



Hampstead Community Expo 2012 RULES & GUIDELINES FOR PARTICIPATING BUSINESSES

1. Exhibitors may set up on Friday, February 24, 2012 from 6:00 – 8:00 P.M. and on Saturday, February 25, 2012 from 8:00 – 8:45 A.M.
2. All exhibitors must be in place by 9:00 A.M. on Saturday and remain until 3:00 P.M. We require that all booths be manned for the entire day.
3. Exhibitors expressly release North Carroll High School, Carroll County Board of Education, and Hampstead Business Association from any and all liability for any damage, injury or loss of any person or goods from any cause whatsoever.
4. There will be no dangerous objects sold at the business expo. Retail selling, referrals, and demonstrations of services are permissible and exhibitors may display only services, products, or merchandise sold by their business. Any actions deemed not good business practice, inappropriate, dangerous to the public or other exhibitors, or not in good taste can be cause for ejection from the expo.
5. Booth size is 8 x 10. (Tables can be rented for a small fee.) If you feel you will be using more than this amount of space please reserve appropriate space so as to not offend or interfere with other vendors. Carpet or matting must be placed under anything that may damage the floor surface.
6. The expo will be conducting an extensive advertising campaign including but not limited to: banners, posters, signs, local newspapers, library, and on radio station 100.7 The Bay. Details are available upon request.
7. All exhibitors are responsible for cleaning up their booth area, the return of rental property to the appropriate area, and removal of any tape or adhesive material from floors and walls.
8. Exhibitors will receive the expo survey form on Saturday.
9. **NO UNPAID SOLICITATION** is allowed at the expo. If any person without reserved booth space solicits you, please contact the expo chairperson immediately. All unpaid solicitors will be ejected from the premises immediately.
10. We will assign booth spaces as we receive the applications. Every attempt will be made to space out vendors of the same type business; however there is no guarantee implied or expressed, due to space limitations.
11. Please direct any vendor disputes or problems to the expo chairperson.
12. Non-members can participate in the expo but HBA members will be given preference on booth space location before non-members.

Kenny Cebulski, Expo Chair
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