

## 2019 – 25<sup>th</sup> ANNUAL FLOWER & GARDEN SHOW CONTRACT

HAGERSTOWN COMMUNITY COLLEGE ALUMNI ASSOCIATION (Presenter) • 11400 Robinwood Drive, Hagerstown, Maryland 21742-6514  
Attention: Lisa S. Stewart, Coordinator, Alumni Relations and Annual Giving • Phone: 240-500-2346 • Fax: 301-393-3689

(NAME OF BUSINESS) \_\_\_\_\_ (PHONE) \_\_\_\_\_  
*(as you wish to have it appear in the Show program)*

(ADDRESS) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_

does hereby make application to Hagerstown Community College Alumni Association (PRESENTER) for the right to maintain a display & conduct business sales at the Hagerstown Community College Alumni Association Flower & Garden Show to be held at the Hagerstown Community College Athletic, Recreation & Community Center, Hagerstown, MD on **Friday, March 15 (Set-up), March 16 & 17, 2019 (Show).**

It is understood that the signing hereof by the EXHIBITOR/VENDOR (YOU) with the PRESENTER (HCC Alumni Association), makes this document a binding contract under the following terms and conditions:

- 1) EXHIBITOR/VENDOR **must** provide living and/or dried plant materials to decorate booth area; and **must** skirt all tables within their booth space to the floor. EXHIBITOR/VENDOR **must** provide a carpeted floor covering for their entire vending area unless alternative protective floor covering is pre-approved in writing by PRESENTER prior to the Show. EXHIBITOR/VENDOR is prohibited from using any flooring/carpeting tape except "duct tape" on the Athletic, Recreation and Community Center (ARCC) floors. EXHIBITOR/VENDOR must keep all merchandise/display materials only within their designated booth space and may NOT use pins, tacks, nails, or staples on any permanent structure in the ARCC. EXHIBITORS/VENDORS shall provide all lighting and extension cords to be used within their booths. Any electrical cords used in the booth areas must meet Hagerstown Community College's fire safety specifications. EXHIBITORS/VENDORS are prohibited from using open flamed candles in their booth locations.
- 2) EXHIBITOR/VENDOR shall have display set-up and ready daily sixty (60) minutes prior to opening of doors each Show day.
- 3) **EXHIBITOR/VENDOR will not be permitted to break down their display until the end of show at 4:00 p.m., March 17, 2019.** EXHIBITOR/VENDOR or their representative must remain in their booth area, at all times, to promote their business. The EXHIBITOR/VENDOR will be solely responsible to provide adequate supervision of the activities conducted in the HCC facilities.
- 4) PRESENTER reserves the right to terminate any agreement here within.
- 5) Hagerstown Community College, its Board of Trustees, employees, agents and the HCC Alumni Association shall assume no responsibility or liability for loss, damage or injury resulting directly or indirectly from the HAGERSTOWN COMMUNITY COLLEGE ALUMNI ASSOCIATION FLOWER & GARDEN SHOW. This contract shall serve as a release to the PRESENTER and Hagerstown Community College from any and all such claims by the EXHIBITOR/VENDOR or those claiming through the EXHIBITOR/VENDOR.
- 6) **EXHIBITOR/VENDOR agrees to obtain liability insurance for bodily injury and property. The EXHIBITOR/VENDOR must provide a certificate of insurance naming "Hagerstown Community College & the HCC Alumni Association." HCC must have in hand proof of insurance, contract & all fees to consider you "IN THE SHOW." NOTE: Show insurance may be purchased from [www.actinsurance.com](http://www.actinsurance.com) for \$39.00.**
- 7) The PRESENTER is to receive no remunerations or commission from any sales made by EXHIBITOR/VENDOR to third parties and the EXHIBITOR/VENDOR will, upon demand, make it clear to any such party that any sales and/or contracts are the sole responsibility of the EXHIBITOR/VENDOR.
- 8) Should the event be cancelled in its entirety by the PRESENTER, all monies will be refunded within thirty (30) days of cancellation, which said refund will be EXHIBITOR'S/VENDOR'S exclusive remedy. EXHIBITOR/VENDOR shall receive no remuneration or profits from the gate.
- 9) EXHIBITOR/VENDOR is prohibited from having employees or promotional pieces of non-participating businesses or individuals in their space location or in the parking areas during show dates. All EXHIBITORS/VENDORS must have paid in full for their booth space, present proof of insurance, and have a signed contract to participate in show. Failure to comply with this clause will be immediate removal from the show and EXHIBITOR/VENDOR will be prohibited from participating in future shows.
- 10) The PRESENTER maintains there is NO ADDITIONAL SERVICES PROMISED OR IMPLIED other than those listed in this contract.
- 11) EXHIBITOR/VENDOR hereby agrees to pay PRESENTER the full fee for show participation as stipulated in this contract on or before **January 14, 2019**. Payments will be forfeited by EXHIBITOR/VENDOR for show withdrawal or non-attendance.
- 12) PRESENTER reserves the right to remove any objectionable displays, merchandise or samples and to alter the floor plan for the overall good and welfare of the show.
- 13) Possession or consumption of alcoholic beverages or narcotic drugs will **not** be permitted on HCC property at any time.
- 14) All exhibitors will be juried before contracts are formally accepted. PRESENTER reserves the right to make all final floor assignments.
- 15) EXHIBITOR/VENDOR is solely responsible for reporting all their sales tax information to the state of Maryland.

**THIS CONTRACT IS ACCEPTED BY THE UNDERSIGNED:**

EXHIBITOR/VENDOR (Business Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Clearly Print Signature Name \_\_\_\_\_

AMOUNT ENCLOSED: \$ \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

**Make all checks payable to: Hagerstown Community College Alumni Association**

GIVE A BRIEF DESCRIPTION AND SEND PHOTOS OF THE TYPE OF DISPLAY YOU WILL HAVE AT THE SHOW: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS (PRINT): \_\_\_\_\_

<b>INSURANCE:</b> Exhibitors must provide, with this contract, a certificate of liability insurance for bodily injury and property, naming <u>Hagerstown Community College and the HCC Alumni Association</u> . Show insurance may be purchased on-line from <a href="http://www.actinsurance.com">www.actinsurance.com</a> for \$39.00.			
<b>BOOTHS:</b> Indicate the # of Booth Spaces you desire <i>Booth spaces are 10' x 10'</i> 1 <sup>st</sup> Space <input type="checkbox"/> = \$200 2 <sup>nd</sup> Space <input type="checkbox"/> = \$175 3 <sup>rd</sup> Space <input type="checkbox"/> = \$150 4 <sup>th</sup> Space <input type="checkbox"/> = \$ 75	<b>#</b>	<b>Total Amount</b>	<b>Amount Sent</b>
<b>TABLES:</b> Tables are 6' in length Table rental fee \$15 per table			
<b>ELECTRIC: <i>Wattage will be limited.</i></b> I will require electricity at my booth <input type="checkbox"/> YES or <input type="checkbox"/> NO. Fee for electric is \$50			
<b>TOTAL AMOUNT DUE</b>			
<b>50% DEPOSIT DUE WITH CONTRACT</b>			
<b>FULL BALANCE DUE: January 14, 2019</b>			