



Vendor Application Saturday & Sunday May 8 & 9, 2010

Company/Organization Name		Contact Person/Exhibitor Representative	
Street Address			
City		State	Zip Code
Telephone	Fax	E-Mail	

AMCVB Member Booth Spaces

Please reserve _____ 10' x 10' standard booth spaces(s) x \$100 = _____

Please reserve _____ 10' x 10' **additional** standard booth spaces(s) x \$50 = _____

Please reserve _____ 10' x 10' corner booth spaces(s) x \$150 = _____

Please install _____ Telephone/Modem/Internet Access x \$25 = _____

Please register _____ Additional exhibit staff x \$5.00 per person = _____

Non AMCVB Member Booth Spaces

Please reserve _____ 10' x 10' standard booth spaces(s) x \$150 = _____

Please reserve _____ 10' x 10' **additional** standard booth spaces(s) x \$75 = _____

Please reserve _____ 10' x 10' corner booth spaces(s) x \$200 = _____

Please install _____ Telephone/Modem/Internet Access x \$25 = _____

Please register _____ Additional exhibit staff x \$5.00 per person = _____

Each booth space includes pipe & drape, two chairs, one trash can, one eight-foot skirted table, one 110V electrical outlet admission for two exhibit representatives and an ad in the official show guide inserted in the Altoona Mirror and at the show.

Please describe the items you will be displaying and/or what you will be demonstrating:

General Release and Acceptance of Rules and Regulations: In consideration for the acceptance of this application, I have read the vendor information as well as the rules and regulations and agree to abide by all listed rules and regulations. In addition, I expressly waive and release the Allegheny Mountains Convention & Visitors Bureau, the Blair County Convention Center, the Altoona Mirror, all sponsors and/or their employees, agents and representatives from any and all liability for injury, damage or loss to persons or property. I understand the enclosed entry fee shall not be refunded in the event that I do not attend or if all or part of the show is cancelled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond the control of the Allegheny Mountains Convention & Visitors Bureau. I agree to the enforcement of all policies, rules and regulations of the Show and the Blair County Convention Center. I understand that failure to abide by stated rules and regulations will result in forfeiture to return for future Shows. The AMCVB reserves the right to refuse any vendor application not meeting Show criteria. I further understand that the AMCVB makes reasonable attempts to attract qualified attendees to this Show but does not guarantee specific volumes or attendance levels.

Signature _____ Date: _____

DEADLINE FOR RESERVATIONS IS April 15, 2010 OR WHEN SPACE IS FILLED. NO REFUNDS OR CANCELLATIONS AFTER April 1, 2010.

***OFFICE USE ONLY: Date Received _____ Amount Paid _____ Vendor # _____



TASTE OF THE
ALLEGHENIES
Vendor Information

Vendor Show Hours: Saturday, May 8, 10am to 2pm; Sunday, May 9, 10am to 3pm

APPLICATION SUBMISSION: Submit all checks or money orders made payable to the AMCVB along with the application to:

Allegheny Mountains Convention & Visitors Bureau
One Convention Center Drive
Altoona, PA 16602
Phone: 814.943.4183 / Fax: 814.943.8094
Email: clang@amcvb.com

SPONSORSHIPS ARE ALSO AVAILABLE

For Information On Becoming A Sponsor Call 814.943.4183 or 800.842.5866

REGISTRATION: Upon arriving at the Blair County Convention Center, vendors must register at the Information Desk located inside the main entrance. You will be presented with a vendor packet that includes your staff badges and meal tickets. Staff and volunteers will be waiting to show you to your space(s) and to answer any questions. All vendors will load their products in and out through the Main Entrance of the Blair County Convention Center unless they have very large or heavy items. Items too large for the front doorways or too heavy for the terrazzo tile must be off loaded at the loading docks. If you off load at the loading dock, a show representative will take your goods to your vendor space and you must remove your vehicle from the loading dock prior to setting up your area.

VENDOR'S SALE OF MAIN ATTRACTION ITEMS MUST BE PRE-APPROVED BY THE AMCVB

SET UP/TEAR DOWN:

Set Up	Friday	May 7	8:00 AM	TO	8:00 PM
Tear Down	Sunday	May 9	3:00 PM	TO	5:00 PM

Tear down will not be permitted until the show has officially come to an end.

ELECTRICAL: There will be one 110V outlet provided per exhibit space. Your outlet will be within 50 feet of your space. You will need your own extension cords. **A maximum of 300 watts will be strictly enforced.** Other special electrical needs must be pre-approved by Show representatives. There will be additional costs for this service.

