

October 30, 2019 ★ 7:30 AM – 4:00 PM ★ Red Lion Hotel/ Harrisburg

[www.WomenBeExtraordinary.com](http://www.WomenBeExtraordinary.com)

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

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Type of Products You Will Be Selling or Services Providing \_\_\_\_\_

Sales Tax ID # \_\_\_\_\_ Check Here if Requesting Electric \_\_\_\_\_

Dietary Restrictions \_\_\_\_\_

### BOOTH RENTAL INCLUDES

6 Foot Table with 2 Chairs | Linens | Electric (if requested) | Hot Breakfast for Two  
Boxed Lunch for Two | Two Tickets to Attend the Conference

### LUNCH OPTIONS

Hot, sit-down lunch is available for an extra \$30 per person. If interested, please include  
in your payment. Please inform us of any dietary restrictions for the boxed lunch.

### COST \$375

Early Bird Rate of \$295 if application and payment are received by June 28, 2019

Set up begins at 7AM | Tear down NO EARLIER than 4PM  
Make checks payable to Events by Eye Candy and send to  
Events by Eye Candy, PO BOX 442, Mechanicsburg, PA 17055

### BOOTH SPACE

ON OR BEFORE JUNE 28 @ \$295 \$ \_\_\_\_\_  
ON OR AFTER JUNE 29 @ \$375 \$ \_\_\_\_\_

LUNCH OPTION 1 # \_\_\_\_\_  
BOXED FOR TWO @ \$0

LUNCH OPTION 2 # \$ \_\_\_\_\_  
HOT, SIT-DOWN @ \$30/PERSON

TOTAL \$ \_\_\_\_\_

## RULES AND REGULATIONS

**PAYMENTS/CANCELLATION POLICY** All payments must be made paid in full. There are no refunds for cancellations.

**ASSIGNMENT OF EXHIBIT SPACE** Space will be assigned first-come, first-serve based upon date of receipt of application along with payment required. If, for any reason the floor plan must be changed, Events by Eye Candy reserves the right to relocate exhibitors affected by these changes. Exhibitors will be informed if such change is absolutely necessary and every effort will be made to make an equitable change based on the receipt of application for said exhibitor.

**RE-ASSIGNMENT OF SPACE** Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of show management.

**CARE OF EXHIBIT SPACE** General cleaning of aisles will be provided, however, exhibitors are responsible for keeping their space clean and exhibits manned and in good order. Each booth must be manned during show hours by at least one person. Cleaning should occur at close of the show each evening. Trash may be placed in the aisles for pick-up at that time.

**COMBUSTIBLE MATERIALS AND FIRE REGULATIONS** All decorations must be flame-proofed to the satisfaction of the fire department. No combustible oils or gases can be used as part of an exhibit. This applies to both inside and outside exhibits.

**LIABILITY AND INSURANCE** Exhibitors are advised to see that their regular company insurance includes extra-territorial coverage, and that they have their own theft, public liability and property damage insurance. Neither the sponsors, the employees thereof, nor their representatives, nor any employee of Eye Candy Family, LLC and Events by Eye Candy, LLC will be responsible for injury, loss, or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the contract, and the exhibitor on signing this contract expressly releases the Sponsors, Red Lion, Events By Eye Candy, LLC, and The Eye Candy Family, LLC, it's employees and representatives from, and agrees to indemnify same against any and all claims for such loss damages or injury.

**SALES AND USE TAX REGULATIONS** Exhibitor is required to display a photocopy of their state sales tax. Each exhibitor will be responsible for the collection of the 6% Pennsylvania retail sales tax.

Print Name \_\_\_\_\_

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