

# 2012 Rules & Regulations

1. Rules and Amendments: Exhibitor agrees to the terms, conditions, rules and regulations set forth below. The York Builders Association has the full authority to make such further rules, amendments, and regulations as may be considered necessary or desirable for the safe and proper conduct of the show. The York Builders Association has full authority to interpret and enforce all rules and regulations.
2. Valid Contract for Space. Applicants are required to execute and forward the Application/Contract to The York Builders Association. To be valid, each contract must convey payments as stated on the Application/Contract.
3. Payment - a \$200 deposit is due September 1, 2011, 50% of the remaining balance is due October 1, 2011 with the final payment due January 1, 2012. Payments after January 1, 2012 must be paid in cash, money order, or certified check.
4. Cancellations must be in writing. Booths cancelled prior to December 1, 2011 will receive a refund minus a \$50 cancellation fee. After December 1, 2011, a 50% refund minus a \$50 cancellation fee will be given if the entire show floor is sold out. Refunds will be processed after the show.
5. Booth space purchased after January 1, 2012, must be paid in full with cash, money order, or certified check.
6. Space Assignments - Previous year exhibitors have until August 31, 2011 to secure their previous year booth. After August 31, 2011, all booth assignments will be based upon contracts submitted on a first-come, first-served basis.
7. \*APPLYING FOR MEMBERSHIP. Non-members may apply for York Builders Association membership if requirements are met. Membership approval is required by February 1, 2011. Exhibitor application must be submitted with the non-member rate. Upon Membership approval, a refund will be issued.
8. All Exhibitors must be current in all debts to the York Builders Association and Penn State Exposition Services in order to participate in the Show.
9. Exhibitors must be registered prior January 5, 2012, to be listed in the Home Show guidebook.
10. Exhibitor Passes permit exhibitors to enter the Show area without payment. Exhibitor passes will be available for pick up at the Exhibitor Check in during show set up. Passes will only be given upon receipt of full payment. Exhibitor passes are not collected but are shown only and can be used throughout the Show. Exhibitors can purchase complimentary passes at half-price to supplement the exhibitor passes. Exhibitor passes and half price passes are to be used by exhibitors only.
11. Entry to the Show area during non-Show hours is strictly prohibited. The buildings are kept locked and no one is admitted without special permission from the York Builders Association Staff.
12. All reasonable means are taken by the York Builders Association to protect the property of the exhibitors. However, all goods, wares, and merchandise of any kind placed in the Show is understood to be at the owner's risk and by acceptance of this contract, the York Builders Association is released from any and all claims, demands, suits, judgments, costs, attorney's fees, and other damages arising out of occurrences in or at the leased space or as occasioned or suffered by exhibitor or any of its employees, agents or persons in attendance in or at such space. EXHIBITORS ARE URGED TO USE CAUTION AND NOT LEAVE VALUABLES IN BOOTHS WHEN NOT ATTENDED, DURING SET-UP AND TEAR-DOWN.
13. The York Builders Association reserves the right to prohibit an exhibit or part of an exhibit which, in their judgment, may detract from the character of the Show. This restriction includes persons, things, displays, conduct and printed matter.
14. Subletting of exhibit space is prohibited. Two or more firms may not exhibit in a single space unless a special arrangement is made with the York Builders Association.
15. Contracted exhibit space is sold in increments of 10' X 10' floor space with a height of 10' or Showcases which are sold in increments of 20' X 20' floor space with a height of 20'. The height of the contracted space includes all signage, banners, figures, mascots, etc. Exhibitors will be required to remove items which exceed the height restriction.
16. No exhibit will be permitted to protrude into adjoining booths or the aisles at either floor or height levels. No exceptions to this rule. No signs may be erected which block the visibility of another booth.
17. All drawings for prizes and give-a-ways must be registered with the York Builders Association in advance for approval. No exhibitor may advertise or distribute tickets for prizes or give-a-ways which are contingent upon a purchase, or conduct any promotions with obligations imposed.
18. ONE ELECTRICAL SERVICE (110 volt 20 amp) is included in the cost per exhibitor not per booth space. Special electrical needs are provided at the exhibitor's expense and must be requested using a form supplied by York Builders Association. This form must be received by the York Builders Association three weeks prior to exhibitor set-up. Exhibitors must share access to electrical outlets and are prohibited from blocking any access. Extension cords are the responsibility of the exhibitor and must be approved gauged to the size of the load according to N.E.C. All equipment regardless of source of power must comply with National Electrical Code, all Federal, State and Local Safety Codes.
19. No popcorn, helium balloons or amplification equipment.
20. The exhibitor will be required to replace, repair or otherwise assume all expenses for any defacement or injury of the premises cause by their exhibit or its representative(s).
21. All aisles must be kept clear. Exhibits, interviews, demonstrations, distribution of literature, etc. must be made within the exhibitor's space only.

