



Oct 5 & 6, 2019
Memorial Hall
York Expo Center
334 Carlisle Ave, York, PA 17404

EXHIBITOR INFORMATION/POLICY

- SHOW HOURS**
Saturday, Oct. 5: 9 a.m. to 5 p.m.
Sunday, Oct. 6: 11 a.m. to 5 p.m.
Doors open to exhibitors at 7:45 a.m. Saturday and 10 a.m. Sunday.
- SETUP:** **Friday, Oct. 4, Noon to 4:45 p.m.**
All booths must be complete by 4:45 p.m. Friday.
NO EXCEPTIONS! All loading and unloading must occur during setup and dismantling times.
- DISMANTLING**
Teardown of exhibits is from **5 p.m. to 7 p.m.**, Sunday, Oct. 6. **All equipment and materials must be completely removed by 7 p.m. Vendors will be charged a \$200 per item labor fee for items left that show staff must remove, and an additional storage fee of \$200 per item, per day will be charged for exhibit remains.** The Show Management and The York Expo Center will not assume any liability for items remaining after 5 p.m. Sunday. **No dismantling will be permitted prior to 5 p.m. Sunday.** Such action may result in the exhibitor being denied participation in future shows.
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. Booths will be draped in green and ivory with an 8' high curtain back wall and 3' high side dividers on aluminum frames. Booth signs indicating your company name and booth number will be provided to all exhibitors at no charge.
- SHIPPING**
Shipment of materials is not to be made to the York Expo Center. They will be refused.
- TICKETS/ADMISSION**
Each exhibitor is provided with a complimentary "Come See Us" page enclosed in the Vendor Packet. Make copies and distribute to clients, customers, etc. Each flyer is valid for one (1) free admission. Tickets may be purchased for \$4 at the door.
- DISPLAY FURNITURE/CARPETING**
TABLES AND CHAIRS ARE NOT SUPPLIED WITH YOUR BOOTH. The display area is **NOT** carpeted. If you need any items for your booth, you may bring your own or order them through the pipe and drape provider. Aisle carpeting will be provided.
- PAYMENTS**
To avoid a late fee, full payment for your booth must be received by **Aug. 1, 2019. Any booth not paid in full by Sept. 1, 2019, may be sold and any payment received to date will be forfeited.** The full payment amount is nonrefundable.
- LOSSES/INSURANCE**
The Show 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.
- ARRANGEMENT OF EXHIBIT**
The back wall of the booth 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 Show Management. **No exhibit will be permitted to protrude into adjoining booths or the aisles at either floor or 8' back wall level. The back of your exhibit should not exceed 8' in height. No signs or walls may be erected which block the visibility of another booth.**
- DAMAGE**
Exhibitors are responsible for all damage to the York Expo Center building, floors, or equipment caused by their participation in this show. Only nonresidue tape may be used on the floors.
- PHONE/WIRELESS INTERNET/WI-FI**
There is an additional charge for phone line hookup and wireless Internet service at your booth.
Phone Information: 717-840-0264 ext. 103
Internet/Wi-Fi Information: FREE

13. **ELECTRICITY**
One 110-volt outlet hookup can be purchased for \$65 per booth. One outlet equals one plug in one socket. The building has 20 amp service. It is suggested that you supply your own power strip, extension cord, and/or surge suppressor. Should you have any additional requirements, please contact Women's Show headquarters at 717-637-3831 (additional charges may apply). If you plug into more than originally ordered, you will be charged accordingly.
14. **SALE OF ITEMS**
The sale of items **IS** permitted and encouraged. You **MAY NOT** sell food for consumption in the exhibit halls; only prepackaged items may be sold. Your PA Sales Tax ID# is required by Aug. 1, if you are selling. **YOU** are responsible for any and all state and local taxes. Your PA Sales Tax License must be displayed at all times.
15. **SERVICE DESK**
An Exhibitor Service Desk will be provided at the main entrance to serve the needs of all exhibitors and distribute exhibitor badges.
16. **PRIZES**
If you are donating a prize, the Women's Show will conduct the drawing after the show and winners will be directed to your business for prize distribution. ***Please Note: You are NOT permitted to require a purchase or collect money for any contests or drawings conducted in your booth.***
17. **PARKING**
After setting up your booth, please move your car away from the exhibit halls so that show visitors have ample parking. **Do not block any door or entry way.**
18. **OBJECTIONABLE EXHIBITS**
The Show Management retains the right to discontinue any exhibit which, in their opinion, is objectionable.
19. **BOOTH LOCATION**
The Show Management reserves the right to alter or relocate booth position for whatever reason deemed necessary.
20. **SMOKING**
Smoking is prohibited in Memorial Hall.
21. **STAFFING OF BOOTH**
Your booth should be staffed during all regular show hours.
22. **NOT PERMITTED**
NO HELIUM-FILLED BALLOONS ARE PERMITTED FOR DECORATION OR DISTRIBUTION AT THE SHOW. Open flames and combustible fuels are not permitted. If vendor fails to comply and a helium balloon escapes within the building, that vendor will be charged all costs incurred. Note: You could incur costs of thousands of dollars for noncompliance.
23. **SUBLETTING OF BOOTH SPACE**
Subletting of booth space is prohibited unless you have previously made arrangements with Women's Show headquarters to share a booth. There is a \$145 fee for sharing a booth.
24. **SECURITY**
The exhibit halls will close and alarms will be set Friday at 4:45 p.m., Saturday at 5:30 p.m. and Sunday at 7 p.m. Entry by anyone to the show area during nonshow hours is strictly prohibited. Exhibitors may enter the exhibit halls after 7:45 a.m. Saturday and 10 a.m. Sunday.
25. **DISTRIBUTION OF INFORMATION**
Information must be distributed within the confines of your booth. Demonstrations/activities must also be confined to your booth space.
26. **DISPUTES**
All disputes arising from any cause whatsoever among exhibitors must be directed to the Show Management, whose decision shall be final. The Show Management reserves the right to adopt and promulgate additional rules and regulations it deems necessary.
27. **PHOTO RELEASE**
By entering the premises, you and any booth staff have given the show permission to use your photo likeness in any publicity for the show.
28. **EXPO CENTER PHONE NUMBER**
If you need to contact the York Expo Center during show hours, call the office at 717-848-2596 ext. 186.
29. **ADDITIONAL FORMS**
Click the "Vendor Info" tab on the Women's Show website located at www.foreveryork.com/womens-show-2 for additional forms, including the electricity order form, tote bag order form, policy agreement form, and various marketing materials.
30. **WEB LISTING**
Check your listing under the "Exhibitor" tab on the Women's Show website located at ForeverYork.com. If you need a change or additional exposure, call Brooke Wilson at 717-637-3831.

Questions concerning this information should be directed to Brooke Wilson at the Women's Show headquarters at 717-637-3831.