

Central Susquehanna Builders Association

34th Annual Home and Outdoor Designer Show

March 19,20,21, 2021



*Exhibitor
Information &
Registration*

SHOW LOCATION

Bloomsburg Fair Grounds
620 W. 3rd St.
Bloomsburg, Pa 17815

SHOW CONTACT

570-966-0625 – centralsusqbuilders@gmail.com

SHOW DATES & HOURS

New Show Dates and Times

Friday, March 19 3pm – 8pm
Saturday, March 20 10am - 7pm
Sunday, March 21 10am – 4pm

ADMISSION

Adults: \$5

Children 17 and under FREE with adult admission

Current Active Military, Law Enforcement and First Responders FREE with proper ID
FREE Parking

EXHIBITOR MATERIALS

Exhibitor Rules and Materials will be sent electronically after the registration form is received and will also be located on the CSBA website. Materials can be mailed to you upon request.

SALES

Any exhibitors who are direct sales will be PERMITTED to sell during the show. Absolutely NO microphones or megaphones will be permitted. No soliciting sales in the aisles, you must sell within your booth.

ELECTRICITY

Electric is included. You may use your own power strip and extension cords for additional plugs. All displays with electricity must be turned off every night at show's closing.

EXHIBITOR SET UP DAYS & TIMES

Wednesday, March 17: 8am-5pm

Thursday, March 18: 8am-5pm

No Friday setup without prior authorization

If there is any conflict with the times available to set up, please contact the CSBA office.

EXHIBITOR TEAR DOWN DAYS & TIMES

****EARLY TEAR DOWN IS NOT PERMITTED****

Sunday, March 21: 4pm –8pm

Monday, March 22: 7am – 12pm

BOOTH RESERVATIONS

If you were a paid vendor in the 2020 show and did not request a refund, you can reserve your same booth or, have first choice in available space. Please have your booth choice made and reserved by September 1, 2020.

Booth sales will open to all vendors on September 1, 2020, and *all booth space MUST be paid IN FULL by February 1, 2021.* (Insurance Certificates must be received by this date as well)

Please make all checks payable to:

Central Susquehanna Builders Association

708 Bloom Rd.

Danville, Pa 17821

CANCELLATION POLICY

Exhibitor shall have the right to cancel this contract at any time by written notice to Central Susquehanna Builders Association (CSBA). If written notice of cancellation is received before January 1, 2021, CSBA will refund all monies received to date. No refunds will be made after February 1, 2021 and the exhibitor is responsible for full payment of contract. No verbal cancellations by the Exhibitor are accepted.

LIABILITY INSURANCE

Exhibitor shall obtain a policy of commercial general liability insurance during the period commencing on the first move-in date and terminating on the last move-out date. This policy shall name the **CSBA** and **Bloomsburg Fairgrounds** as an additional insured against all claims of any kind (two separate Certificate of Insurance forms must be received). Exhibitor shall provide insurance certificates prior to the event for the following:

CSBA at 708 Bloom Rd., Danville PA 17821

Bloomsburg Fairgrounds at 620 West 3rd St., Bloomsburg, PA 17815

If you are a Winery or Brewery you must provide additional insurance information which includes: Liability Insurance naming the Bloomsburg Fair Grounds with a coverage of \$1million dollars. If you are selling alcohol, it must be in the amount of \$2million dollars (policy of the Bloomsburg Fair Grounds). Also, you must provide a copy of your license to sell.

All paperwork required no later than February 1, 2021.

Price Sheet

<u>Booth Size</u>	<u>Member Price</u>	<u>Non Member Price</u>
12X10	\$415.00	\$690.00
12X15	\$615.00	\$1,025.00
12X20	\$810.00	\$1,360.00
12X25	\$1,010.00	\$1,695.00
12X30	\$1,210.00	\$2,030.00
END CAP (10 X 24)	\$1,110.00	\$1,800.00

NO DISCOUNT FOR END CAPS

When you select your booth(s) they will be the listed lineal feet of the isle frontage and now have a 12-foot depth. Exception: If you choose a Double End Cap booth, it will be 24 feet wide and have a depth of 10 feet.

Outdoor Space

Available upon request at the rate of \$0.40 per sq.ft. per day. Contact CSBA office. Any vehicle parked near the entrance road will be considered outdoor advertising and will be charged as such.

Exhibitor Badges

CSBA will supply 4 Exhibitor Badges for each 12x10 space. Additional badges needed are available at \$2.00 each.

