



# April 13-15, 2018 (Fri-Sun) The Mall at Robinson Pittsburgh, PA

## Vendor Registration

**Booth Fee:** (up to 100 sq ft) - **CHOOSE ONE**

Commercial Space \_\_\_\_\_ \$400

Art & Craft/Retail Space \_\_\_\_\_ \$240

Business Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_ Weeknd Cell \_\_\_\_\_

Description of service/product promoting \_\_\_\_\_

**Application Checklist:**  
(Submit by mail, fax or e-mail)

- Completed Registration
- Booth Fee/Deposit
- Photos of product/booth display

**Show Set-up:** Thurs PM, after mall closes  
**Show Hours:** All Mall Hours  
**Show Tear-Down:** Sunday after mall closes - (NO Monday tear-downs)

**General Information:**

- ▶ Fee includes booth space for 3 days and electric (limited electric available).
- ▶ Cancellation Fee: 25% of booth fee if cancelled 30 days before show date, full booth fee if cancelled 29 days or less before show date.
- ▶ Exhibitors must submit pictures of product and 1 overall booth display photo.
- ▶ Exhibitors provide own tables with black cloth covers that drape to the ground on all 4 sides. Logoed table covers that are not black are permitted as long as they go to the ground on all 4 sides. (A limited number of tables with black covers are available at no cost - based on availability.)
- ▶ Signage Guidelines— Signage may not exceed 6ft tall and 3ft wide. (Limited spaces may be available for larger signs on a first come, first serve basis.)

Electric Required? (no charge) (Limited availability; available on first-come basis)

\_\_\_\_\_ No \_\_\_\_\_ Yes (not guaranteed) \_\_\_\_\_ Prefer, but can do without

If display fixtures measure over 6ft high or 3ft wide, please indicate total dimensions for pre-approval: (if not approved, you will be contacted)

\_\_\_\_\_ ft high X \_\_\_\_\_ ft wide

\_\_\_\_\_ (✓) I understand and will comply that all tables must be draped on all four sides all the way to the ground with black cloth covers or logoed covers.

I would like to request 8 ft table(s) w/black covers & 2/chairs. (limit 2 tables per exhibitor)

\_\_\_ 1 Table or \_\_\_ 2 Tables (limited tables available; order early)

▶ Booth locations vary in size and exhibitors will be placed according to your overall display requirements you provide. List the display items you plan to bring; how many tables, size of your tables (ie, 4', 6' or 8'), dimensions of free standing fixtures/signage, etc. (Include a picture of your booth display with registration.) Please notify us of any changes or additions to your submitted display description no later than 1 week before the show so you may be placed accordingly. (use other side if needed)

**▶ ▶ Confirmation & Set-Up Information will be sent via email. Provide all show information to staff setting-up and manning your booth. ◀ ◀**

**PAYMENT INFORMATION — PLEASE CHECK ONE BELOW:** (Checks payable to Huff's Promotions, LLC)

Commercial Bus.Option - Approval has been granted to participate: Here is the registration, a check in the Amount of \$\_\_\_\_\_ will be mailed \_\_\_\_\_ (approx. date).

PAYMENT TOTAL AMOUNT : \_\_\_\_\_ Payment in Full or \_\_\_\_\_ 50% Deposit (Balance Due is 30 Days Prior to Show Date - Mark Your Calendar)

PAYMENT TYPE : \_\_\_\_\_ Check or \_\_\_\_\_ Credit Card ( \_\_\_\_\_ Master Card \_\_\_\_\_ Visa ) - A 3% processing fee of total amount will be charged for credit card payment option.

I agree to have Huff's Promotions charge my credit card now for 50% of booth fee and again 30 days prior to the show date for the 50% balance due (+3% fee per transaction).

I agree to have Huff's Promotions charge my credit card now for the full booth fee + 3% fee (\$\_\_\_\_\_)

Credit Card # \_\_\_\_\_ (Visa or MC only) Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Name (Please Print) \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

CREDIT CARD BILLING ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

**INDEMNITY CLAUSE:** Exhibitor, and those who represent you, shall and will indemnify and hold harmless Merchant and Leasing Association, mall owners, Huff's Promotions, LLC, Kelly Locker, any Huff's Promotions representatives and all merchants leasing in said mall, their employees, from and against all liability, claims, thefts, demands, expenses, fees, fines and penalties, suits, proceedings, actions of any kind and nature arising or growing out of or in anyway connected with Exhibitor's occupancy of mall or any Exhibitor's activities in Mall. Huff's Promotions, LLC, reserves the right to cancel a show at anytime. Exhibitor agrees that all staff working on your behalf will abide by all show rules & regulations set forth by Huff's Promotions, LLC, provided and found at www.huffspromo.com. Huff's Promotions reserves the right to refuse space to or remove any exhibitor who does not comply with rules & regulations. Huff's Promotions reserves the right to ask an exhibitor to remove or change any item or signage in booth space relative to the levels of professional standards set forth by the mall or if in direct competition with another mall tenant, even if already accepted. Exhibitor agrees to cancellation policy.

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

Signature attests that signor has read the above indemnity clause and agrees to the terms contained herein.

For more information, questions and to submit application:

Phone: (330) 493-4130  
Fax: (330) 493-7607  
E-Mail: shows@huffspromo.com

Mail: Huff's Promotions, LLC  
P.O. Box 277  
Bolivar, OH 44612

**We suggest you  
make a copy for your  
records**

Office Use Only: Cat \_\_\_\_\_  
Acceptance: \_\_\_\_\_  
Date Recv'd: \_\_\_\_\_  
Amount Recv'd: \_\_\_\_\_