

**Rockland Exposition, Inc.**  
**388 East Main Street**  
**Middletown, New York 10940**

**845.343.2772**  
**fax 845.344.1203**  
**info@rocklandexpo.com**

**ORANGE COUNTY FALL HOME – SEPTEMBER 25, 26, 27, 2009**  
**ORANGE COUNTY FAIR ARENA, MIDDLETOWN NY**

Dear Participating Exhibitors:

Enclosed please find your exhibitor rule package for the 2009 Orange County Fall Home Show.

Your discount tickets are also enclosed and a poster will be sent to you under separate cover. Please distribute these discounts to your customers or potential customers through mailings, delivery and walk in trade. This promotion is an additional tie in to our strong advertising campaign already in motion for the September event.

Thank you for your cooperation and support of the Orange County Fall Home Show!  
Please feel free to call with any questions.

Sincerely,

*David McCarey, III*

David McCarey, III  
Show Coordinator

**ORANGE COUNTY FALL HOME SHOW**

**SEPTEMBER 25, 26, 27, 2009**

**ORANGE COUNTY FAIRGROUNDS ARENA**  
**100 CARPENTER AVENUE**  
**MIDDLETOWN NY 10940**

**PLEASE NOTE . . . VERY IMPORTANT**

This manual is intended to aid those whose responsibility it is to arrange the shipping, set-up and/or display details of your company's exhibit. If this responsibility belongs in whole or in part, to someone other than yourself, we would appreciate your assistance by delivering this material to the proper individual(s).

Management strongly suggests that all services and/or furnishings be ordered by **September 1, 2009**. All orders placed on-site will be subject to surcharges and will not be processed until **all** advance orders have been completed. **Failure to act promptly** can mean lack of service at the show and unnecessary inconveniences.

If you have any further questions, please call:

**David McCarey, III**  
**ROCKLAND EXPOSITION INC.**  
**388 East Main Street**  
**Middletown, New York 10940**  
**845-343-2772**

## GENERAL SHOW INFORMATION FOR EXHIBITORS

### INSURANCE CERTIFICATES

Insurance certificates for workers' compensation and liability naming **Rockland Exposition, Inc. and Orange County Agricultural Society as the Certificate Holder and Additional Insured**, must be submitted to show office by September 1, 2009. (Mail to: 388 East Main Street, Middletown, NY 10940). As per back of your contract, requirement for general liability is \$1,000,000 each occurrence and \$2,000,000 aggregate; and workers' compensation is Statutory. **Please see enclosed sample copy of certificate of insurance.**

While adequate security will be provided around the clock by the Show Management, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage. Fire and theft insurance must be provided by each exhibitor at his own expense.

### EXHIBITOR BADGES

Badges will be available at the show office commencing Friday, September 25, 2009. **No badges will be mailed. No badges will be issued until exhibit space has been paid in full.** Exhibitor badges are for adults working the exhibits. All badges will be approved by the Show Director who also has the right to revoke any. Do not misuse. Send in the enclosed pass list form by return mail.

### EXHIBITOR'S ENTRANCE

Exhibitors will enter at the Main Show Entrance using their exhibitor badges. No side or back doors will be used for exhibitor entrance during the show. (Note: for security reasons, side doors are only opened for Sunday evening move out).

### LOCATION

The Orange County Fair Arena is located at the corner of Wisner and Carpenter Avenues in Middletown, New York. The arena is on the Orange County Fairgrounds property with free parking available inside the fairgrounds fence.

## PARKING

**Parking for exhibitors and the public is free inside the fairgrounds fence. We ask that you use the top level (parallel to Carpenter Avenue; this would be outside the back wall of the food stand) for exhibitor parking. Please leave front and side lots open for attendee parking. Please ask at the show office if you are not sure of this location. DELIVERY TRUCKS, TOW VEHICLES AND TRAILERS STAYING FOR THE WEEKEND MUST BE PARKED ON THE TOP LEVEL ALSO, BUT ALL THE WAY TOWARDS ALTO MUSIC AND RT 211 SIDE.**

**Please be conscientious about where you park. Our goal is to allow 'Home Show attendees' to park closest to the building (since these public parking spaces will be used by numerous customers during one day); so they can easily visit the Home Show and generate business for everyone. Participating vendors should discuss parking with their staff and consider parking further away from the arena. (Vehicles that are not moved all day are noticeable).**

## **MOVE IN SCHEDULE**

Thursday, September 24

1:00pm to 8:00pm

For large display units, heavy items and crated material (forklift service)

Concrete, bricks, spas, heating units, appliances, etc. (Trailers and sheds by appointment only.)

Friday, September 25

9:00am to 3:00pm

For smaller display units, and finishing installation (no heavy equipment-no forklift service)

**All booths must be completed by 3:00pm, Friday, September 25, 2009. Fire lanes cleared for opening.**

## **BOOTH FURNITURE**

Each exhibitor is allowed to bring their own tables and chairs if they desire. If you wish to rent tables, chairs, or any other furniture please complete the enclosed form and sent to:

ROCKLAND EXPOSITION SERVICES

388 East Main Street

Middletown NY 10940

## **RESTRICTIONS**

Smoking is forbidden in the Arena. Food and Drink are **restricted** to the concession area as in the past.