Show Passes

Members Only

Will receive 4 passes for each 12x10 space. Additional passes will be offered for sale at 50% off regular price until show opening.

Non-Members

Show passes can be purchased for full admission price of \$5

Rentals

Tables, Chairs, and additional Textiles may be rented for an additional price through Penn State Expo Services. Contact CSBA office for details.

All payments must be paid in full by February 1, 2021

2021 Exhibitor Agreement & Registration

This agreement is made between: (herein after referred to as Exhibitor, and the Central Susquehanna Builders Association, herein after referred to as CSBA)

Please complete form in it's entirety

Invoice will be emailed for payment after registration is received

Payment due with registration

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

E-mail: _____

Website: _____

This information will be used in public listings for advertising purposes. unless otherwise specified. If you do not wish to have certain information made public, please inform the CSBA office

Booth Size _____ Qty _____ \$ _____

(1st Choice _____ 2nd Choice _____ 3rd Choice _____

Members Discount (if applicable) \$ _____

End Cap: Full add \$100 \$ _____

Sponsorship \$ _____

Booklet Ad \$ _____

Additional Badges _____ @ \$2.00 each \$ _____

Additional Passes(Member) _____ @ \$2.50 each \$ _____

Additional Passes (Non-member) _____ @\$5 each \$ _____

Sub Total \$ _____

3% if paying with Credit Card \$ _____

Total Amount Due \$ _____

All members of a local Home Builders Association may use the member pricing. Exhibitor must provide proof of membership if from another HBA

RETURN SIGNED FORM TO:
CSBA * 708 BLOOM RD. * DANVILLE, PA 17821
centralsusqbuilders@gmail.com
570-966-0625

Payment

Check _____

Credit Card _____

Invoice Me _____

**** Booth preference will be given to Home Show Committee & Members for placement. If none of the above requested are available, we will call you****

Please review rules & regulations and sign on reverse side.

2021 Sponsorships

Show Passes \$300

- Your business logo displayed on all show passes.

Exhibitor Badges \$350

- Your business logo displayed on badges worn by all exhibitors.

Show Banners \$300

- Your business logo displayed on 2 banners located at the entrance of the Bloomsburg Fair Grounds.

Main Door \$350

- Your business logo displayed on welcome banner at show entrance

Vendor Lounge \$200 – Limited to 4 Sponsors

- Sponsors logo displayed in the vendor lounge. Sponsorship funds will be donated to the Columbia Montour Area Vocational Technical School and SUN Area Career and Technical School.

Show Announcement Posters \$125 – Limited to 3 Sponsors

- Sponsors logo displayed on all digital and print poster advertisements which are distributed throughout a 5 county area, as well as social media ads.

Youth Competition \$300 – 6 Sponsors Available

- Sponsors logos displayed on banners in event area. Logos will also be printed on t-shirts given to students and children who participate in the Mousetrap and Lego competitions.

{special}
THANKS
to our sponsors

- *All sponsorship will include a ¼ full color ad in the home show publication. All business logos will be displayed on the CSBA website as well as all social media sites and appropriate posts. Business advertisements will also be displayed on all digital ads throughout the show floor.*

2021 Sponsorship Registration Form

Check the appropriate sponsorship(s)

- | | |
|--|------------------------------|
| <input type="checkbox"/> Show Passes \$300 | Limited to 1
Sponsor Each |
| <input type="checkbox"/> Exhibitor Badges \$350 | |
| <input type="checkbox"/> Show Banners \$300 | |
| <input type="checkbox"/> Main Door \$350 | |
| <input type="checkbox"/> Vendor Lounge \$200 – Limited to 3 Sponsors | |
| <input type="checkbox"/> Show Announcement Posters \$125 – Limited to 3 Sponsors | |
| <input type="checkbox"/> Youth Competition \$300 – 6 Sponsors Available | |

Sponsorships will be on a first-come, first-serve basis. Please do not send payment for sponsorships until the CSBA office confirms it with you that it is available. Sponsorships will include a full color ¼ page add in the Home Show Booklet. Ad on all CSBA social media, as well as digital ads through out the show floor.

