



**8th Annual Western New York Farm Show**

Thursday, February 1<sup>st</sup> 10am - 4pm

Friday, February 2<sup>nd</sup> 10am - 4pm

Saturday, February 3<sup>rd</sup> 9am - 3pm

Erie County Fairgrounds • 5600 McKinley Parkway • Hamburg, New York 14075

**2018 WNY Farm Show Contract**

<b>Booth Size</b>	<b>Paid by 8/31/2017</b>	<b>Paid By 12/31/2017</b>	<b>Paid After 12/31/2017</b>
10'x10' Booth Not for Profit ONLY	\$150	\$200	\$250
10'x20' Booth Not for Profit ONLY	\$250	\$300	\$350
10'x10' booth = 100 sq ft	\$350	\$450	\$550
10'x20' booth = 200 sq ft	\$600	\$700	\$800
20'x20' booth = 400 sq ft	\$1,100	\$ 1,200	\$ 1,300
30'x30' booth = 900 sq ft	\$2,000	\$ 2,100	\$ 2,200
40'x40' booth = 1,600 sq ft	\$2,400	\$ 2,500	\$ 2,600

\*In order to qualify for the Not for Profit rate, you must provide a copy of the companies 501 (C) 3\*

**Enclosed is payment of \$ \_\_\_\_\_ . Cost of a \_\_\_\_\_ sized booth.**

*Make all checks payable to the Erie County Agricultural Society*

*We also accept credit card payments*

Charge to:  Visa  MC  AmEx  Discover

Credit Card # \_\_\_\_\_ Cardholder \_\_\_\_\_ Security Code \_\_\_\_\_

Amount \$ \_\_\_\_\_ Exp Date \_\_\_\_\_ Signature \_\_\_\_\_

Please return all payments & contracts to:

Erie County Agricultural Society Attn: WNY Farm Show 5600 McKinley Parkway Hamburg, NY 14075

Fax: 716-649-4687 Online: [www.WNYFarmShow.com](http://www.WNYFarmShow.com) Email: [WNYFarmShow@ecfair.org](mailto:WNYFarmShow@ecfair.org)

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

Contact Person \_\_\_\_\_

Products | Service Offered \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Will you need access to an electrical outlet? \_\_\_\_\_ What voltage? \_\_\_\_\_

Name of Person in charge attending the show: \_\_\_\_\_ Show Day Phone: \_\_\_\_\_

Show Day Email: \_\_\_\_\_

Please indicate your booth number preference in desired order (see attached maps for booth #'s)-

Booth Preference #1 \_\_\_\_\_ Booth Preference #2 \_\_\_\_\_ Booth Preference #3 \_\_\_\_\_ Booth Preference #4 \_\_\_\_\_

**Please submit contract to the show management. A copy of the contract will be returned to the exhibitor as confirmation of space assignment as indicated above.**

**PLEASE READ THE EXHIBITOR RULES, REGULATIONS AND INFORMATION BEFORE SIGNING THIS CONTRACT.**

It is agreed that show management will assign spaces by carefully considering factors including, but not limited to: date of receipt of contract & deposit, exhibitor requests, and the overall good of the show. Proof of insurance (sample of insurance requirements attached) must be submitted by December 31, 2017

Contract is not valid without payment in full. In signing this agreement, we agree to conform to the terms, conditions and covenants contained in this application

And contract for exhibit space. We agree to meet all deadlines and abide by policies set by the show management.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY, Space Confirmation:</b>		
Contract Received: _____	Check#/ C.C. # _____	Amount _____
Staff Initials _____	Building and Space #Assigned: _____	
<small>*Please see attached map for exact location*</small>		



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# 2018 Exhibitor Information, Rules and Regulations

