

## A Taste of the Winter – Vendor – Information Sheet

### Time

VIP Tasting Event runs from 5pm – 6pm and the Main Tasting runs from 6pm – 8pm. Exhibitors are expected to be set up and ready to serve by 5pm. Exhibitors arriving to set up after 4:30 will not be admitted (See Cancellation Notices).

### Fees:

#### Restaurants/Catering Companies/Banquet Halls/Personal Chefs:

Option #1: \$100 Cash

Option #2: \$25 Cash and a minimum of \$50 gift certificate. All gift certificates will be used in the pick-a-prize raffle. Proceeds from the raffle ticket sales will be donated to Bucks County Food Bank.

#### Wineries/Breweries/Distributors

Option #1: \$100 Cash (per table)

Option #2: \$25 Cash and a raffle donation valued at a minimum of \$50

### Pick-A-Prize Raffle Donation:

Additional donations are welcome. We will be packaging all prize donations into a variety of prize baskets. Guests will purchase tickets and be able to choose which prize(s) they wish to put in a chance for.

### Sampling:

Be prepared to supply at least 350 samples of each item you are serving. We expect 300 attendees and over 50 vendors.

### Disposal of Waste Materials

It is the responsibility of the restaurant to dispose of all waste materials in accordance with local and state laws, including, but not limited to, oils, chemicals or waste materials that require special handling. Please provide a current credit card to keep on file as a damage deposit.

### Cancellation Notices:

Must be in writing and received by November 1<sup>st</sup>, paying restaurants will receive a full refund minus \$25 handling fee; after November 1, 2010 no refund. Refunds will not be issued if you arrive late and are prohibited from setting up for the any of the events. **No Shows:** We require a valid credit card be left on file upon registering for the event. Any no-shows will be charged \$250 on their credit card

### Badges/Tickets/Program listing:

Participating companies are allowed up to two (2) badges per paid exhibit space. Up to four (4) additional tickets for staff or clients can be purchased for 50% off listed prices for the Main Tasting Event. You will receive one program listing per registration.

### Electricity:

Order your electric early. Fill out the section on the contract pertaining to electrical orders. Please note that the later power is requested the more expensive it will be.

### You are responsible for providing:

- Company contact information for web site and information sheet/map
- Samples of product – at least 350 samples
- Pick-A-Prize raffle item.

### We supply:

- Signage for exhibiting company
- Company listing on information sheet/map and on web site
- Ice and holding containers where requested
- \* plates, napkins and utensils
- Attendees
- 6' or 8' covered table
- Glasses – for wine sampling
- Water



Making Healthy Living Fun!

Participant Contract

Taste of the Season
December 6, 2010
Bucks County Conference and Expo
Center at the Sportsplex in
Feasterville, PA

Live Well Expos
1808 Eckard Avenue, Unit #1
Abington, PA 19001
Phone: 215-376-0114 / 215-635-3016
Fax: 215-376-0339
www.livewell Expos.com

Please print or type:

First and Last Name

Restaurant/Catering/Banquet Hall/Chef Name

Street Address

City State ZIP

Work Telephone Work Fax

E-mail

The undersigned hereby authorizes Live Well Expos to reserve exhibit space and/or sponsorship package for use by the above company or organization. The undersigned hereby agrees to abide by the Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to Live Well Expos and sponsorship packages are permitted. the undersigned acknowledges that space assignments shall be acceptable unless Live Well Expos is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the descriptions of products or services listed on this contract are those to be displayed.

Packages are awarded on a first-come, first- served basis beginning at a date and time determined by Live Well Expos. A Live Well Expos staff member will contact supporters and/or exhibitors to make specific arrangements. Live Well Expos retains the right to accept or reject any exhibit or offer of support.

Signature Date

Name (Print or Type)

Payment

Payment in full in U.S. dollars must accompany application.

Check enclosed, payable to:

Live Well Expos

VISA MasterCard American Express

Print Name (as it appears on card)

Credit Card Number Expiration Date (mm/yy)

Signature Date

Billing Address (if different than above)

Please list 3 options of food that you want to serve. Please list in order of preference and note if you want to showcase more than one item.