Company Name _____

Contact Name _____

E-mail Address _____

Billing Address _____

Phone Number _____

Signature _____

Make Checks Payable to:

CSBA

708 Bloom Rd., Danville, Pa 17821

To guarantee signage for all sponsorships – reservations due by **February 1, 2021**

Payment Method: Check _____

Invoice Me _____

Credit Card _____

Exhibitor Rules & Regulations
Central Susquehanna Builders Association

Please read the following before signing

1. **SHOW TIMES:** Friday 3:00pm to 8:00pm, Saturday 10:00am to 7:00pm and Sunday 10:00am to 4:00pm.
2. **SET-UP OF EXHIBITS:** Wednesday and Thursday 8:00am to 5:00pm each day. All exhibits MUST be complete by 5pm on Thursday.
3. **TEAR-DOWN TIME:** Sunday 4:15pm to 8:00pm and Monday 8:00am to 12:00pm. **NO EXHIBITS MAY BE REMOVED BEFORE THE OFFICIAL CLOSE OF THE SHOW.**
4. **DEFINITION OF "CSBA":** Central Susquehanna Builders Association and its officers, directors, and representatives.
5. **EXHIBIT FOR EACH BOOTH SPACE:** CSBA will provide booth draperies, hardware and one single receptacle. Electricity will be 110-volt/15 amp circuit, 60 cycle, alternating current, 220-volt power may be arranged for with CSBA, if available, at an additional cost to Exhibitor, provided Exhibitor supplies wire and appropriate breakers. TABLES & CHAIRS ARE NOT PROVIDED.
6. **ACTIVITIES OF EXHIBITORS:** Exhibitor must confine its operations to its assigned space. Exhibitor may solicit orders from Show visitors, but shall not make any deliveries at the Show. Exhibitor shall make all deliveries from its regular places of business. Circulars or advertising matter shall be distributed only from exhibitor's space. The distribution of noisemakers is not permitted. CSBA, in its sole discretion, reserves the right to restrict or remove exhibits or exhibitor representatives, which because of noise or any other reason, may interfere with the best interest of the CSBA and other exhibits. Exhibitor must conduct business within its assigned space – no encroaching on the aisle ways or other exhibitors' booths. Exhibitor shall not engage in any conduct that reflects poorly on CSBA or its members, or on other exhibitors.
7. **BOOTH ASSIGNMENTS:** Booth spaces will be assigned as CSBA deems appropriate in its sole discretion. CSBA will endeavor to give priority to those exhibitors that submitted Booth Reservation Forms and payment at the previous show, to CSBA Home Show Committee Members, and to CSBA Members. CSBA may consider the requirements and desires of individual exhibitors and the proper classification of exhibits and uniform appearance of displays. CSBA, in its sole discretion, reserves the right to rearrange the floor plan and relocate any exhibit.
8. **UNOCCUPIED SPACE:** If Exhibitor fails to occupy its assigned space, or fails to comply in any respect with the terms of these rules and regulations, CSBA shall have the right to reassign such space to any other exhibitor **without releasing** the original Exhibitor from paying all sums owed under the Exhibitor Agreement.
9. **SUBLETTING:** Without the written consent of CSBA, which CSBA may withhold in its sole discretion, Exhibitor shall not assign, sub-let or apportion the space or any part of the space allotted to Exhibitor, or exhibit any goods, apparatus, services, advertising, signs, etc., other than those manufactured or sold by Exhibitor in the regular course of its business.
10. **LIABILITY:** Regardless of cause or responsibility, CSBA shall not be liable for any damage to Exhibitor's exhibit, business, customers, vendors, representatives, agents, or employees, or for damage to property in Exhibitor's custody or control, or for injury to Exhibitor or Exhibitor's employees, representatives, agents, or invitees, and Exhibitor hereby releases and agrees to protect, defend, indemnify, and hold harmless CSBA and its members from and against any such claims.
11. **SECURITY:** CSBA will engage security during the Show but assumes no liability for security, and Exhibitor hereby releases and agrees to protect, defend, indemnify, and hold harmless CSBA and its members from and against any and all claims related in any way to security or the absence or insufficiency of security.
12. **DESTRUCTION OF PREMISES:** If the premises are damaged by fire or any other cause making it impossible or impracticable for CSBA to permit Exhibitor to occupy exhibit space during any part or the whole of the Show, then Exhibitor releases CSBA from any and all claims for damages which may arise from or in consequence thereof.
13. **INSURANCE:** Exhibitor shall obtain and pay for a policy of commercial general liability insurance issued by an insurance company licensed to conduct business in Pennsylvania effective during the period commencing on or before Exhibitor's first move-in date and terminating after the last move-out date. The policy shall name CSBA and Bloomsburg Fairgrounds as additional insureds and shall insure against any and all claims of any kind arising from or in any way connected with Exhibitor's participation in the Show. Before the first move-in, Exhibitor shall provide to CSBA two Certificates of Insurance reflecting the required insurance coverage. CSBA holds the right for whatever reason, to cancel this contract at no obligation if adequate Certificates of Insurance are not submitted.

