

Lehigh Valley Craft & Gift Show



RULES AND REGULATIONS

Application Requirements:

- A 50% deposit or full payment and the completed contract must be received by Ballantine Productions to reserve selected exhibit space. All payments received are non-refundable unless prior written arrangements are established with an authorized Ballantine Productions Representative.
- Booths will be assigned according to the amount and configuration of space requested, as well as the date upon which the request and payment received. Show Management reserves the right to adjust and rearrange the floor plan for reasonable cause.
- At registration, all exhibitors will be required to submit one item with a value of at least \$20 to be used for hourly door prize drawings.
- Ballantine Productions reserves the right to remove/expel the applicant without refund.

Booth Set-up:

- All tables must be draped to the floor, on the front and sides with wrinkle-free, 'in new condition' table coverings for a professional look. Displays should be appealing to the eye— elements of elevation are a necessity! Flat table top displays will not be allowed.
- Displays, materials, and stored items must stay contained within your booth and may not block aisles.
- All items displayed in the booth must be clearly marked with a price.
- Booths must be staffed at all times.
- Booth space may not be sold, leased or given to another vendor without prior written consent by Ballantine Productions Management.
- Be courteous to your neighbor. Aisles and attendees access to other exhibits may not be obstructed in any way.
- Show management reserves the right to impose limitations on noise and other methods of operations that become objectionable.
- Distribution of food items must be approved prior to the show by Show Management.

Licensing / Taxes:

- All vendors need to be licensed to do business in the State of Pennsylvania and have a tax ID number. Call 717.787.1064 for info on obtaining a tax ID, or register *for free* online at www.pa100.state.pa.us
- All vendors must obtain a South Whitehall Township business privilege license. A SWT form will be sent in your exhibitor kit.
- Business owners are responsible for collecting and reporting of taxes.

Miscellaneous:

- Exhibitors must wear their provided exhibitor badge at all times. Lost badges will be replaced for a \$5.00 fee.
- Bring plenty of small bills and change.
- **Displays must stay assembled and product must be available until the end of the show.**
NO PACKING UP EARLY! Vendors who pack up early will be ineligible for all future BMG events.

Decorating & service order forms, move-in instructions, directions, and other pertinent info will be sent to you after your application is processed. Questions can be directed to your Sales contact listed on the enclosed application page. These rules & regulations, and show information can be obtained from our website, www.bmgevents.com

By signing and returning the enclosed contract page you certify that you have read, understand, and agree to abide by all of the rules & regulations set forth above.