

## EXHIBITOR HIGHLIGHTS

### SHOW DETAILS

- Saturday, May 5, 2012 from 9 a.m. to 4 p.m.
- York Expo Center (Memorial Hall West)
- Set-Up — Friday, May 4, 2012 from 2 to 5:30 p.m.
- Tear Down — Saturday, May 5, 2012 from 4 to 6 p.m.
- Admission is free



### REGISTRATION FEE

- \$175 for one 10' x 10' booth
- \$250 for one 10' x 20' booth
- \$10 registration fee discount for non-profit organizations
- Refunds will not be issued to registered vendors who withdraw from the event

### VENDOR REGISTRATION FEE INCLUDES

- Pipe and Drape Décor
- Company Sign
- Electricity (One 110-volt outlet)
- Listing in the Expo Guide

### EXPO FEATURES

- Live entertainment
- Character appearances
- Balloon animals, face painting and Diaper Derby
- Giveaways and much, much more!
- Exhibitors showcasing and selling items ranging from new products, clothing, entertainment, sports, safety, education, wellness, health care, photography, etc.



### OUR MISSION

Memorial Hospital is committed to promoting, improving and enhancing the health and well-being of the community we serve.



Presented by MEMORIAL HOSPITAL



### DEAR PROSPECTIVE EXHIBITOR,

Memorial Hospital is pleased to announce that our seventh annual **Baby and Kids Expo** will be held on Saturday, May 5, 2012 from 9 a.m. to 4 p.m. at the York Expo Center. Our 2011 expo was very successful with more than 5,500 individuals attending. We are looking forward to another successful year in 2012.

You are invited to participate in the **Baby and Kids Expo** — the only expo in York geared specifically toward expectant parents and families with young children.

### THE BABY AND KIDS EXPO FEATURES:

- Live entertainment
- Character appearances
- Balloon animals, face painting and Diaper Derby
- Exhibitors showcasing and selling items ranging from new products, clothing, entertainment, sports, safety, education, wellness, health care, photography, etc.
- Giveaways and much, much more!

Did you know there are more than 27,000 children under the age of five living in York County? Last year alone, more than 5,000 babies were born in York County. The Baby and Kids Expo is the perfect opportunity to reach this highly targeted and desirable population.

There are many benefits to being an exhibitor at the Baby and Kids Expo. For example, you can:

- Increase your business
- Create an expanded mailing list
- Distribute coupons, samples and brochures
- Create relationships with potential customers
- Showcase new products and services
- Sell your services and products at the Expo

**Don't miss the chance to have thousands of consumers buy your products or services!**

**Hurry...send your registration today!**



**SATURDAY • MAY 5, 2012 • 9 A.M. TO 4 P.M. • YORK EXPO CENTER**

## EXHIBITION TERMS AND CONDITIONS

### SHOW HOURS

Saturday, May 5, 2012 • 9 a.m. to 4 p.m.  
Doors open to exhibitors at 7 a.m. on Saturday

### SHOW LOCATION

York Expo Center (Memorial Hall West)  
334 Carlisle Avenue • York, PA 17404  
[www.yorkfair.org/expo.htm](http://www.yorkfair.org/expo.htm)

### SET-UP

Friday, May 4, 2012 • 2 p.m. to 5:30 p.m.  
**No admittance to Expo Center before 2 p.m. All booths must be completely set-up by 5:30 p.m. on Friday or between 7 and 8:30 a.m. on May 5.** No exceptions!  
All loading and unloading must occur during set-up and dismantle times.

### DISMANTLING

Tear down of exhibits is from 4 p.m. to 6 p.m. on Saturday, May 5. All equipment and materials must be completely removed by 6 p.m. No dismantling will be permitted prior to 4 p.m. on Saturday. Such action will result in the exhibitor being denied participation in future events.

### DEBRIS

Vendors will be charged a fee for any boxes and other debris left at the York Expo Center.

