



## Rules and Regulations

### Contract for Space

Potential exhibitors must complete the contract and return it with payment by the deadline specified or the exhibitor may lose space. Checks must be made payable to: St. Matthew Catholic School. *Limited space available* – first 8 exhibitors with payment and signed contract received by committee will be given first preference.

Exhibitors that have paid to exhibit but cancel their reserved space 30 days before the event will forfeit 50% of the exhibitor fee. “No shows” without prior notification of the event will forfeit 100% of their paid exhibitor fee. The same reserved space will not be guaranteed for the next year’s event unless arrangements to that effect are made with the St. Matthew Association Rodeo Committee.

The committee makes the decision on space assignment to all exhibitors. It also reserves the right to reject any application for exhibit space.

All exhibitors must provide a Certificate of Insurance showing proof of existing policies which cover general liability, automobile liability, workers’ compensations, and employers’ liability.

This contract is governed by the laws of the Commonwealth of Pennsylvania. Any and all legal actions arising out of this contract shall take place in the local courts.

### Exhibit Set Up, Sale Times and Tear Down

The exhibit area will be available for setting up at 1:00 PM on June 15. *All exhibits shall be in place and open to sell products by 4:30 PM on Friday, June 15. In addition, exhibitors will be open to sell products by 4:30 PM on Saturday, June 16 and 1:00 PM on June 17.* No items shall be dismantled or removed from the exhibit area or the fairgrounds until after the Sunday, June 17 rodeo show. If exhibitor arrives after the 4:30 PM set up time, the exhibitor will not be allowed to set up until after the Friday night show has closed the gates and all spectators have left the fairgrounds.

### Committee Regulations

Exhibitors must provide a list of items to be sold at area and concessionaires must list all food to be sold. Exhibitors/Concessionaires will be asked to remove any items not submitted on the contract. Due to company sponsorships and Home & School Association booths at this event, exhibitors selling food items will **NOT** be permitted to sell beverages.

Each exhibitor will be responsible for keeping his exhibit area free of litter and to dispose of all garbage properly. The abuse (untidy appearance of exhibits or other acts objectionable to the committee) by exhibitor

or concessionaires of any privilege granted will cause forfeiture of all rights without recourse.

The committee will exercise due care relative to items for exhibit after their arrival at the site. However, committee will not be responsible for injury to personnel, loss, or damage from any cause to articles or equipment on exhibit. The St. Matthew School shall be indemnified, defended and held harmless by any exhibitor from any and all claims, causes of actions, legal proceedings or any other proceedings which may arise from such exhibitor’s participation in the Central PA Rawhide Rodeo.

Exhibitors are required to maintain adequate safety standards. The committee reserves the right to curtail any activity deemed hazardous to the public. Alcoholic beverages and controlled substances of any type are strictly prohibited.

### Parking

Cars, trucks, and/or trailers are not to be parked on exhibitors’ lots or in the exhibition area, unless they remain stationary and serve as part of the exhibit for the duration of the event. Cars and trucks may be used to service exhibit lots before 4:30 PM on Friday and Saturday, 1:00 PM on Sunday or after the close of each show and then are to be parked in the parking lots outside of the gates. Exhibitors will not be permitted to operate service cars or trucks in the exhibition area during show hours.

### Services Provided to Exhibitors

All exhibitors are expected to provide their own storage for all materials and small equipment requiring special security measures.

Water, public phones, and toilets are available on-site. Services to exhibitors beyond these described in the rules and regulations must be arranged in advance and may involve additional charges.

Electricity, if requested, is included in the application fee. Exhibitors must provide the means of getting power to his unit(s) from the entrance box.

### OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Insurance received: \_\_\_\_\_

Payment: check # \_\_\_\_\_

Date/Amount: \$ \_\_\_\_\_

Location: \_\_\_\_\_