

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

845.343.2772
fax 845.344.1203
info@rocklandexpo.com

ORANGE COUNTY SPRING HOME SHOW

FEBRUARY 26, 27, 28, 2010

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 **February 1, 2010**. All orders placed on-site will be subject to a surcharge 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 February 15, 2010. (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 (page 6).**

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, February 26, 2010. **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 form (page 5) request 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: 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, plus tow vehicles, trailers, etc. Please leave front and side lots open for attendee parking. Please ask at the show office if you are not sure of this location.

MOVE IN SCHEDULE

Thursday, February 25 1:00pm to 8:00pm
For large display units, heavy items and crated material (forklift service)
Concrete, bricks, spas, heating units, trailers, sheds, appliances, etc.

Friday, February 26 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, February 26, 2010.

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 (page 7) and send with payment 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 most 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, February 28, 2010.

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, February 28, 2010. All exhibits and materials **must be removed** before 9:00pm, February 28, 2010 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

Microtel Inn & Suites
19 Crystal Run Crossing
Middletown NY
845.692.0098 or www.microtel.com

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

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

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

SHOW HOURS

Show hours for exhibitors start one hour prior to public hours. Booths must be manned at least 15 minutes prior to opening each day.

Public Show Hours:

Friday, February 26, 2010	4pm to 9pm
Saturday, February 27, 2010	10am to 8pm
Sunday, February 28, 2010	10am to 6pm

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

PLEASE FEEL FREE TO CALL WITH ANY QUESTIONS.

RETURN PROMPTLY. PASS LISTS SHOULD BE RETURNED BY
FEBRUARY 10TH IN ORDER FOR THEM TO BE READY BY MOVE IN.

ORANGE COUNTY SPRING HOME SHOW PASS LIST FORM FOR 2010

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: _____

**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

Or Email list to info@rocklandexpo.com; subject "OC Home Show Badges"

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)

PRODUCER 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. <hr/> INSURERS AFFORDING COVERAGE
INSURED Your Company Info	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														
	GENERAL LIABILITY <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"> <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 & 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	\$		
EACH OCCURRENCE	\$																		
FIRE DAMAGE (Any one fire)	\$																		
MED EXP (Any one person)	\$																		
PERSONAL & ADV INJURY	\$																		
GENERAL AGGREGATE	\$																		
PRODUCTS – COMP/OP AGG	\$																		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON – OWNED AUTOS	SAMPLE			<table border="1"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$						
COMBINED SINGLE LIMIT (Ea accident)	\$																		
BODILY INJURY (Per person)	\$																		
BODILY INJURY (Per accident)	\$																		
PROPERTY DAMAGE (Per accident)	\$																		
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				<table border="1"> <tr><td>AUTO ONLY – (Ea Accident)</td><td>\$</td></tr> <tr><td>OTHER THAN AUTO ONLY:</td><td>EA ACC \$</td></tr> <tr><td></td><td>AGG \$</td></tr> </table>	AUTO ONLY – (Ea Accident)	\$	OTHER THAN AUTO ONLY:	EA ACC \$		AGG \$								
AUTO ONLY – (Ea Accident)	\$																		
OTHER THAN AUTO ONLY:	EA ACC \$																		
	AGG \$																		
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>AGGREGATE</td><td>\$</td></tr> <tr><td> </td><td>\$</td></tr> <tr><td> </td><td>\$</td></tr> <tr><td> </td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$		\$		\$				
EACH OCCURRENCE	\$																		
AGGREGATE	\$																		
	\$																		
	\$																		
	\$																		
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	Statutory			<table border="1"> <tr><td>X/WC STATUTORY LIMITS / OTHER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$10000</td></tr> <tr><td>E.L. DISEASE – EA EMPLOYEE</td><td>\$10000</td></tr> <tr><td>E.L. DISEASE – POLICY LIMIT</td><td>\$50000</td></tr> </table>	X/WC STATUTORY LIMITS / OTHER		E.L. EACH ACCIDENT	\$10000	E.L. DISEASE – EA EMPLOYEE	\$10000	E.L. DISEASE – POLICY LIMIT	\$50000						
X/WC STATUTORY LIMITS / OTHER																			
E.L. EACH ACCIDENT	\$10000																		
E.L. DISEASE – EA EMPLOYEE	\$10000																		
E.L. DISEASE – POLICY LIMIT	\$50000																		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Covering Orange County Spring Home Show, Orange County Fair Arena, Middletown NY, February 26, 27, 28, 2010. 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.