### BOOTH SPECIFICATIONS

All booths are 10' wide by 10' deep or 20' wide by 10' deep. Booths will be draped with an 8' high purple and white curtain back wall and 3' high purple side dividers on aluminum frames. Booths will also be provided with a sign (if indicated on registration form) containing your company name and booth number.

### PARKING

On the day of the event, please move your car away from the exhibit halls after you have unloaded. We want to ensure ample parking for event visitors.

### SHIPPING

Shipment of materials is not to be made to the York Expo Center. It will be refused. Shipment information will be included in the Penn State Exposition Service, Inc. packet you will receive after you register.

### DISPLAY FURNITURE/CARPETING

**Tables and chairs are NOT supplied with the booth and the display area is NOT carpeted.** Tables must be completely covered with a floor-length table covering. If you need any items for your booth, you may bring your own or order them through Penn State Exposition Services (717-236-6733) at your expense. You will receive an order form after you register.

### PAYMENTS

Registration payment must be made in full at the time of registration.

### REFUNDS

**Refunds will not be issued to registered vendors who withdraw from the event.**

### LOSSES/INSURANCE

The Event Management and/or the York Expo Center will not be responsible for any loss or damage of any kind. It is suggested that you contact your insurance carrier to obtain a rider to cover shipments and equipment from the time it leaves your premises until it is returned.

### DAMAGE

Exhibitors are responsible for all damage to the York Expo Center building, floors or equipment caused by their participation in this event.

### ELECTRICITY

One 110-volt outlet is provided per booth. The building has 20 AMP service. It is suggested that you supply your own power strip, extension cord and/or surge suppressor.

## EXHIBITION TERMS AND CONDITIONS

### SALE OF ITEMS

The sale of items is permitted and encouraged in your booth. You may not sell food for consumption in the exhibit halls. Any food sales must be prepackaged items only. Your Pennsylvania Sales Tax ID number is required by March 1, 2012 if you are selling any items in your booth. You must also display your PA Sales Tax License in your booth.

### ARRANGEMENT OF EXHIBIT

The fabric booth back wall is not strong enough to support display materials from the cloth or frame. Do not pin or staple materials to the cloth. Display materials that need support should be made in advance and brought to the York Expo Center ready for assembly. Installations are subject to inspection and approval by the Event Management. No exhibit will be permitted to protrude into adjoining booths or the aisles at either the floor or 8' back wall level. The back of your exhibit should not exceed 8' in height. No signs or walls may be erected that block the visibility of another booth.

### OBJECTIONABLE EXHIBITS

The Event Management retains the right to discontinue any exhibit that is objectionable in their opinion.

### BOOTH LOCATION

The Event Management reserves the right to alter or relocate booth position for whatever reason deemed necessary.

### SMOKING

Smoking is prohibited in Memorial Hall.

### STAFFING OF BOOTH

Your booth should be staffed during all regular event hours.

### NOT PERMITTED

No helium filled balloons are allowed for decoration or distribution at the show. Open flames and combustible fuel are not permitted. Distributing popcorn is prohibited.

### SUBLETTING OF BOOTH SPACE

Subletting of booth space is prohibited unless you have previously made arrangements to share a booth. There is a \$100 fee for sharing a booth.

### SECURITY

The exhibit hall will close and alarms will be set Friday at 5:30 p.m. Entry by anyone to the show area during non-show hours is strictly prohibited. Exhibitors may enter the exhibit halls after 7 a.m. on Saturday.

### DISTRIBUTION OF INFORMATION

Information must be distributed within the confines of your booth. Demonstrations and activities must also be confined to your booth space.

### DISPUTES

All disputes arising from any cause whatsoever among exhibitors must be directed to the Event Management, whose decision shall be final. The Event Management reserves the right to adopt and promulgate such further rules and regulations it deems necessary.

### PHOTO RELEASE

By entering the premises, you and any booth staff have given us permission to use your photo likeness in any publicity for the event.

