

February 1, 2012

TAKE NOTICE:

REVISED 2012 OC HOME SHOW MOVE-IN & MOVE-OUT SCHEDULE

SUNY Orange has two construction projects scheduled to be on going during our March 2012 Orange County Home Show causing us to revise our Move-In and Move-Out Schedule for 2012.

The College is building a "Kinder College" building where one set of four tennis courts were located plus a three story parking garage in the lower parking lot, right next to the physical education complex.

This will cause a drive way exit issue for the 2012 event as we will not have exit access through the construction zone; however, the parking garage will benefit the physical education complex with 'close' parking for years to come. Please review the schedule carefully and call with any questions (see schedule on page 3 of this manual!)

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

MARCH 23, 24, 25, 2012

SUNY ORANGE Campus
Orange County Community College Physical Education Building
Corner of South Street and East Conklin Avenue
Middletown, New York

Please read manual carefully so everyone respects our prime location!

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 **March 1, 2012**. 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 Community College as the Certificate Holder and Additional Insured**, must be submitted to show office by March 15, 2012. (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, March 23, 2012. **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 can through the Handicap & Restricted Entry while parking in Lot #11 using their exhibitor badges. No side doors will be used for exhibitor entrance or exit during the show

LOCATION

The Orange County Community College Physical Education Building is located at the corner of South Street and East Conklin Avenue in Middletown, New York. There is free blacktop parking available throughout the college campus. However, we encourage all exhibitors to park in the designated exhibitor parking Lob #11 behind the tennis courts (see enclosed map for reference). There is also an exhibitor overflow parking Lot #6 available. **Trucks and trailers left for the weekend must park in Lot #2 only.**

PARKING

Parking for exhibitors and the public is free. We ask that you use Parking Lot #11 and #6 for exhibitor parking during show hours. Please do not use attendee parking lots. Leave these open for your customers. Please ask at the show office if you are not sure of this location. Campus map is enclosed.

SCHEDULE CHANGE FOR 2012 CONSTRUCTION PROJECT!

IMPORTANT REVISED MOVE-IN SCHEDULE!

Wednesday, March 21 9am-5pm

All delivery trucks larger than a one-ton pickup, all trucks with slide out ramps and all trailers must deliver and unload Wednesday. Forklift service available.

For large bulky display materials, such as kitchens, pavers, pools/spas, heating units and appliances, use large wheel dolly.

Thursday, March 22 9am to 7pm

For large or heavy display items delivered in a regular pickup truck or van. Forklift service available and large wheel flat carts allowed.

Friday, March 23 9am to 2pm

For smaller display, hand carried items and finishing set-up/installation. Only small 2 wheel dollies allowed. (No large delivery vehicles, no heavy equipment, no forklift service).

All booths should be completed by 2:30pm, Friday, March 23, 2012.

BOOTH FURNITURE

Each exhibitor is allowed to bring their own tables and chairs if they desire. If you wish to rent tables or chairs 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 on campus. Food and Drink are **restricted** to the designated food area; **reminder no food or drink allowed inside gymnasium**. 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 **in writing**.

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, if they occur, happen between the close of the show and loading of display materials in vehicles.

EXHIBIT DISMANTLING

Package and dismantle all display items before you start to load up in the parking areas. Do not park your vehicle in the driveway!

No booths are to be dismantled before 6:00pm, Sunday, March 25, 2012.

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, March 25, 2012. All exhibits and materials **must be removed** before 9:00pm, March 25, 2012 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.

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, March 23, 2012	3pm to 9pm
Saturday, March 24, 2012	10am to 8pm
Sunday, March 25, 2012	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 MARCH 10TH IN ORDER FOR THEM TO BE READY BY MOVE IN.

ORANGE COUNTY SPRING HOME SHOW PASS LIST FORM FOR 2012

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: _____

**IN ORDER 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	\$		
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A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	Statutory																	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Covering Orange County Spring Home Show, Orange County Community College, Middletown NY, March 21-25, 2012. It is hereby agreed that Rockland Exposition, Inc. and Orange County Community College be 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

WIRELESS INTERNET AT SUNY ORANGE ORANGE COUNTY HOME SHOW

Wireless internet service is available at the SUNY Orange Physical Education Building and is available to participating exhibitors. Please understand that although OCCC personnel will attempt to assist in connecting to the wireless network, exhibitors are responsible for:

- Providing a computer running an operating system of at least Windows XP
- Providing a computer with a processor of at least Pentium 111 or equivalent
- Providing a computer with a wireless network adapter with the ability to connect to SUNY Orange 802.11 b/g wireless network with 64-128 bit WEP encryption
- Arriving at least two hours before the event opens, to test connectivity to the network

If an exhibitor is unable to accommodate these responsibilities, a connection may not be possible.

If you are interested in purchasing a wireless connection, please complete this application.



I am interested in purchasing wireless internet service during the Orange County Home Show. I understand that:

- The service will be available beginning at the opening of the show on Friday, March 23 and ending at the closing of the show Sunday, March 25 at a flat introductory rate of \$50.00.
- An encryption key (password) will be issued to me; it is my responsibility to maintain the integrity of the encryption key; misuse or sharing of the encryption key may be grounds for termination of my service
- There is no guarantee that a connection can be made; if it is determined by OCCC personnel that a connection cannot be made on Friday, a refund will be issued.
- OCCC personnel are not responsible for reconfiguring the computer software settings back to the original state

Vendor Name: _____

Vendor Address: _____

Vendor Work Telephone: _____

Vendor Cellular Telephone: _____

Vendor Booth Number: _____

Vendor Signature and Date: _____



Please remit the completed application, along with a check made payable to SUNY ORANGE FOUNDATION and mail to the following by March 20, 2012!!!!:

ORANGE COUNTY HOME SHOW
388 EAST MAIN STREET
MIDDLETOWN NY 10940

December 1, 2011

Attention: Orange County Spring Home Show Exhibitors

Re: Individually Printed **2 for 1** Admission Ticket Program

As in the past, we will be printing discount admission tickets for you to distribute by hand and/or mail to your customers inviting them to this year's show.



