

# YOU'RE INVITED TO EXHIBIT!

## At Two Home Shows



The Art & Craft Showcase at each popular home show features artisans and craftsmen with unique handmade works of art and craft creations.

### WORK AT HOME!

Direct Sales Showcase

MONROEVILLE HOME SHOW



Introducing the Direct Sales Showcase at the Monroeville Home Show. Direct Sales products are invited to participate at each home show. (Only one company permitted.)

**MONROEVILLE**  
**HOME SHOW**

3rd Annual MONROEVILLE CONVENTION CENTER

**January 26-28, 2018**

Monroeville Convention Center  
209 Mall Plaza Blvd • Monroeville, PA 15146  
200+ Vendors

#### Hours for Both Home Shows:

Show Hrs: Fri, 4p-9p; Sat & Sun, 10a-5p  
Set-Up: Thurs, 10a-5p; Fri 10a-4p  
(Westmoreland Show – Sat & Sun Only)

## 23rd ANNUAL

## WESTMORELAND COUNTY

# HOME SHOW

**MAY 5-6, 2018**

Westmoreland Fairgrounds  
Show held inside Five Buildings  
200+ Vendors

Westmoreland Cnty Fairgrounds  
123 Blue Ribbon  
Greensburg, PA 15601

## VENDOR marketplace

At each event below:



Arts & Crafts ♦ Direct Sales Products ♦ Jewelry  
Home & Garden Décor ♦ Candles ♦ Wood Items  
Show Theme Related Items ♦ Services ♦ More

**MAY 18**

holiday house

REUNION PARTY

Monroeville Convention Center  
209 Mall Plaza Blvd • Monroeville, PA 15146

**MAY 19-20**

Pennsylvania  
POLKA  
FESTIVAL

**Holiday House Reunion Party III** - This fun filled weekend will begin with a Cavalcade of Stars Live Tribute Show on Friday at the popular Holiday House Reunion Party. The list of entertainment acts to thrill the audience will be announced soon.

**4th Annual PENNSYLVANIA POLKA FESTIVAL** – This exciting event features both Polish bands and Slovenian bands during the two-day festival, and a selection of ethnic foods. Featured bands will be announced soon.

A Vendor Marketplace for customer shopping will be available for all three days, as well as beer, wine, cocktails and tasty foods.

**Booth Fee Includes both events.**

Market Hrs: Fri, 5p-9p; Sat, 12p-9p, Sun, 10:00a-6p  
Vendor Set-Up: Fri, 9a – 5p



June  
15-16

Monroeville Convention Center  
209 Mall Plaza Blvd • Monroeville, PA 15146

**6th Annual WINE, BEER & COMEDY FESTIVAL** – Over 15 popular wineries featuring 150 wines for tasting and over 50 exhibitors will be showcased at this spectacular event. The Festival will feature one session on Friday evening and one session on Saturday evening. Each session concludes at 8pm followed by a comedy show featuring nationally known comedians. A Vendor Marketplace will be open during wine tasting hours. Vendors are welcome to attend comedy shows as our guests.

Wine Tasting Hours: Fri, 4p-8:30p; Sat, 4p-8:30p  
Comedy Show: 8:30p ea night

Vendor Set-Up: Fri, 9a – 4p



June  
22-24

Westmoreland County Fairgrounds  
123 Blue Ribbon Ln • Greensburg, PA 15601

**5th Annual PENNSYLVANIA RIB FEST** – This exciting outdoor event includes six nationally known, award winning rib vendors who will prepare and sell ribs, chicken, brisket and other BBQ specialties. This popular summer fun community festival also includes a Vendor Marketplace offering plenty of shopping along with live continuous music with over 12 bands on a concert stage.