Balloons, "stick-on" decals, badges and/or any other such adhesive items are **not** permitted on the premises. All promotional food giveaways must be approved by show management.

## **SECURITY**

Guards will be posted on the exhibit floor during the entire show, including the installation and the dismantling periods. Every reasonable effort will be made to prevent thefts. Experience dictates that thefts, when they occur, happen between the close of the show and the beginning of dismantling.

## **EXHIBIT DISMANTLING**

Package and dismantle all display items before you start to load up in the driveway. Do not park your vehicle in the driveway until you are ready to load.

**No booths are to be dismantled before 6:00pm, Sunday, September 27, 2009.**

Those exhibitors who have been with us through the years know that we make every effort to move you out as quickly as possible. Delays are sometimes caused because exhibitors do not follow the move-out schedule. Please cooperate. Exhibitors will be moved out following the closing on Sunday evening, September 27, 2009. All exhibits and materials **must be removed** before 9:00pm, September 27, 2009 or show management will remove at exhibitors' expense.

**FIRE REGULATIONS - - - PLEASE READ CAREFULLY**

The Town of Wallkill and Orange County fire regulations require that all displays, especially fabrics be flame proofed.

All displays must be reasonably flame proofed. Please be prepared to show the fire inspector a “flame proofed certificate” which may be obtained at any store selling flame proofing material for unusual materials (ex. plastic or fabric coverings). All state, county and city codes will be enforced.

**MOTEL ACCOMODATIONS**

Holiday Inn Middletown  
122 Crystal Run  
Middletown NY  
845-343-1474

Hampton Inn  
20 Crystal Run Crossing  
Middletown NY  
845-344-3400

Courtyard Marriott  
24 Crystal Run Crossings  
Middletown NY  
845-695-0606

**SHOW HOURS**

Show hours for exhibitors start one hour prior to public hours.

Public Show Hours:

Friday, September 25, 2009	4pm to 9pm
Saturday, September 26, 2009	10am to 8pm
Sunday, September 27, 2009	10am to 6pm

**BOOTH PERSONNEL SHOULD BE IN ATTENDANCE AT LEAST 15 MINUTES PRIOR TO PUBLIC SHOW OPENING HOUR AND MUST REMAIN DURING ALL SHOW HOURS.**

**PLEASE FEEL FREE TO CALL WITH ANY QUESTIONS.**

RETURN PROMPTLY. PASS LISTS SHOULD BE RETURNED BY  
SEPTEMBER 1 IN ORDER FOR THEM TO BE READY BY MOVE IN.

## **ORANGE COUNTY FALL HOME SHOW PASS LIST FORM FOR 2009**

The contact person should make all badge requests and be the one person who will notify show management of changes or corrections of this list. Exhibitor passes are for the sole use of admitting only those people who are actually working the exhibit. They are not for family members or friends. **PLEASE TYPE OR PRINT ONLY!**

COMPANY NAME : \_\_\_\_\_

NAMES FOR BADGES:

Contact Person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**INORDER FOR NAMES  
TO BE CORRECT ON  
BADGE;  
  
PLEASE TYPE OR PRINT  
CLEARLY!**

**Please return form to: ROCKLAND EXPOSITION INC.**  
**388 East Main Street**  
**Middletown NY 10940**

**Or Fax to 845-344-1203**

**NO PASSES WILL BE DISTRIBUTED UNTIL EXHIBIT SPACE IS PAID IN FULL!**

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE**

**(YOU MUST REQUEST ORIGINAL FROM YOUR INSURANCE AGENT)**

<b>PRODUCER</b> Your Insurance Agent Info	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.  THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURED</b> Your Company Info	INSURERS AFFORDING COVERAGE  INSURER A: <u>INSURANCE CARRIER NAME</u> INSURER B: _____ INSURER C: _____ INSURER D: _____

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS														
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  <input type="checkbox"/> _____  <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Requirements: \$1,000,000 each occurrence \$2,000,000 aggregate			<table border="1" style="width: 100%;"> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td>\$</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$</td></tr> <tr><td>PRODUCTS – COMP/OP AGG</td><td>\$</td></tr> <tr><td> </td><td> </td></tr> </table>	EACH OCCURRENCE	\$	FIRE DAMAGE (Any one fire)	\$	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$	GENERAL AGGREGATE	\$	PRODUCTS – COMP/OP AGG	\$		
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**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 Covering Orange County Fall Home Show, Orange County Fair Arena, Middletown NY, September 25, 26, 27, 2009. It is hereby agreed that Rockland Exposition, Inc. and the Orange County Agricultural Society included as additional insured and shall be protected and held harmless against any and all claims for loss or injury as in the contract.

<b>CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER</b>	<b>CANCELLATION 10-Day Notice for Non-Payment of Premium</b>
Rockland Exposition, Inc.. 388 East Main Street Middletown NY 10940 845.343.2772	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE

