull into the WEST PARKING LOT on the right side of the building.

The lower door will allow ground level unloading.

Please unload inside the door and MOVE YOUR VEHICLE. That way we can avoid traffic backup. Then you can move your items to your spot.

Following these processes will keep a smooth flow and avoid backups. **Please be courteous.**

### 7. SOUND RESTRICTIONS

Sound-producing or amplifying devices that project sound must be tuned so as not to exceed 85 db. NCBF reserves the right to determine at what point sound constitutes interference with other Exhibitors.

### 8. USE OF SPACE

All promotional material must be distributed from within the confines of the Exhibitor's own contracted space. Materials bearing any name or form of advertisement may not be displayed anywhere other than the space contracted. No Exhibitor shall sublet space allotted. Each Exhibitor is responsible for keeping the aisle or aisles near contracted space free of congestion resulting from demonstrations or promotions.

### 9. MARKETING PARAMETERS

Exhibitors are prohibited from scheduling hospitalities or programs outside of their exhibit contracted space(s) during times of the NCBF official program.

### 10. FORCE MAJEURE

Because of the nature of the enterprise undertaken by NCBF, the same being dependent on its securing a sufficient and satisfactory number of Exhibitors at the Conference, it is specifically understood and agreed that if, in the sole opinion of NCBF, it is not practical to carry out the terms of this agreement for any reason, without limiting it to any embargo or regulation of any department or agency of the United States government against the holding or carrying out of said exhibit program as a whole, NCBF shall have the right to cancel the same and this agreement, in which event any payment made by the Exhibitor to NCBF shall be returned to Exhibitor, and NCBF hereby expressly waives any and all claims of any kind and nature except for such amount as Exhibitor has previously paid for space, excepting if said event causes the exhibit program to be canceled ten days or less prior to the opening date of such exhibit program, fifteen percent (15%) of the full exhibit contract fee will be retained by NCBF.

### 11. LIABILITY

Exhibitor must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitor undertakes and agrees to indemnify and hold harmless NCBF and its officers, board, agents, and representatives from any and all claims for damages, suits, etc., by any person by reason of negligence of the Exhibitor, its agents, representatives, or employees. Exhibitor agrees to release and to indemnify and hold harmless NCBF from any and all claims for damages, suits, etc., for injuries to themselves or their employees and for damages to property in their custody, owned or controlled by them, which claims for damages may be incidental to, grow out of, or be connected with their use or occupation of space contracted; however, nothing herein shall release NCBF from any

liability for claims, damages, suits, etc., that are the result of the negligence of NCBF. Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless the exhibit facility, NCBF, and their representatives for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the exhibit program or in conference activities. NCBF will not be liable in any instance for any unforeseen expenses incurred by Exhibitor due to the terms of the lease that NCBF has with the exhibit facility.

### 12. INSURANCE

Exhibitor agrees to procure and maintain adequate insurance coverage during the dates of the NCBF conference, including move-in and move-out days, and be prepared to furnish a certificate(s) of insurance to NCBF if requested. Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by Exhibitor, NCBF, or the Convention Center. NCBF shall not in any event be liable to Exhibitor for any damages.

### 13. FOOD LICENSE

You must be licensed within the city of New Castle Pennsylvania in order to serve or sample food at the event. If you do not have a license, you can get a temporary permit. The cost is \$50.00. The application can be downloaded at

<https://www.newcastlepa.org/departments/health-department/>

If you have any questions you can contact:

**Patrick McGuire**

Health & Gaming Officer

[health@newcastlepa.org](mailto:health@newcastlepa.org)

724-971-4871

Make sure to have a copy of the food license with you at the event. The health department is obligated to stop by to do an inspection prior to the event.

Please note that you are NOT PERMITTED to use the kitchen the day of the event as there is no kitchen manager on staff. You will need to prepare all food in advance.

### 14. TAX AND LICENSING

Exhibitors who choose to sell products or services assume full responsibility for securing licenses and collecting all applicable fees and taxes. Exhibitor will comply with all federal, state, and local laws as well as the rules and regulations of the host venue.

### 15. GIVEAWAYS

Each Exhibitor is asked to participate with a giveaway from your booth. You will be responsible for drawing the name from your booth. A container will be provided to you for your entry submissions.

### 16. VIOLATIONS

Any violation of these terms and conditions and/or the rules and regulations contained in the prospectus on the part of any Exhibitor will nullify Exhibitor's right to occupy space. Such Exhibitor will not be released from liability and will forfeit to NCBF all monies that have been paid. In case of any violation of the terms and conditions and/or the rules and regulations on the part of the Exhibitor, right is hereby given to NCBF, at its option, to terminate the agreement to occupy space, and NCBF may enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's own risk.

### 17. AMENDMENT TO TERMS AND CONDITIONS

Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of NCBF. NCBF may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes, amendments, or additions shall be binding on Exhibitor equally with the other terms and conditions contained herein.

**Please initial below and return with your contract.**

Initials: \_\_\_\_\_