

The Philadelphia National Candy Gift & Gourmet Show

HERSHEY 2018 / Call Kathy at 770-727-0520 / (Updated 5/11/18)



Candy Gift
& Gourmet

S H O W

BOOTH SPACE APPLICATION / CONTRACT

Sunday, Sept. 9th – Tuesday, Sept. 11th, 2018

at the Hershey Lodge, Hershey, PA

Complete this application and fax, email or mail the form to:
1690 Stone Village Lane NW, Suite 321, Kennesaw, GA 30152
Fax: 877-722-6123 Email : kathvdarnell@globalcif.com
Contact: Kathy Darnell Ebener

Exhibit Space Rental Fee

Number of Basic Booths requested _____ x \$1,200 per Basic Booth = \$ _____

Number of Full Booths requested _____ x \$1,300 per Full Booth = \$ _____

Corner Booth Fee Add \$150 = \$ _____

RCAP Annual Membership Dues Once a year Add \$75.00 = \$ _____

Co-Exhibitor Fee Add \$350.00 = \$ _____

TOTAL DUE \$ _____

BOOTH DEPOSIT \$ _____

BALANCE

Payment Schedule:

A 50% deposit (of total) is due upon receipt of this contract.

Balance of payment is due Wednesday, **August 1, 2018.**

†100% of payment is due if reserving space after August 1, 2018.

Exhibit spaces contracted are subject to cancellation unless payments are received by deadlines listed above. To avoid cancellation and/or relocation, issue payments by deadlines.

PLEASE PRINT CLEARLY

Company Name: _____

Contact Person: _____ **Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____ **Website:** _____

We need your email address, so you can log in and create your listing in the printed directory and exhibition hall badges.

Products Displayed

We propose to exhibit the following product and/or services:

Booth Space (Call or Email for Availability)

Location (Booths are assigned on a first come, first served basis)

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

We would like to be near: _____

Please list any competitors: _____

Payment (Select from the following options)

_____ Please find my check attached (payable to Philadelphia National Candy, Gift and Gourmet Show)

_____ Please charge my Visa, MasterCard, or American Express on the [Credit Card Authorization Form](#) attached.

I/We hereby apply for booth space in the above-named show. If accepted, I/We hereby agree to abide by the show terms, conditions and regulations printed on reverse side.

Signature _____ Date _____

AMERICA'S LARGEST SHOW FOR THE RETAIL CONFECTIONER

PHILADELPHIA NATIONAL CANDY, GIFT AND GOURMET SHOW

Hershey EXHIBITOR RULES, REGULATIONS AND CONDITIONS (5/11/18)

BOOTH Package Information

All Booths are 10' x 10' unless otherwise specified on invoice.

Two packages are available:

Basic Booth Package includes:

Booth Sign with booth number & name, Show directory listing, Back drape (8' High), and two 3' side drapes, 1 6' Table-skirted.

Full Booth Package Includes:

Booth sign with booth number, directory listing, Back drape (8' High) and two 3' side drapes, 2 x 8' Tables – skirted, 1 x 6' Tables – skirted, 2 x 4' Table – skirted, 2 x 4' Risers – skirted, 3 x 6' Risers – skirted, 2 hotel chairs and 1 Wastebasket.

Assignment of Exhibit Space

Management will make assignment of space guided by established seniority and by individual first come first served basis, maintaining a proper classification of exhibits and a uniform appearance of displays. *Management reserves the right to rearrange floor plan and/or relocate any exhibit as deemed necessary.*

Booth Payment

Booth PAYMENT MUST BE PAID BY THE DATE INDICATED ON THE INVOICE. *Booths not paid for by the due date will be assigned to exhibitors desiring them.* All exhibitors renting space one month prior to show opening will be required to pay in full.

Show Directory and Website Listing

Exhibitors may only be listed in the Show Directory when payment in full is received. Each exhibiting company will receive one listing. Exhibitors renting space later than two months prior to show opening will not be guaranteed a listing in the show directory.

Operation of Exhibits

All exhibits must be set up by the opening of the show on Sunday. All crates and cartons must be placed in aisles with empty stickers attached two hours prior to show opening on Sunday. Exhibit space not occupied two hours before Sunday's opening deadline will revert to The Philadelphia National Candy Show, for use as they see fit. Exhibits must remain fully intact until the official show closing time. Breaking down booths prior to closing may result forfeiture of future opportunity to exhibit in future Shows.

Attendee Show Hours

Sunday: 10 a.m. – 5 p.m.
Monday: 10 a.m. – 5 p.m.
Tuesday: 9 a.m. – 2 p.m.

