

**2012**  
**Boone County Chamber of Commerce**  
**Home and Garden Show**

**GENERAL EXHIBITOR INFORMATION**

**LOCATION**

Boone County 4-H Fairgrounds  
1300 E 100 S  
Lebanon, IN 46052  
(Exit 138 off of I-65)

**SHOW HOURS**

Thursday, April 19, 4-8 pm  
Friday, April 20, 4-8 pm  
Saturday, April 21, 4-8 pm

**MOVE-IN AND MOVE-OUT**

Exhibitors may decorate and move equipment and displays to the Witham Pavilion and Commercial Building between **12:00 noon and 8:00 pm, Wednesday, April 18, 2012** and/or between **9:00 am and 2:00 pm on Thursday, April 19, 2012**. All exhibits must be completed by **2:00 pm, Thursday, April 19, 2012**. If not set up by this date and time, the Exhibitor will forfeit all monies and exhibit space for the entire show.

Displays may be removed after close of show Saturday night or from **10:00 am-12:00 noon on Sunday, April 22, 2012**. There will be no security after Sunday morning!

**All exhibits must be torn down by 12:00 noon on Sunday, April 22, 2012.**

**PAYMENT OF EXHIBIT SPACE**

Payment of exhibit space is due as specified in your contract. No exhibitor will be allowed to move in until all fees have been paid and a contract signed.

**ELECTRICAL SERVICE & INTERNET ACCESS AT EXHIBIT SPACE**

Please indicate if electricity is needed on contract so we can place you accordingly. Exhibitors must bring extension cords. Internet access is available upon request.

**SUGGESTED SUPPLIES**

Some of the supplies you may want to have on hand are:  
hammer, pliers, scissors, knife, screwdriver, stapler,  
tape, glue, push pins, paper clips, pens, exhibit touch-up materials.

**PLEASE KEEP THIS SHEET FOR REFERENCE.**

Refer to this sheet to clarify any questions or call the Chamber office at 765-482-1320.

**\*\*The Chamber reserves the right to refuse applications for booth space and exhibits not consistent with the intent and purpose of the Home Show.**

The Boone County Chamber of Commerce will furnish an overnight watchman beginning Wednesday, April 18<sup>th</sup> through Sunday morning, April 22<sup>nd</sup>, but is not, thereby, guaranteeing or assuming liability to safeguard Exhibitor's equipment, display or merchandise.

**ALL EXHIBITORS AGREE TO THE FOLLOWING TERMS AND CONDITIONS:**

1. Exhibitor agrees that the Boone County Chamber of Commerce is not responsible for any loss or damage to the exhibitor's equipment, display or merchandise, whether during the show hours and/or during set-up and break down of exhibits, or at any other time.
2. Exhibitor agrees that he/she will not sublet exhibit space without written approval and consent of the Boone County Chamber of Commerce.
3. Exhibitor agrees to be responsible for any and all loss or damage to the 4-H building, including but not limited to damage to the building's floor due to construction, maintenance or movement of displays therein, and further agrees to hold the Boone County Chamber of Commerce harmless from any such damage or loss to said 4-H building.
4. A Certificate of Liability Insurance must be provided with your contract in The amount of \$100,000.
5. Exhibitor is responsible for cleaning all debris from their booth(s) and moving it to the center aisle at the close of the show each night.
6. Exhibitor agrees to stay within the confines of his/her booth, and in all ways to be considerate to other exhibitors.
7. Exhibitor will furnish own tables and display materials.
8. Exhibitor will not tear down exhibit until after close of Home Show on Saturday, April 22 after 8:00 pm without written consent from the Chamber.

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