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER	CANCELLATION 10-Day Notice for Non-Payment of Premium
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 _____

ALL ORDERS MUST BE ACCOMPANIED BY A CHECK IN FULL PAYMENT INCLUDING ALL APPLICABLE SALES TAXES
Unpaid Orders Will Be Returned.

NO CREDIT CARDS ACCEPTED

Return this form and make check payable to: **ROCKLAND EXPOSITION SERVICES**

388 East Main Street – Middletown, NY 10940 – (845) 343.2772

Company Name _____ Date of Show **FEB. 26, 27, 28, 2010- MIDDLETOWN NY**

ORANGE COUNTY SPRING HOME SHOW – OFFICIAL RATE FORM – ORANGE COUNTY FAIR ARENA

INCLUDED IN YOUR SHOW BOOTH RENTAL, THE FOLLOWING ITEMS WILL BE FURNISHED

- EXHIBITOR IDENTIFICATION SIGN 6" X 32"
- BROADLOOM BLUE CARPETING
- CURTAIN BACK WALL (8' HIGH) DARK BLUE
- CURTAIN SIDE WALLS (30" HIGH) DARK BLUE
- ELECTRICAL OUTLETS (2) 110 VOLTS
(up to 300 watts total)

ELECTRIC SERVICE

Quantity

_____ Basic – up to 300 Watts	(included in booth rental)
_____ 15 Amp Line	\$75.00
_____ 20 Amp Line	\$85.00

SPECIAL SERVICE REQUIRED—Call office for quote
Note: an additional labor charge of \$30.00 (minimum) will be made for connecting equipment to circuit No 220v orders taken at show (pre-orders only and not available to all locations) must be arranged prior.
 _____ \$ _____

ATTENTION EXHIBITORS:
 All orders placed at the show will be on a COD basis only at show price.
NO CREDIT CARDS ACCEPTED:
 Orders using advanced price must be received with payment 10 days prior to the show.
 NO TELEPHONE ORDERS ACCEPTED.

RETURN WHITE AND YELLOW COPIES WITH PAYMENT BEFORE FEBRUARY 1, 2010 EXHIBITORS TO KEEP PINK COPY.

DECORATED DISPLAY TABLES

Quantity	10 Day	
	Advance Price	Show Price
Desk Top Height 30" High (sit behind)		
_____ 4' Long x 2' Wide x 30" High	\$ 34.00	\$ 39.00
_____ 6' Long x 2' Wide x 30" High	39.00	44.00
_____ 8' Long x 2' Wide x 30" High	44.00	49.00
Bar Top Height 42" High (stand behind)*		
_____ 4' Long x 2' Wide x 42" High	\$ 44.00	\$ 49.00
_____ 6' Long x 2' Wide x 42" High	49.00	54.00
_____ 8' Long x 2' Wide x 42" High	54.00	59.00

***42" High Tables are NON CANCELLABLE**

Price Includes: table, white vinyl top, three sides pleated skirting.

MISCELLANEOUS

Quantity	10 Day	
	Advance Price	Show Price
_____ Plastic Folding Chair	\$ 6.00	\$ 8.00
_____ Waste Basket	5.00	7.00
_____ Easel	12.00	16.00

PLEASE PRINT CLEARLY & COMPLETELY

SUB TOTAL	\$ _____
8.125% SALES TAX	\$ _____
TOTAL REMITTED	\$ _____

PLEASE PRINT CLEAR OR TYPE

Company Name _____
 Address _____
 City/State/Zip _____
 Telephone _____
 Email _____
 Representative _____

ALL CONDITIONS AGREED TO:

 (Signature) (Date)

January 1, 2010

Attention: Orange County Spring Home Show Exhibitors



Re: **New Product or Service?**

The 2010 Orange County Spring Home Show is just around the corner. Do you have a new product or service that you will be highlighting at this year's shows? Let us know.

We will be including some of this information in our advertising including our website (www.rocklandexpo.com and www.orangecountyhomeshows.com) and press releases. Complete the information below and return to us by January 15th. We will include as many as possible.

Company _____
Contact Name _____
Product/Service Name _____
Description: _____

RETURN BY JANUARY 15, 2010!

Fax form to 845.344.1203

Email information to: info@rocklandexpo.com

Mail form to: OC Home Show, 388 E Main Street, Middletown, NY 10940