(continued) Limits: Coverage shall be in the minimum amounts of:

Each Occurrence Limit: \$1,000,000.00
General Aggregate Limit: \$2,000,000.00
Products-Completed Operation Aggregate Limit: \$2,000,000.00
Personal and Advertising Injury Limit: \$1,000,000.00
Damage to Premises Rented to you Limit: \$100,000.00

14. **INDEMNITY:** Exhibitor accepts all risks associated with the use of the exhibit space and environs. Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against CSBA or its members, the Show sponsors, or the facility in which the Show is held, for any loss, damage or injury however caused, to Exhibitor, its owners, officers, directors, employees, agents, representatives, invitees, or property in Exhibitor's custody or control. Exhibitor agrees to protect, defend, indemnify and hold harmless CSBA, Show sponsors and facility, and their respective owners, members, officers, employees, agents, and representatives against any and all claims, costs, and expenses of every kind resulting from the occupancy of the exhibit space or its environs, for personal injuries, death, property damage, or any other damage, including without limitation damage to reputation, sustained by Exhibitor or its owners, officers, directors, employees, agents, representatives, invitees, or those for whom in the law they are responsible, or by CSBA, or by an attendee of the Show.
15. **PRIZE DRAWINGS, AWARDS, ETC.:** Exhibitor may be permitted to conduct prize drawings or make awards for signing of names and addresses to be handled by CSBA as a public drawing.
16. **ADMISSIONS:** There will be a charge for general admission to the show of five dollars (\$5.00) per person. Kids 17 and under admitted free when accompanied by parent or guardian.
17. **SOUND DEVICES AND MOTION PICTURES:** The use of sound devices, megaphones, loudspeakers, slide shows, or undignified methods of attracting attention are prohibited.
18. **BUILT-UP DISPLAYS:** No construction more than eight (8) feet in height is permitted in any space. Where possible, head signs showing firm name should not be higher than ten (10) feet. All exposed parts of exhibit must be finished so as not to be objectionable to other exhibitors or CSBA.
19. **EXHIBITOR BADGES:** A) CSBA will supply 4 Exhibitor badges for each booth. Additional badges may be purchased for \$2 each. Exhibitor badges will admit 1 person per badge. Badges must be worn for admittance to the Show Floor and during Show hours. B) CSBA Members ONLY: will receive 4 passes for each booth. Passes are for 1-time admittance only. Passes will be offered for sale at 50% off regular price until opening of Show. Non-Members may purchase passes in advance for full admission price of \$5.00
20. **HAZARDOUS ITEMS:** Hazardous items will not be permitted in the building at any time. Items include but are not limited to: compressed air tanks, helium tanks, propane tanks, and any items that in the sole opinion of CSBA or the Bloomsburg Fair Association may cause danger to the public.
21. **NSF CHECKS:** In the event a bank or financial institution, due to insufficient funds, returns Exhibitor's check, a \$75 administration fee will be charged to Exhibitor. The returned check will be collected through a third-party collection agency, which will utilize electronic debit as well as assess processing fees.
22. **NO SMOKING:** Fire code does not permit smoking in any building.
23. **PENALTIES:** The penalty for violation of any rule CAN result in immediate booth closure and suspension of Exhibitor's privilege to be in next year's show.
24. **AMENDMENTS:** CSBA has full power to interpret or amend these rules. Whatever these rules do not cover, CSBA reserves the right to make rules to cover in the best interest of the Show, and Exhibitor agrees to accept and abide by such rules.
25. **CONTACT PERSON:** The named contact person will be the only point of contact for all transactions pertaining to the Show.
26. **NO REFUND OF PAYMENT AFTER FEBRUARY 1, 2021.**
27. **Invoices must be paid in FULL by February 1, 2021. NO EXCEPTIONS**

I, _____, agree to the terms and conditions for the 2021 CSBA Home and Outdoor Living Show. I have read the rules and regulations above and throughout the Home Show Information Packets, and fully understand and agree to comply.

Print Name _____ Sign _____ Date _____

Please sign and return to the CSBA Office at 708 Bloom Rd; Danville, PA 17821 or Email to centralsusqbuilders@gmail.com Subject: Signed Agreement 2021