22. Booths must be able to pass Fire Marshall's inspection and for this reason non-flammable materials are recommended.
23. Duct Tape - is not permitted on the show floor. Per York Expo Center Rules & Regulations - under NO circumstances may anything other than non-residue type tape be used. Failure to comply will result in a \$100 clean up charge.
24. Forklift and Scissor Lift services are available at a charge of \$38 per half hour to be billed in full 1/2 hour increments. Arrangement for use must be made with York Builders Association representative present during set up and tear down.
25. Insurance - Exhibitors, at their expense, shall obtain and maintain in effect a commercial general liability insurance policy, written on an occurrence basis, that provides coverage against claims for bodily injury or property damage occurring on the premises of the Show, including without limitation the building and parking lots. Such policy shall afford protection with an occurrence limit of not less than One Million Dollars (\$1,000,000.) The exhibitor shall name the York Builders Association as additional insured on such policy and shall deliver to the York Builders Association a certificate of insurance evidencing said coverage. Failure by the exhibitor to comply shall result in termination of this contract without refund of any part of the rental fee.
26. Neither the York Builders Association, nor York Expo Center, shall be required to perform any term, condition, or covenant in this lease so long as such performance is delayed or prevented by Acts of God, strikes, lockouts, materials or labor restrictions by any governmental authority, civil riot, floods, or any other cause not reasonably within the control of the York Builders Association or York Expo Center and which by the exercise of due diligence York Builders Association or York Expo Center is unable, wholly or in part to prevent or overcome.
27. All disputes arising from any cause whatsoever among exhibitors shall be adjusted by the York Builders Association whose decision shall be final. All special requests by exhibitors shall be directed to the York Builders Association. The York Builders Association reserves the right to adopt and promulgate such further Rules and Regulations it deemed necessary.
28. Curtains - are included in the cost of the booth space. Exhibitor is required to notify York Builders Association of curtain needs three weeks prior to show by completing and returning required form.
29. Floor Coverings - all booths must have proper floor covering (i.e. carpet, hardwood floor, etc.) All concrete must be covered or exhibiting company will not be allowed to participate.
30. Exhibitor's booth is to be staffed by an authorized representative(s) during all Show hours. Exhibitors not able to staff their booth the entire weekend must give written notice by January 31 to the York Builders Association regarding the date and time the booth will not be staffed. Exhibitor is required to place a sign in their booth indicating their absence.
31. Exhibitor must, at its own expense, keep its booth clean, rugs vacuumed, products dusted, and displays in good order.
32. Set up - displays consisting of trailers/vehicles or that require large vehicles or equipment to erect must be set up no later than 12:00 p.m., Wednesday, February 1. Curtaining will begin Wednesday afternoon which will prohibit entrance of large vehicles.
33. Dismantling of Exhibits - no exhibit shall be dismantled, packed, or removed, in whole or in part, during the scheduled Home Show hours. Exhibits must remain intact and in place until after 4:00 p.m. on Sunday, February 5, 2012. Violators will be fined \$150.
34. Cash-n-Carry sales are allowed from the booth. PA Sales Tax Number must be provided to the York Builders Association..
35. Violations - any exhibitor breaching or violating any of the above Rules and Regulations shall upon oral notification by the York Builders Association forthwith comply with such Rules and Regulations. If the oral warning is not heeded and violation of the terms and conditions of these regulations on the part of any exhibitor continues, right is hereby given the York Builders Association to terminate the lease to occupy space at its option, and the York Builders Association may re-enter and take possession of the space occupied by the exhibitor and remove all persons and goods at the exhibitor's own risk and the exhibitor shall pay all expense in connection with such removal and all damages which the York Builders Association may incur, and forfeit all money paid or due the York Builders Association on account thereof.



**YORK BUILDERS**  
ASSOCIATION