1st Choice:

2nd Choice:

3rd Choice:

Restaurant/Catering Company/Banquet Hall/Personal Chef - must provide samples for 300+ attendees

Number of tables \$100 per table OR \$25 per table plus a minimum of \$50 gift certificate Subtotal:

Winery/Brewery/Distributor

Number of tables \$100 per table OR \$25 per table plus a minimum of \$50 gift certificate Subtotal:

Non-Food Exhibitor

Number of tables \$500 per table

Sponsors

Green our event @ \$2,500 Souvenir Glass Sponsor @ \$2,500 Photo Giveaway Sponsor @ \$2,000 Seminar Sponsor @ \$1,000 Entertainment Sponsor @ \$1,000

Subtotal:

Support Opportunities

Electrical drop in booth @75

Total Participant and Sponsor Package:

Mail a copy of this contract with full payment to: Taste of the Season c/o Live Well Expos 1808 Eckard Avenue, Unit #1 Abington, PA 19001

# Exhibit Rules and Regulations

**1. ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the attendees of Live Well Expos and shall be operated in a way that will not detract from other exhibits or from the Exhibition. Exhibit Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the event. In the event of such restriction or eviction, Live Well Expos is not liable for any refund of exhibit fees, or any other exhibit-related expense.

**2. APPLICATION FOR SPACE:** Application for space shall be made in writing on the official application form.

**3. ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. Live Well Expos will attempt to honor all requests for exhibit space. Notwithstanding the above, Live Well Expos reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

**4. PAYMENT:** Payment in full is due upon receipt of contract.

**5. CANCELLATION:** Live Well Expos must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth occurs prior to November 1<sup>st</sup>, the exhibitor will be refunded the full payment received minus a processing fee. Any cancellation after November 1, 2010, no refunds will be made.

**6. FAILURE TO OCCUPY SPACE:** The exhibitor will be considered a no show and this space may be resold, reassigned, or used by Event Management. All no shows will be charged \$250 on credit cards left on file with Event Management.

**7. EARLY EXIT:** Exhibitors are expected to occupy their space through the entire duration of the event. Exhibitors who leave early will not be allowed to exhibit at future events and will be fined \$50 which will be charged to their credit card on file. If we do not have a credit card on file exhibitors will be required to leave a cash or check deposit with show management which will be returned to them at the close of the show.

**8. FLOOR PLAN:** All dimensions and locations shown on the official floor plans are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

**9. CANCELLATION OF MEETING AND EXHIBITION:** If Live Well Expos should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then Live Well Expos has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.

**10. RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of Live Well Expos. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or hallways of the expo center. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.

**12. CARE OF EXHIBITS:** Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

**13. CONFLICTING EVENTS:** The exhibitors attending the Taste of the Season will be required, as a condition of their participation, not to sponsor conflicting events. Conflicting events are educational or social events that are scheduled during the same time frame encompassed by the Taste of the Season.

**14. FIRE REGULATIONS:** All fabrics and other materials used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing that display material has been treated by a fireproofing compound approved by the appropriate governmental agency. All packing and decorating material must not be packed in paper, straw or excelsior. Any merchandise packed in flammable material cannot be brought into the show. All empty cartons and/or crates must be removed from the exhibit hall. Governmental fire department regulations relating to exhibits and supplied to each exhibitor will be strictly enforced and are part of the exhibit contract.

**15. SECURITY:** Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

**16. COMPLIANCE:** The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the Exhibition is held.

**17. INSURANCE:** The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Expo Center's premises, and hereby waives any claim or demand it may have against Live Well Expos, the Bucks County Conference and Expo Center and the Sportsplex or its affiliates arising from such loss, theft or damage. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless Live Well Expos and the Bucks County Conference and Expo Center and the Sportsplex and their respective parent(s), subsidiary(ies) and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or mission of the exhibitor or its employees, subcontractors or agents.

**16. HEALTH DEPT INFO: An Off-Site Catering License is necessary in order to participate in the Taste of Winter event. You will need to send a copy of your license with this contract for your application to be complete. If we do not have a copy of your license prior to the event, or if the Health Departments shuts you down for incomplete paperwork, you will be considered a no-show and will be charged \$250 to the credit card on file. If you do not have an Off-Site Catering License, contact Rick Flack ([rgflack@co.bucks.pa.us](mailto:rgflack@co.bucks.pa.us)) at the Bucks County Health Department so see what paperwork you will need.**

**Please sign off on this document:**

Organization Name: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_