Move In and Move Out of Exhibits

Check Exhibitor Service Kit for Move-In times

Removal of Exhibits

All exhibits must remain intact until final closing, at which time dismantling and packing is to begin and to continue until finished. Check Exhibitor Service Kit for Move-Out times. Exhibitors will complete all arrangements for the prompt pickup of all outbound shipments. To assist exhibitors in this respect a representative will attend the Service Desk. *Dismantling of Displays prior to Official Closing time is cause for expulsion from future shows.*

Subletting/Sharing Exhibit Space

Exhibitor shall not assign or sublet any space allotted to him and not advertise goods other than those manufactured or distributed by him without the prior written consent of The Philadelphia National Candy Show.

Exhibitor Badges

For the proper identification of exhibitor personnel manning exhibit, a badge will be issued for each attendant staffing the booth. The maximum number of Exhibitor Badges is 5 per 10' x 10' booth space. Exhibitors are responsible for registering all booth personnel before show opens.

GUEST BADGES will be considered.

Responsibility for Exhibitor Property

The Philadelphia National Candy Show will not be responsible for loss, theft or damage to an exhibitor's booth or merchandise. Exhibitors understand that they are responsible for securing their property and are advised to insure their property at their expense.

Exhibit Space Content Requirements

Products exhibited must be manufactured by or exclusively for distribution by the exhibitor. All such product must bear the exhibitors' brand or trademark. No products or services that are deemed inappropriate for family viewing may be included in exhibitor displays. **The Philadelphia National Candy Show reserves the right to require removal of objectionable materials or close exhibit space not in compliance with exhibit regulations.** Please be conscious of your sound levels. Keep in mind how closely you and your neighbors are working and extend the same courtesy you would expect regarding sound levels. **The Philadelphia National Candy Show reserves the right to determine how much sound is appropriate and to require the reduction or elimination of offending sound.** No part of any display including signs, shall be more than eight feet in height. All exposed (unfinished) back and sides of exhibits (outer surfaces) must be smooth, flush-finished and painted white or draped. All flammable materials must be flame proofed before being taken into the building, to the end that such materials withstand the test of all inspection authorities. Exhibitors must confine their activities to their booth area. **NO PART OF EXHIBIT MAY BE IN AISLE.**

CANCELLATION

All cancellations must be made in writing and will become effective when received by The Philadelphia National Candy Show. An exhibitor who cancels his booth space reservation must pay a cancellation fee, as seen below, which allows the Organizers to recover any administrative expenses incurred in preparing for the participation of the cancelling exhibitor and which they will incur in attempting to resell to the booth. Cancellations or downsizes of exhibit space must be made in writing only and are subject to the following provisions:

Cancellations or booth downsizes received on or after August 1, 2018 are subject to a cancellation fee equal to 100% of the cancelled exhibit space price. Cancellations or booth downsizes received prior to August 1, 2018 are subject to a cancellation fee equal to 50% of the cancelled exhibit space price. If exhibitor has not set up his booth by 3 pm on September 8, 2018 (evening before opening day of show) and has not notified Event Management of cancellation in their office at the Convention Center with written notice, the right to reassign booth space is reserved.

SPECIAL REGULATIONS

Exhibitors may not sell merchandise "over the counter" at any booth or deliver same into the hands of any buyer during the show. Any solicitation/activity outside of the Exhibit Hall before the daily Show closing hour is unacceptable since this is obviously unfair to all exhibitors. Exhibitors will not distribute bags, boxes or other containers; Exhibitors will not use sound amplifying equipment; Exhibitors will not erect signs or displays which obstruct view of adjacent booths; Exhibitors will not operate machines with noise or odors that would be offensive to other exhibitors or attendees. Exhibition Hall is closed to EVERYONE fifteen minutes each day after the closing time of the show.

Well behaved children are allowed on the show floor IF accompanied by their parent or guardian. Strollers are discouraged on the show floor.

There will be no box storage unless shipment is sent to the Service Contractor for delivery.

DUE TO FIRE MARSHALL REGULATION THERE WILL NOT BE ANY SMOKING PERMITTED ON THE SHOW FLOOR.

All electrical needs with your booth must be paid for by the individual exhibitor (in advance if the special rate is to be guaranteed).

By submitting this application, I understand that Philadelphia National Candy Gift & Gourmet Show & RCAP may take photographs, videos or recordings of Philadelphia National Candy Gift & Gourmet Show events, which may include my likeness or participation and may reproduce them in Philadelphia National Candy Gift & Gourmet Show educational, news or promotional material, whether in print, electronic or other media. By participating in the Philadelphia National Candy Gift & Gourmet Show I hereby grant Philadelphia National Candy Gift & Gourmet Show & RCAP permission to make, use and distribute such items and I waive any rights to seek payment or compensation.