Festival Hours: Fri, 5p-11p; Sat, 12p-11p, Sun, 12p-6p  
Vendor Set-Up: Thurs, 9a-5p; Fri, 9a – 5p



Event Hrs: Sat, 11a-9p, Sun, 11a-7p  
Vendor Set-Up: Fri, 9a – 5p

July  
20-22

Washington County Fairgrounds  
2151 N Main St • Washington, PA 15301



Event Hrs: Sat, 11a-9p, Sun, 11a-7p  
Vendor Set-Up: Fri, 9a – 5p

August  
10-12

Fayette County Fairgrounds  
132 Pechin Rd • Dunbar, PA 15431



Event Hrs: Sat, 11a-9p, Sun, 11a-7p  
Vendor Set-Up: Fri, 9a – 5p

Sept  
14-15

Westmoreland County Fairgrounds  
123 Blue Ribbon Ln • Greensburg, PA 15601

**Reserve Your Space Today! Submit Application or Call Huff's Promotions at (330) 493-4130**

## **Exhibitor Space Fee ▶ See Application**

### **Entry Requirements / Display Requirements / Application Procedure –**

- ◆ Art & Craft exhibitors, direct sales reps and vendors with non-handmade items are invited for all shows. (Only 1 direct sales rep per show accepted.)
- ◆ Art & Craft Showcase exhibitors will be grouped together at Home Shows.
- ◆ Exhibitor must submit 2-3 photos of product and 1 photo of overall booth display.
- ◆ Exhibitor is provided with 1 skirted 6ft table & 2 chairs at indoor shows (not provided at outdoor Rib Festival or Food Truck Festivals).
- ◆ All additional tables you bring must be draped all the way to the ground on all open sides in professional, cloth table covers.
- ◆ Exhibitor provides all other display fixtures & tables needed.
- ◆ Electric at Monroeville Convention Center is \$55 for first day, \$15 each additional day (exhibitor orders on their own with order form that will be sent with your set-up information). Electric at events held at Westmoreland Fairgrounds is at no charge.
- ◆ For Rib Festival & Food Truck Festival - Exhibitor must provide their own tent (secured with weights or stakes).
- ◆ Full Payment due with application / Balance Due 60 Days prior to event date (*mark your calendar*).
- ◆ Cancellation: \$50 if cancelled 30 days or more before set-up date; full booth fee if cancelled less than 30 days before set-up date.
- ◆ Please complete application form and return with payment and photos to Huff's Promotions. (Photos not required if you are already an exhibitor at other Huff's Promotions shows.)

### **EXHIBITOR SALES CONTACT INFORMATION / APPLICATION SUBMISSION: \***

**Phone: 330-493-4130, Email: [shows@huffspromo.com](mailto:shows@huffspromo.com), Fax: 330-493-7607**

Contact: Kelly Locker, Huff's Promotions, P.O. Box 277, Bolivar, OH 44612

Retail Vendors: Arts & Crafts, Direct Sales Representatives, Other Retail Items

Commercial Vendors: Home Improvement, Remodeling, Building, Landscaping, etc

\* Different pricing applies depending on your category (Arts & Crafts, Retail or Commercial). Please look at the top of the Application page and if you do not have the correct application for your category please contact us to request the correct application.



### **Events Produced by Simon Event Management - Exhibit With Confidence at Events Produced by Kelly Simon Event Management**

#### ***A Proven Track Record Of Trade Show Success***

Reputations are not bought, they are built. Since 1982, Kelly Simon has built a solid, trusted reputation for professionally managed trade shows and events and has over 3,000 clients nationwide.

Recognized as an industry leader for the production and management of trade and consumer shows, they have produced over 400 events in the home and garden, fire/rescue, entertainment and building industries. Their professional management, marketing expertise and highly trained sales professionals make each annual event an overwhelming success for exhibitors and sponsors.

Kelly Simon's passion for events combined with her expertise in advertising and marketing provides the highest quality, most successful shows and the best value to vendors and customers alike. Join us today...you won't be disappointed.



## **OUR TARGETED ADVERTISING PROGRAM BRINGS BUYERS TO YOU**

### **NEWSPAPER ADS & INSERTS**

- A series of HALF PAGE, FULL COLOR DISPLAY ADS and FULL COLOR INSERTS will appear in the Pittsburgh and Greensburg Tribune Review daily newspapers.
- A series of FULL PAGE, FULL COLOR DISPLAY ADS will appear in 15 weekly newspapers.
- A series of special-sized ads will appear in the Pittsburgh Post Gazette.

### **RADIO COMMERCIALS**

The community's top radio stations add excitement and interest with hundreds of COMMERCIALS, TICKET GIVEAWAYS, PROMOTIONAL ANNOUNCEMENTS, LIVE REMOTES and presence on their websites.