## A) Pre-Show Information:

- a. Promotion of the show: The WNY Farm Show will be promoted through radio, print, direct mail, the internet, and other direct contact. Further promotion will be achieved via partnerships with multiple for profit and non-profit organizations.
- b. Pricing: Booth prices include the following: (some spaces may vary slightly due to building dimensions, however – the total square footage will equal the space paid for, unless agreed to by both the exhibitor and management).
  - i. **10x10** booths receive pipe and drape background, two (2) chairs, one (1) 8' table, one (1) table drape, access to 110v electrical outlets, a contract card with the name of your business and booth number, a hyperlink to your website on [www.wnyfarmshow.com](http://www.wnyfarmshow.com), and a 3¼" wide x 2" tall advertisement in the show program (if received by January 6, 2018).
  - ii. **10x20** booths receive pipe and drape background, (depending on location), two (2) chairs, one (1) 8' table, one (1) table drape, access to 110v electrical outlets, a contract card with the name of your business and booth number, a hyperlink to your website on [www.wnyfarmshow.com](http://www.wnyfarmshow.com), and a 3¼" wide x 4 1/8" tall OR 6¾" wide x 2" tall advertisement in the show program (if received by January 6, 2018).
  - iii. **20x20** booths receive two (2) chairs, one (1) 8' table, one (1) table drape, access to 110v electrical outlets, a contract card with the name of your business and booth number, a hyperlink to your website on [www.wnyfarmshow.com](http://www.wnyfarmshow.com), and a 3 1/16" wide x 10 ¼" or 5" by 6 3/8" tall advertisement in the show program (if received by January 6, 2018).
  - iv. **30x30** booths receive two (2) chairs, one (1) 8' table, one (1) table drape, access to 110v electrical outlets, a contract card with the name of your business and booth number, a hyperlink to your website on [www.wnyfarmshow.com](http://www.wnyfarmshow.com), and a 10 1/4" wide x 6 3/8" tall OR 5" wide x 13" tall advertisement in the show program (if received by January 6, 2018).
  - v. **40x40** booths receive two (2) chairs, one (1) 8' table, one (1) table drape, access to 110v electrical outlets, a contract card with the name of your business and booth number, a hyperlink to your website on [www.wnyfarmshow.com](http://www.wnyfarmshow.com), and a 6 3/4" wide x 10 3/4" tall advertisement in the show program (if received by January 6, 2018).
  - vi. Additional services, such as electrical connections above 110v, additional tables or chairs, larger advertisements in the program are available upon request.
- c. Allocation of Space: Assignment of exhibitor spaces is a function of management. Management will accommodate exhibitor requests as best it can. Factors that affect decision making include date of request, length of time as a show exhibitor, compatibility, and nature of exhibit, space requested, and the overall good of the show.
- d. Subletting of leased space is strictly prohibited, no exceptions.

## B) Exhibitor Installation, Set Up, and Tear Down:

- a. Management retains the right to schedule times for arrival/set-up and tear-down of larger exhibitors. This schedule will be given at least two weeks prior to the show and is done for safety reasons and to prevent as many bottlenecks as possible. Management will provide a hot water pressure washing service for machinery & equipment entering the building.



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- b. Management will provide equipment to load and unload equipment too heavy or large for exhibitors to handle by themselves. Beyond this service – set up and tear down of exhibits is the responsibility of the exhibitor.
- c. Exhibits must conform to governmental fire and safety laws and ordinances.
- d. It is understood and accepted that dismantling of exhibits will not occur prior to the end of the show at 3pm on Saturday; failure to remain set up until 3pm on Saturday February 3<sup>rd</sup> will call for review of contract for future shows.
- e. All exhibitor materials must be removed from the buildings by the exhibitor by 9pm on Saturday, February 3<sup>rd</sup>. Larger exhibitors may request management to provide an additional day to remove equipment from the fairgrounds. Management assumes no liability or responsibility for exhibitor materials left inside the buildings or on the fairgrounds past these agreed upon times.

### C) Show Information

- a. The buildings will be open to exhibitors at 9am on Thursday, Friday, and 8am on Saturday. Building will close to exhibitors one hour after public hours on Thursday and Friday.
- b. Food and Beverages may not be distributed without prior management approval. There is a contractor on site that will provide concessions and beverages to all attendees.
- c. Attendance is free for all attendees. The general public will be allowed into the building from 10am to 4pm on Thursday, Friday from 10am to 4pm and from 9am to 3pm on Saturday.
- d. Security: Buildings will be locked during non-show hours. Additional security measures are provided by management.
- e. Due to the unpredictable weather of WNY in early February, we cannot guarantee the buildings will be warmer than 55° Fahrenheit during inclement weather. Please dress appropriately. **SPACE HEATERS WILL NOT BE PERMITTED.**
- f. The majority of booth spaces have a concrete floor. Please plan accordingly for your feet & leg comfort.

### D) Liability

- a. Certificate of Insurance: Certificate holder must be Erie County Agricultural Society Inc. The Certificate shall include language that names the Erie County Agricultural Society, Inc. as additional insured for general liability on a primary and non- contributory basis with waiver of subrogation to apply in favor of certificate holder. Coverage limits in the amount of \$1,000,000 for general liability including products and completed operations, automotive liability, and statutory workers compensation must be provided. The certificate shall list the dates from February 1<sup>st</sup> to February 10<sup>th</sup>, 2018. **Sample of insurance requirements attached.**
- b. Hold Harmless Agreement: Exhibitor holds management harmless in the event of injury or damage to any party as a result of exhibitor or exhibitor representatives' negligence.
- c. Cancellation & Default Policy:
  - i. Any exhibitor that fails to set up and staff an exhibit space is not entitled to a refund.
  - ii. Management accepts no responsibility for having included the name, logo, website address, or other cancelled exhibitor information in its' promotional activities.
  - iii. Refund policy is as follows: No refunds given if cancellation occurs within 30 days of the start of the show. A 50% refund is given for written cancellation notice between 31 and 60 days prior to the show. A 70% refund will be given for cancellations 61 days or more prior to the show.

### E) Miscellaneous:

- a. **Any** items not described in this contract shall be resolved at the sole discretion of management.
- b. If, due to weather or state of emergency as declared by a governmental entity, the show dates cannot be used in part or in full, show management reserves the right to offer a prorated refund after accounting for all expenditures.