



Pittsburgh Gift Show: July 30 – August 1, 2011
Western New York Gift Show: August 7 - 9, 2011

EXHIBIT SPACE CONTRACT

PLEASE COMPLETE THIS FORM AND RETURN IMMEDIATELY. PLEASE MAKE A COPY FOR YOUR RECORDS.
BY SIGNING AND SUBMITTING THIS CONTRACT, YOU INDICATE THAT YOU ACCEPT
THE TERMS AND CONDITIONS FOR RENTAL OF BOOTH SPACE.

2011 EXHIBIT SPACE RATES

(ONE) 8'X10' (WNY) OR 10' X 10' (PGH) BOOTH: \$690.00
EACH ADDITIONAL BOOTH SPACE: \$565.00

SHOW: (check one or both) [] Western NY Gift Show [] Pittsburgh Gift Show

OF BOOTHS - _____ BOOTH NUMBERS (S) _____

(see our website: www.coralproductions.com for floor plans)

Check one: [] Order Writing Only [] Cash & Carry [] Both: Order Writing/Cash & Carry

PAYMENT INFORMATION

A (non refundable) DEPOSIT OF 1/2 TOTAL BOOTH COST DUE WITH CONTRACT TO GUARANTEE SPACE

TOTAL REMAINING BALANCE DUE:

Western NY: July 8, 2011 Pittsburgh: July 1, 2011

* COMPLETE EXHIBITOR KIT WILL FOLLOW WHEN CONTRACT & DEPOSIT ARE RETURNED.

EXHIBITOR INFORMATION & AGREEMENT

Exhibiting Company _____ Contact _____

Products / Lines Exhibiting _____

Address _____ Phone # () _____

City/State/Zip _____ Fax # () _____


E-Mail _____ Website _____

Signature _____ Date _____

(I, the exhibitor, accept the terms of this contract.)

RETURN TO: Coral Productions 100 BICKFORD ST. ROCHESTER, NY 14606
PHONE: (585) 254.2580 FAX: (585) 458-1511 E-MAIL: GiftShows@CoralProductions
For questions please contact Patti Cartwright Show Manager at 585.254.2580 www.coralproductions.com