### **DIRECT MAIL**

A FULL COLOR DIRECT MAIL BROCHURE invitation will be mailed to over 30,000 homeowners for each event.

### **200 ROAD SIGNS**

Adding impact to the campaign, 100 road signs will be placed on all major routes/intersections leading to each event.

***Kelly Simon & Kelly Locker are committed to helping you have a pleasant, hassle-free & successful selling experience.***



**2018 Application for  
ART & CRAFT / RETAIL  
VENDORS**  
Exhibit Space – Page 1 of 2

Mail or Email to:  
Checks Payable to -  
**Huff's Promotions**  
P.O. Box 277  
Bolivar, OH 44612  
shows@huffspromo.com

- Checklist to include:**
- Signed Application
  - 2-3 photos of product
  - 1 photo of overall booth display
  - Full payment or 50% deposit

Phone: 330-493-4130 ♦ Fax: 330-493-7607  
Exhibitor Sales – [www.huffspromo.com](http://www.huffspromo.com)

**1** DATE \_\_\_\_\_

Name (for program) \_\_\_\_\_ Bus Name (for program) \_\_\_\_\_  
Address \_\_\_\_\_ Email (for program) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (for program) \_\_\_\_\_ Other Phone \_\_\_\_\_ Website \_\_\_\_\_

**2** **PRODUCT/SERVICE TO BE EXHIBITED (for FREE LISTING in Show Program & Buyers Guide)**

\_\_\_\_\_

\_\_\_\_\_

**3** **EXHIBIT SPACE – Check the events and size space(s) you are reserving below:** **4** Must have Electric: \_\_\_ Yes\* \_\_\_ No

**2018 HOME SHOWS – POLKA FESTIVAL – WINE & COMEDY FESTIVAL – RIB FESTIVAL – FOOD TRUCK FESTIVALS**

<p><b>WESTMORELAND HOME SHOW:</b> MAY 5-6</p> <p>10 x 10 ___ \$100 + \$50 Raffle Item 10 x 20 ___ \$180 + \$50 Raffle Item</p>	<p><b>HOLIDAY HOUSE &amp; POLKA FESTIVAL</b> MAY 18 - 20</p> <p>10 x 10 ___ \$100 + \$50 Raffle Item 10 x 20 ___ \$180 + \$50 Raffle Item</p>	<p><b>WINE, BEER &amp; COMEDY FESTIVAL</b> JUNE 15-16</p> <p>10 x 10 ___ \$100 + \$50 Raffle Item 10 x 20 ___ \$180 + \$50 Raffle Item</p>	<p><b>MIND BODY SPIRIT HEALING EXPO</b> OCTOBER 5-6</p> <p>10 x 10 ___ \$ 400 plus sm. raffle 10 x 20 ___ \$ 800 plus sm. raffle - Contact us for separate application.</p>
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**HOME SHOWS / POLKA FEST / WINE & COMEDY FEST -**  
**EXHIBIT SPACE PRICING INCLUDES:**

- Exhibitor ID Sign/Badges
- 8' High Backdrop and 3' High Side Drape
- Listing in the Program & Buyers Guide
- Electric (Westmoreland Home Show only)
- 1 6ft Table w/Cover, 2 Chairs
- Listing On Website w/Your Link
- Free Parking

\* Electric at all shows held at Monroeville Convention Center may be ordered for an additional fee. Advanced rate = \$55/1<sup>st</sup> day + \$15/ea additional day. A form will be sent in your set-up information for you to order it.

**RIB FEST / FOOD TRUCK FESTIVALS – OUTDOOR FESTIVALS -**

**EXHIBIT SPACE PRICE INCLUDES:**

- Electric, Exhibitor Parking
- Staff ID Badges
- Program & Website Listing

**EXHIBITOR MUST PROVIDE:**

- Tent/Canopy (with weights or stakes)
- Table(s) with cloth covers that drape to the ground on all sides & Chair(s)
- Long electrical extension cords

