



**Citrus Home & Garden Show**  
**Presented by: Florida Public Utilities**  
**Saturday, November 17, 2018, 9:00 am to 2:00 pm**  
**National Guard Armory**



## Home & Garden Show Vendor Registration

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

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

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Contact #: \_\_\_\_\_

Table top space **with power, no backdrop**, includes table & chairs.....\$200

Table top space **with backdrop, no power**, includes table & chairs.....\$200

Tabletop spaces are approximately 8' x 6' in size. Wall spaces (shaded in gray) include power but nothing may be hung on the armory wall. Interior spaces (white area) include a backdrop for hanging options, but no power.

Outside space (18'x18')/no power.....\$200

Outside spaces will be assigned based on placement of show attractions and cannot be chosen in advance. Notify CCBA of an special space needs and space will be assigned and charged accordingly.

Table Linen.....\$10

1<sup>st</sup> choice booth # \_\_\_\_\_ 2<sup>nd</sup> choice booth # \_\_\_\_\_ 3<sup>rd</sup> choice booth # \_\_\_\_\_

- **Required/Refundable Deposit\*\* (in addition to vendor space cost) - \$50.00**
- **Additional spaces available at \$50 less per each additional space**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**By signing this document, I agree that I am an authorized agent to represent the company above and have read all Show Terms and Conditions and agree to all conditions, including #7 Liability and have initialed all required portions and returned them with this document.**

**AUTHORIZED AGENT (Print):** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

# Show Terms and Conditions

**1. CITRUS HOME & GARDEN SHOW** (herein called "Show") is to be held at the Crystal River National Guard Armory on **November 17, 2018** from 9am-2pm. Show is managed and operated by the Hometown Values Magazine and Citrus County Building Alliance (herein called the "organizer").

**2. CONTRACT CONDITION:** The terms and conditions of these official regulations shall apply to any exhibitor (wherein is called exhibitor) to whom booth or stall space is rented. These terms and conditions have been determined for the protection and best interest of all exhibitors. All points not covered are subject to the decision of the organizer and shall be final.

**3. APPLICATION FOR EXHIBIT AREA:** Application by Exhibitors shall be made on the official application form. The organizer reserves the right to accept or reject any application received. The individual, firm, or group named on the application shall be the sole occupant of the booth or stall space unless so stated on the application. Booth space shall be assigned by the organizer, but will be reserved on a first-come basis. The organizer reserves the right to re-arrange or relocate any exhibit for the general good of all exhibitors.

**4. RENTAL:** The application for exhibit space must be signed by a duly authorized agent of the exhibitor and accompanied by 100 percent of the total rental fee by November 2, 2018. Any payment made shall not be refundable if the exhibitor cancels application for booth space after October 1, 2018. Notice of cancellation must be received by the organizer in writing. At the discretion of the organizer, exhibitors will not be allowed to enter their exhibition area until all fees have been received by the organizer. Verbal commitments by sponsor, organizer, or landlord will not be honored. It is the responsibility of the exhibitor to obtain written permission for any deviation of these rules and regulations.

**5. USE OF SPACE RESTRICTIONS:** All displays, distribution of printed literature, sales and transaction of business of any nature whatsoever shall be made inside the space contracted.

**a. CARE OF BUILDING AND EQUIPMENT –** exhibitors shall not injure, deface the walls of the building, booths or equipment rented. If damage occurs, the exhibitor will be liable to the owner of the property so damaged. Exhibitor is responsible for any damage to the carpet.

**b. MAINTENANCE OF RENTAL SPACE -** Exhibitors shall keep their booth space clean and orderly at all times and shall not engage in any activity which would unduly interfere with visitors or other exhibitors or would be in violation of law, regulations or ordinances. **\*\*A representative of the exhibitor/competitor shall be visible at the booth at all times while show is open to the public. Failure to occupy space during show hours will forfeit applicable deposits and awards eligibility.**

**c. SAFETY -** Exhibitors shall take all necessary precautions for the safety of their personnel, other exhibitors and all other persons upon the premises, and shall comply with all applicable provision of federal, state and municipal safety laws, building codes, and ordinances to prevent accidents or injuries.

**d. FIRE PREVENTION -** Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to the National Electric Code Safety

Rules. City Fire regulations must be observed. Smoking is prohibited in the building.

**e. NOISE MAKING DEVICES -** Noise making machines (i.e., radios, videos, public address systems, etc.) must be arranged so that any noise resulting from the demonstration will not annoy or disturb adjacent exhibitors or Show activities, demonstrations or programs.

**f. Food -** Cooking and offering any type of food is addressed case by case, depending on nature of booth, prior to the Citrus Home & Garden Show set up.

**g. Solicitation:** If you are a member of a Non-Profit, please refrain from soliciting other vendors during the show.

## **6. BOOTH/EXHIBIT REQUIREMENTS:**

**a. SET-UP -** Set-up day is Friday November 16, 2018 from 10am-4pm or Saturday, November 17, 2018 from 7:00 am – 8:45am. All exhibits must be ready for the public by 8:45 am on show day. Show and the organizer will not be responsible for any equipment or merchandise that is damaged, lost, or stolen. **Large indoor items must be set up on Friday.**

**b. TEAR DOWN –** Tear down will take place after 2:00 pm on Saturday. Exhibitor/competitor agrees not to tear down the booth/exhibit unless advised by organizer. All items must be removed by 4:00pm. **\*\*Tear down prior to 2pm will forfeit any applicable deposits and eligibility for awards**

## **7. LIABILITY:**

**a. STATEMENT OF POLICY –** The Citrus County Building Alliance and Hometown Values Magazine, organizers and their staff members disclaim all liability for damages or losses caused to or by any exhibitor by fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorder, strikes, criminal acts, or thefts. The Hometown Values Magazine and Citrus County Building Alliance will not be responsible for any failure of electric or other services. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors shall at all times protect, indemnify, save and keep harmless the organizer, and their agents, representatives or employees against any and all loss, costs, damages, liability or expenses arising from or out of or by reason of any accident or other occurrence to anyone including the exhibitor, its agents, employees or invitees which arises from or out of by reason or said exhibitors occupancy and use of the exhibition premises or a part hereof or out of any act or omission of the exhibitors, its agents, employees or invitee. **initials**

**b. THEFT and LOSS –** The Hometown Values Magazine and Citrus County Building Alliance and staff members will not be responsible for loss or damage of any equipment, animals, or property. **initials**

**8. PRIZE DRAWINGS:** Each exhibitor is to provide a door prize to be given away at their vendor location.

**9. PUBLICITY:** Organizer will provide advertising, public relations, and other activities to promote Citrus Home & Garden Show. Organizer cannot be held responsible for crowd declination due to the acts of God.

**10. ADMISSION:** Exhibits will be open to the public. The organizer reserves the right to refuse admission to any person(s) in the interest of the safety and welfare of said person(s) and the exhibitors.

**11. CORRESPONDENCE:** All correspondence relative to Exhibits should be directed to CCBA, 1196 S Lecanto Hwy, Lecanto, FL 34461 at 352-746-9028 or donnab@citrusbuilders.com