PITTSBURGH & WESTERN NY GIFT SHOWS
TERMS AND CONDITIONS FOR RENTAL OF BOOTH SPACE

ASSIGNMENT OF SPACE	The Pittsburgh & Western NY Gift Shows (hereon referred to as PGH/WNY) will make assignment of space guided by established exhibitor priorities and by requirements of individual exhibitors and their choice of locations, maintaining a proper classification of exhibitors and a uniform appearance of displays. PGH reserves the right to rearrange floor plan and/or relocate any exhibitor.
PAYMENTS	 ½ of total booth balance must be paid, by due date, to secure booth space. Remaining balance must be paid IN FULL prior to show date. Any check returned due to insufficient funds will be subject to a \$20.00 service charge.
ORDER FORMS	IMPORTANT! <u>ALL</u> ORDER FORMS MUST BE HANDED IN BY THEIR DUE DATE!
INSTALLATION OF EXHIBITS	Installation of exhibits may commence according to the hours stated in the "EXHIBITOR INFORMATION" sheet. All displays must be completely set up 1 hour prior to show opening. Each (8')WNY or (10')PGH X 10' space includes 1 waste basket 2- tables, 2- risers, 8' high backdrape/ siderail and 1 chair.
REMOVAL OF EXHIBITS	All exhibits must remain intact until final closing of show. Any exhibitor packing early will forfeit future display privileges. Any exhibitor who packs and leaves the show early will be fined \$200.00 per booth. Any exhibitor who starts packing prior to 3:00 on the last day of the show will be fined \$100.00 per booth.
DISPLAY ARRANGEMENTS	All booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in the space diagram. No display shall exceed 10 ft. in height unless show management grants prior permission.
CARE OF EXHIBIT SPACE	Exhibitor shall care for and keep in good order space occupied by him. Display area must surrender to PGH in the same condition as it was at the commencement of occupation. If the space occupied or equipment furnished to the exhibitor is damaged, exhibitor, on demand shall pay such sum as necessary to restore said space or equipment to its original condition.
EXHIBITOR CONDUCT	All exhibitors must conduct business within their own exhibits space and shall not solicit in the aisles. Exhibitors will not enter another exhibitor's booth without permission. Each exhibitor shall keep an attendant in his space during all open hours of the show. <u>EXHIBITORS WILL CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES, IN OR OUT OF THEIR BOOTH SPACE.</u> Those who do not adhere to this may forfeit their booth space.
SUBLETTING SPACE	Exhibitor shall not assign or sublet any space allotted to him and not advertise goods other than those manufactured by him or sold by him in the regular course of business. No person, firm, or organization, not having regularly contracted with PGHWNY for the occupancy of space in the exposition, will be permitted to display or demonstrate any products, solicit orders or distribute materials at the show. Any infringement of this regulation will result in the prompt removal of the offending person from the show site.
EXHIBITOR BADGES	An exhibitor badge will be issued to each booth attendant. Admission will be by official PGH/WNY badge only. Exhibitor badges must be pre-ordered and will be issued during installation hours before show opening.
CANCELLATION	Please Note: <u>ALL DEPOSITS ARE NON-REFUNDABLE.</u> PGH/ WNY may, at their discretion, offer but not guarantee the Exhibitor, the opportunity to roll the payment amount over to a future event.
LIABILITY	The exhibitor assumes the entire responsibility and liability of theft, losses, damages, and claims arising out of injury or damage to exhibitors, displays, equipment and/or other property brought upon the show premises and shall indemnify and hold harmless the show building, Pittsburgh/Western NY Gift Shows, Coral Productions, Inc., its agents, servants, and employees from any and all such theft, losses, damages and claims.
INSURANCE	Exhibitor acknowledges that the PGH/WNY, and its agents, do not maintain insurance covering exhibitors' property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses.
VIOLATIONS	In the event of violation of these regulations on the part of the exhibitor, PGH/WNY may re-enter and take possession of the space and remove all goods at exhibitor's risk. Exhibitor will forfeit all monies paid to PGH on account thereof.
SECURITY	Exhibitors MUST carry their own insurance. PGH/WNY shall provide guard service during the hours the show is open , but assumes no liability for theft, loss or damage by any cause and at any time.
GENERAL	All matters and questions not covered by the regulations are subject to the decision of PGH/WNY


Pittsburgh & Western New York
GIFT SHOWS

MANDATORY CREDIT CARD INFORMATION TO BE PUT ON FILE FOR EACH SHOW

COMPANY _____ BOOTH # _____ PHONE # _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
CONTACT _____ E-MAIL _____ FAX _____

CREDIT CARD:

IN ORDER TO UTILIZE THE SERVICES PROVIDED BY CORAL PRODUCTIONS, INC., THIS FORM MUST BE COMPLETED AND RETURNED AS THE METHOD OF PAYMENT YOU WILL BE USING FOR ALL SERVICES.

For your convenience, we will use this authorization to charges incurred as a result of show site orders with Coral Productions, Inc. Also, if you fail to provide payment on your invoice by move-in, Coral Productions, Inc. reserves the rights to charge the remaining balance to this credit card. Please arrange for complete payment by due dates.

AMERICAN EXPRESS

Exp. Date: _____ CVV# (4 digits on front of card) _____

VISA MASTERCARD DISCOVER

Exp. Date: _____ CVV# (3 digits on back of card) _____

_____ Personal Credit Card _____ Company Credit Card

Cardholder's Name _____ (Print)

Cardholder's Billing Address: _____

City _____ State _____ Zip _____

Cardholder's Authorization Signature _____ (Sign)

PLEASE INDICATE PAYMENT OPTION

Charge entire amount to my account _____ (initials)

Charge \$ _____ to my account _____ (initials) Charge remaining balance due on due date _____ (initials)

COMPANY CHECK: Please make check payable to Coral Productions, Inc. and indicate the show name on memo line.

Check Number _____

PLEASE INDICATE NAME OF SHOW:

PITTSBURGH GIFT SHOW

WESTERN NEW YORK GIFT SHOW

BY SUBMITTING THIS FORM, WE HAVE READ, UNDERSTAND AND AGREE TO ALL PAYMENT TERMS AND CONDITIONS AND HAVE ADVISED OUR SHOW SITE REPRESENTATIVE ACCORDINGLY

Coral Productions, Inc. 100 Bickford Street Rochester, NY 14606
Phone: 585.254.2580 Fax: 585.458.1511 E-Mail: GiftShows@CoralProductions.com