<p><b>GREENSBURG RIB FESTIVAL:</b> JUNE 22-24 (Outdoors)</p> <p>10 x 10 ___ \$ 100 10 x 20 ___ \$ 180</p>	<p><b>Washington County FOOD TRUCK FESTIVAL:</b> JULY 20-22 (Outdoors)</p> <p>10 x 10 ___ \$ 100 10 x 20 ___ \$ 180 Food Truck ___ \$ 200 Size of Truck = _____</p>	<p><b>Fayette County FOOD TRUCK FESTIVAL:</b> AUGUST 10-12 (Outdoors)</p> <p>10 x 10 ___ \$ 100 10 x 20 ___ \$ 180 Food Truck ___ \$ 200 Size of Truck = _____</p>	<p><b>Western Pennsylvania FOOD TRUCK FESTIVAL:</b> SEPTEMBER 14-15 (Outdoors)</p> <p>10 x 10 ___ \$ 100 10 x 20 ___ \$ 180 Food Truck ___ \$ 200 Size of Truck = _____</p>
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**5** **PAYMENT AMOUNT enclosed:**

**TYPE OF PAYMENT:** \_\_\_ Check or \_\_\_ Credit Card - \_\_\_ MasterCard \_\_\_ VISA

Account # \_\_\_\_\_ Expiration date \_\_\_\_\_ Security code \_\_\_\_\_ Amount to charge \$ \_\_\_\_\_

Billing address: \_\_\_ Same as above \_\_\_ Other Address, City, State, Zip: \_\_\_\_\_ + 3% processing fee for credit card charge.

Name on Card \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

I agree to hold harmless and indemnify Huff's Promotions, LLC, Kelly Locker, Kelly Simon Event Management and/or event venue for any damages from any cause, claims and liabilities. I also agree to follow all rules and regulations for the event(s) included on page 2 of this contract and any additional provided prior to and at the event(s) set forth by Huff's Promotions, LLC or Kelly Simon Event Management.

**6** Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE: Date Applic Received: \_\_\_\_\_ Check No./CC \_\_\_\_\_ Amount: \_\_\_\_\_ Acceptance: \_\_\_\_\_

**2018 Events RULES AND REGULATIONS as set forth by Kelly Simon Event Management, Event Manager -  
(Exhibit Space Sales by Huff's Promotions) - Please Read and Sign Page 1 to comply.**

