

2023 POTOMAC HIGHLANDS SPORTSMAN & OUTDOOR SHOW

POLICIES AND PROCEDURES

- 1. APPLICATION DEADLINE:** Booths are assigned on a first-come / first-served basis. The Show committee reserves the right to make THE FINAL DECISIONS in booth lay-out and positioning as they deem necessary. Full payment will be accepted to reserve a booth. All new applications after FEBRUARY 15TH must include full payment for the booth in a cashier's check. **NO PERSONAL CHECKS WILL BE ACCEPTED AFTER FEBRUARY 15TH.**
- 2. LIABILITY:** The Potomac Highlands Sportsman & Outdoor Show (PHSOS), the Hampshire County Convention & Visitors Bureau (HCCVB), the Hampshire County Commission and the Hampshire County Ruritan Clubs are not responsible for the safety of the property of exhibitors due to theft, damage by fire, accident, vandalism or other causes. The exhibitor agrees that it will indemnify and hold harmless The Potomac Highlands Sportsman & Outdoor Show (PHSOS), the Hampshire County Convention & Visitors Bureau (HCCVB), the Hampshire County Commission and the Hampshire County Ruritan Clubs against all claims, demands, actions, damages, loss, cost, liability and judgments The Potomac Highlands Sportsman & Outdoor Show (PHSOS), the Hampshire County Convention & Visitors Bureau (HCCVB), the Hampshire County Commission and the Hampshire County Ruritan Clubs on account of any injury or damage to persons or property associated with this event. Exhibitor covenants and agrees that should the Potomac Highlands Sportsman & Outdoor Show (PHSOS), the Hampshire County Convention & Visitors Bureau (HCCVB), the Hampshire County Commission and the Hampshire County Ruritan Clubs be made a part of any litigation commenced by or against Exhibitor or relating to this show, the exhibitor shall and will pay any costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon The Potomac Highlands Sportsman & Outdoor Show (PHSOS), the Hampshire County Convention & Visitors Bureau (HCCVB), the Hampshire County Commission and the Hampshire County Ruritan Clubs by virtue of any such litigation.
- 3. APPLICATION:** PHSOS & HCCVB reserve the right to reject ANY application for any reason, at any time.
- 4. CANCELLATION POLICY:** Booths cancelled prior to February 20, 2023 will receive a full refund. No refunds will be given after that date. In the event the show is cancelled due to circumstances beyond the control of show management (weather, Covid-19 resurgence, building damage, etc.), the show will be rescheduled immediately and NO refunds will be given. Should severe weather force the show to close early, there will be no refunds.
- 5. NON-TRANSFERABLE:** Exhibitor space contracted for may not be shared or transferred to another party without the written permission of the Show Director.
- 6. INSURANCES & PERMITS:** No food samples may be distributed without Product Liability Insurance and the proper Health Department permits. Contact Derrick Haggerty at the Health Department at 304-496-9640. Please email or fax copies of all documents to cometohampshire@gmail.com .
- 7. EXCLUSIVITY:** The Show does not guarantee any vendor the exclusive right to sell any product or service.

8. SALES TAX: Exhibitors are responsible for collecting and paying all applicable sales taxes, permit fees and having proper licensing.

9. PROPERTY DAMAGE: No vendor may damage, injure or deface the floor, any furniture, fixtures, equipment or any part of the exhibit facility. Nails, screws, staples, pins etc., may not be driven into any property including furniture, draping, fixtures, equipment or the building. All vendors will be held responsible for payment of any damages done by him, employees or agents associated with his booth to the owner of the property.

11. EXHIBITS: Vendor agrees to exhibit only those products listed on the application and approved by the Show Director.

12. MOVE-IN: Vendor may set-up their displays on FRIDAY, MARCH 10th (11AM - 8PM) SATURDAY, MARCH 11th (7AM – 9AM)

*LARGE DISPLAYS & EQUIPMENT: Designated move-in times available on Wednesday & Thursday. PLEASE CALL SHOW DIRECTOR FOR TIMES.

13. MOVE-OUT: Vendors must dismantle displays immediately following the show from 4PM-6PM ON SUNDAY. Security will be in the building overnight Friday and Saturday. All booths must move out of the building on Sunday. Large displays & Equipment must be out by 12 noon on Monday.

14. The PHSOS reserves the right to make any change, anytime as necessary and shall have full power to interpret amend and enforce these policies and procedures, provided any amendments, when made, are brought to the notice of the exhibitor. Each exhibitor, for himself and his employees, agrees to abide by the foregoing policies and procedures and by any amendments as added.

15 RETURNED CHECK POLICY: Vendors will be charged a \$35 administrative fee for a returned check. A cashier's check or cash must replace that check within 5 days.

16. MEDIA RELEASE: As a vendor, you release to PHSOS & HCCVB your photographic, television and all other similar rights to be used for advertising and promoting the event.