However, due to the decreasing number of discount tickets we are receiving at the door, we feel that not all exhibitors are actually distributing these to their customers either by hand or mailing. Therefore, in order not to be wasteful, we will not be printing tickets again this year unless requested by exhibitor.

Our poster (advertising 'discount tickets available' at your location), like last year, will be a **four color design** and offering a **2 for 1 Admission** to only those exhibitors who actually will distribute them. All exhibitors who wish to offer their customers a 2 for 1 admission ticket will need to complete the following form and return it to us by January 10th to ensure adequate printing time so they can distribute tickets in February and March. (If ordered after January 10th, we will issue generic tickets without company name).

Remember, your customer may attend the Home Show and become a customer of another vendor; however **their customer may also become your customer!** Attendees are always appreciative of those exhibitors who give back to them! Why not offer them a 2 for 1 admission price?

MAIL W/INVOICE – HAND OUT IN SHOWROOM – INCLUDE W/SPECIAL AD



**Discount Ticket Order Form
Orange County Spring Home Show
SUNY Orange
Orange County Community College Phys. Ed. Building
March 23, 24, 25, 2012– Middletown, New York**

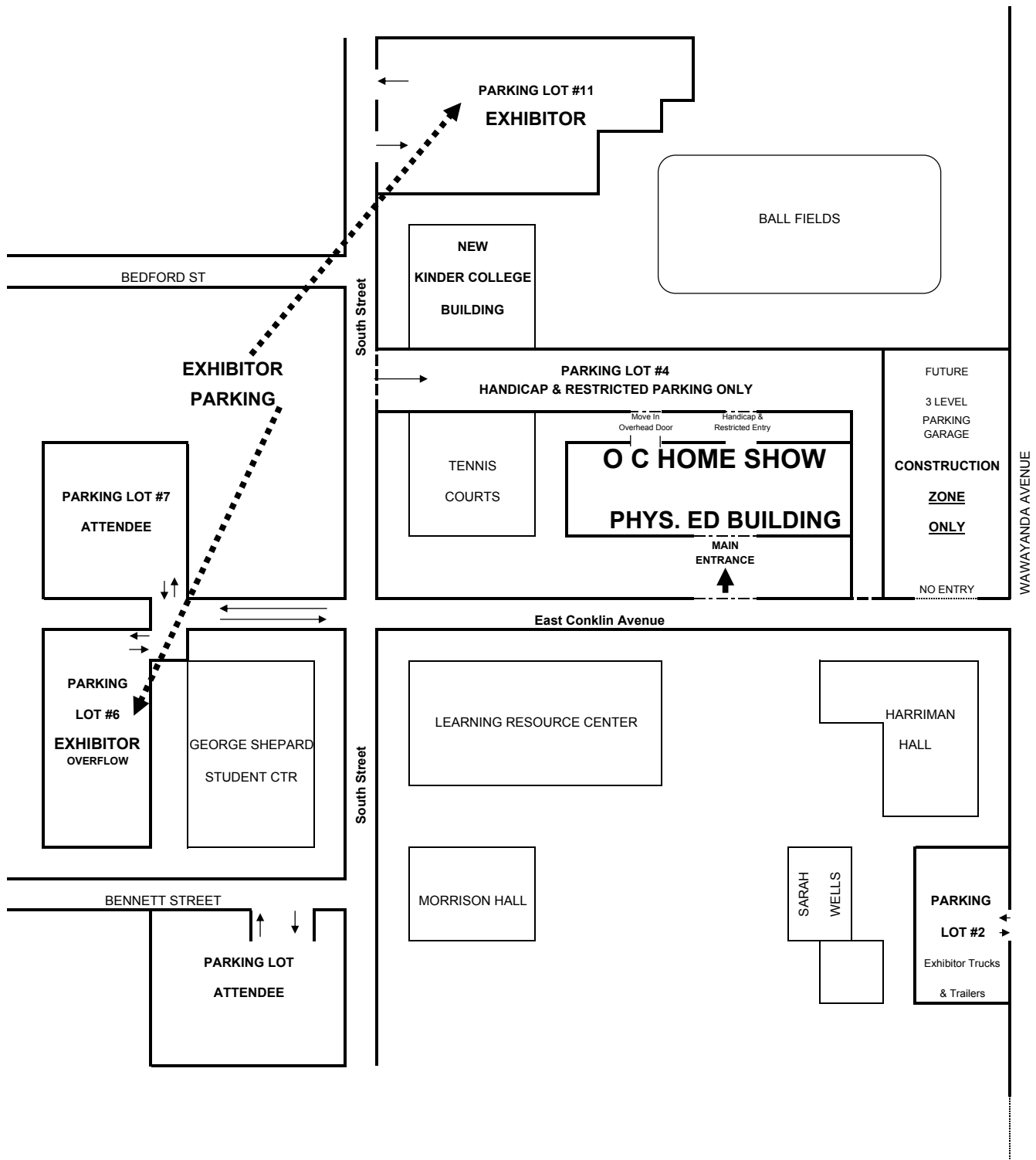
Company Name to be printed on Discount Ticket (Only generic tickets without company name available after January 10th)



Contact Person _____ **Phone** _____

Quantity Needed of 2 for 1 Admission Tickets (check one)
_____ **100** or _____ **200**

RETURN BY JANUARY 10TH!
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



SUNY ORANGE

Orange County Community College Campus

115 South Street, Middletown, New York