1. **SET-UP AND TEAR DOWN:** Exhibit space will be accessible to exhibitors for erecting displays in accordance with time and dates listed on the show schedule. Setup must be done the day prior, or the morning of the opening of the show, as provided. Final preparation must be completed by the starting time on the opening day of the show. Exhibitors must use only the entrances designated for set-up. Removal and packing may not commence until the final day at the close of the show. Displays must be removed by date and time listed. Each exhibitor must name at least one individual to be the exhibitor's authorized agent for installation, operation and removal of the exhibit. No part of the exhibit may be removed after set up except with written permission from show management. A \$250.00 penalty fee will be charged for any exhibit that is removed before the final tear down time.
2. **LOCATION / DATES:** Event Management reserves the right to determine an exhibitor's final location, the location of the Show and the dates of a show. The location of assigned space may be changed by the management to prevent congestion; avoid confusion in firm names; solve competitive conditions; or to benefit the overall production of the show.
3. **SUBLETTING:** An exhibitor may not share or sublet any portion of their booth space with another company.
4. **FIRE HAZARD:** All exhibit and booth materials must be flame proof and otherwise must comply with federal, state and local fire laws, insurance underwriting requirements and other applicable site regulations. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of set-up and prior to the opening of the show. Exhibitors are restricted to the use of materials which would pass a fire inspection.
5. **HEIGHT RESTRICTIONS:** Exhibits, back walls and decorations shall not exceed 15 feet. Permission must be obtained from show management to exhibit equipment which exceeds the height restriction.
6. **LOUD SPEAKERS AND SOUND DISPLAYS:** Loud speakers and loud sound displays are prohibited; exhibitors must receive advance permission from show management to exhibit any type of sound display.
7. **NON-CONFORMING EXHIBITS:** Event Management reserves the right to refuse any exhibitor which does not, in show management's judgment, conform to the general theme of the show.
8. **SOLICITATION:** Exhibitors are prohibited from soliciting business in the aisles or in other exhibitor booth areas. Sales, samples, pamphlets, publications and catalogs, etc. may only be distributed by exhibitors from within the confines of their own booth area. Exhibitors must obtain prior permission from the show management to conduct any other type of promotional activities during show hours.
9. **MISCELLANEOUS:**
  - (a) All tables should be draped with cloth table covers that go all the way to the ground on all open sides.
  - (b) Booths must be kept neat and tidy at all times and must be attended by the exhibitor during all show hours; product is left at exhibitor's own risk.
  - (c) Vehicles must enter through the loading dock areas and must have protection on the floor under the engine and keep a minimum amount of gasoline.
  - (d) Absolutely nothing may be taped to facility fixtures, floors or columns.
  - (e) Electrical cords may not be run along facility floor in customer traffic walkways.
  - (f) Facility floor wax finishes and carpeting are delicate and easily damaged. Exhibitor is responsible for damage to facility floor caused by dragging of displays across the floor, driving vehicles across the floor or use of sprays that may damage the finish of the floor.
  - (g) Solicitation must be confined to the exhibitor's booth space; soliciting in the aisles or any other area of the show is prohibited.
10. **SIGNS AND NOTICES:** All signs and notices shall be professionally lettered and any sign or notice which does not conform to the above shall be removed immediately. **HANDWRITTEN SIGNS and "SALE" SIGNS ARE PROHIBITED.**
11. **SECURITY AND LIMITATIONS OF LIABILITY:** Show management will engage security guards but nevertheless assume no liability for loss damage from any cause whatsoever. Exhibitor understands and agrees that said security personnel are independent contractors and that any such security is provided by Event Management solely as a courtesy. Exhibitor further agrees that Event Management shall incur no liability and/or responsibility resulting from the acts or omissions of such security personnel. Event Management shall not be responsible for injury that may occur to an exhibitor or his employees, nor for the safety of any exhibit against theft, fires, accident or any other cause of loss or damage. If an exhibitor damages the building, he shall reimburse the owners of the building for the cost of repairing the damage. Event Management shall cooperate fully at all times but shall not be responsible for (a) damage to exhibitor's property, lost shipments either coming in or going out, moving costs; or (b) any damage loss, delays, etc. Any damage to transported property is solely exhibitor's responsibility. In light of the above, we recommend that exhibitors purchase adequate insurance coverage against these risks and on equipment and exhibits with their regular insurance carrier.
12. **BREACH OF CONTRACT:** If an exhibitor cancels for any reason whatsoever with a signed contract, they shall be held liable for the full amount of the booth cost. They shall also forfeit all monies which have been paid to reserve the space and be liable for the full cost of the space. The exhibitor will also be liable for all costs incurred by management in consideration of the exhibitor including, but not limited to tables, coverings, skirting, chairs, signage and exhibitor's listings in advertising placed on behalf of the exhibitor. **NO REFUNDS WILL BE ISSUED.** Show management will also have the right to use the space as it deems necessary to eliminate blank spaces in the show.
13. **CANCELLATION:** Cancellation fees apply (see policy on show flyer). In the event that a show is not held for any reason and rescheduled, Event Management will transfer all monies paid for exhibit space rental to the rescheduled show. In the event that any show is not held for any reason and is never to occur, Event Management will issue a credit for all monies paid for exhibit space rental to be applied to another trade show. The credit amount does not have an expiration date and may be used at any time. In either of the foregoing situations, exhibitor hereby waives any claim of damage, compensation or refunds.
14. **UNETHICAL CONDUCT:** Unethical conduct or any infraction of the rules by the exhibitor, his agents or employees will subject the exhibitor to exclusion from the exhibitor area. In the event of such exclusion it is agreed that no refund shall be made to the exhibitor and Event Management shall not be liable for any damages or expenses incurred by the exhibitor as a result of such exclusion.
15. **DISPUTE RESOLUTION:** Any and all matters, questions and or topics not specifically discussed or addressed in the foregoing rules and regulations shall be subject to the decision of show management, which decision shall be final.
16. **AGREEMENT TO TERMS:** By erection of exhibit, exhibitor expressly consents to and accepts the foregoing rules and regulations and represents that full compliance therewith has been made by exhibitor.
17. All reference to "Event Management" or "Show Management" in this Application and Rules and Regulations applies to all those associated with and employed with Simon Event Management (show producer) and Huff's Promotions, LLC (exhibit sales).
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