BOOTHS AND ADDITIONAL ITEMS: Booths are 10'x10'. You may build or erect your booth covering within your allotted space. You may bring your own tables, chairs, displays, etc. The Blair County Convention Center also has a complete inventory of supplies for purchase as well as furniture, fixtures and equipment for rent. Please contact a Show representative if you need assistance.

PARKING: All vendors must park in the designated vendor parking area. This will provide show attendees easy parking and access.

NOTES: **No refunds or cancellations after April 1, 2010.** There are no guaranteed positions in the exhibition area. Exhibitor placement assignment will occur in the order that the applications are received by the AMCVB. No food or beverages may be brought into the Blair County Convention Center for consumption. The sale, distribution or dispensing of food, drinks, or tobacco is strictly prohibited. No use of the words "Taste of the Alleghenies or Taste of Home Cooking Show" without prior approval. Solicitation or distribution of products is not permitted outside your booth space.

If you have additional questions while setting up or during the Show, please see a Show staff member. Enjoy the Show!

2010 TASTE OF THE ALLEGHENIES

Vendor Rules And Regulations

- ❖ The exhibitor's booth must be open and staffed during all show hours.
- ❖ The exhibitor may not dismantle their booth prior to the close of the Show.
- ❖ Exhibitors must not interfere with adjacent booths in any way.
- ❖ Exhibitors are not permitted to solicit or distribute products outside of their booths.
- ❖ Exhibitors are strictly prohibited from selling their assigned space to another craftsperson or share their booth with any non-applicant.
- ❖ Failure to notify the AMCVB in advance of any cancellation and/or failure to comply with all Show rules will affect future Show participation.
- ❖ A \$35 fee will be assessed for all returned checks.
- ❖ No booth space is guaranteed from year to year.
- ❖ The AMCVB has the right to relocate or dismiss any participant or distribution activity.
- ❖ If you are selling items from your booth you are responsible for collecting and remitting the 6% PA Sales Tax on goods and services sold and are required to have a tax number.
- ❖ Animals or pets with exception of ADA Service Animals are not permitted in Blair County Convention Center except as an approved exhibit, activity or performance legitimately requiring use of animals. The request for approval for such animals to be on the premises must be received in writing in advance and be approved by the Blair County Convention Center Director or designee.
- ❖ Off loading of products may take place at the Blair County Convention Center's Main Entrance doors. Items too large for the front doorways or too heavy for the terrazzo tile must be off loaded at the loading docks. If you off load at the loading dock, a show representative will take your goods to your vendor space and you must remove your vehicle from the loading dock prior to setting up your area.
- ❖ Public elevators and escalators are for passengers only and may not be used to transport freight, hand trucks, floats or equipment dollies. Freight movement on the terrazzo tile lobby area is strictly prohibited.
- ❖ Banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by the Blair County Convention Center.
- ❖ The Business Resource Center located on the Ballroom Level can provide a long list of supplies and services. If you forgot an item or need additional items visit the Business Resource Center.
- ❖ Exhibitors are prohibited from bringing food or beverages for consumption into the Blair County Convention Center. The Gift Shop located on the Ballroom Level has snacks and beverages for sale.
- ❖ Included with the booth rental fee, exhibitors are provided one 110V electrical outlet. You will need your own extension cords. **A maximum of 300 watts will be strictly enforced.** Additional electrical needs must be communicated with a Show representative and additional charges will apply.
- ❖ The Blair County Convention Center is the exclusive provider of electrical, telecommunications, Internet, air, water and drainage connections. If you wish to have one or more of these services at your booth you must contact a Show representative.
- ❖ No one may use, store or display compressed gasses, flammable liquids or dangerous chemicals without written authorization from the Blair County Convention Center.
- ❖ No one may cook in exhibit booths without receiving advance written approval from the Blair County Convention Center.
- ❖ All trash must be bagged and all cardboard must be broken down and placed outside your booth at the close of the Show.
- ❖ The Blair County Convention Center is a tobacco free facility. Designated smoking areas are located outside of the Convention Center.
- ❖ All employees at the Blair County Convention Center are prohibited from accepting tips or gratuities. Anyone who may wish to compliment the Convention Center staff for excellent performance may make a contribution to the Blair County Convention Center's Employee Activity Fund.
- ❖ Exhibit items left behind at the close of the Show will be stored and/or disposed of at the exhibitor's expense.