

**Lititz Ambucs 2010 Northern Lancaster County Business Expo  
Booth Rental Agreement**

Thank you for your participation in the 2010 Northern Lancaster County Business Expo.  
This booth rental agreement will serve as your confirmation and agreement to the rental terms.

**Date and Time:** Fri. **3/5/2010** (10:00 AM to 8:00 PM.)

**Location:** Lititz Rec Center, 301 West Maple Street, Lititz, PA 17543.

**Sponsoring Organization:** Lititz Chapter of AMBUCS (American Business Club) [www.lititzambucs.com](http://www.lititzambucs.com)  
P.O. Box 141, Lititz, PA 17543, Telephone: (717) 627-7169.

**Rental fee:** \$300.00 per booth. A \$100.00 deposit is due at the time of booth reservation. **Balance due by Feb. 15, 2010.**  
**Mail check and a copy of this signed agreement promptly to Lititz Ambucs P.O. Box 141, Lititz, PA 17543.**

**Booth Information:** Booth is 8' deep x 10' wide, with a rear drape 8' high x 10' wide, side drapes 3' high extending out 8' from the rear drape, one 6' table with white plastic top and pleated skirt on front and two sides, one side chair, one lined waste paper basket, one 7" x 44" identification sign, and a single electrical outlet nearby. Special items, such as carpet, chairs, etc. may be ordered at the Exhibitor's expense from Penn State Exposition Services. (717-236-6733). Displays may not extend beyond the perimeter of the booth. Exhibitors should supply extension cords as all electrical outlets are not directly behind booth.

**Set up and Tear down:** Set up may begin 7:00 AM Friday morning March 5 and must be completed by 9:30 AM.  
Tear down may not begin until 8:00 PM.

**Cancellation:** Must be in writing. Refunds will not be made unless canceled booth is rented to another Exhibitor. A cancellation fee of \$100.00 will be charged.

**Security:** There will be no professional security arrangements and since the Lititz Rec Center will be open for other activities each Exhibitor will be responsible for its property. Normal building lockup and security will be in effect when the Rec Center is closed and the exhibit space will be locked before and after show hours. Each Exhibitor is responsible for its own equipment and must keep an attendant in the display booth during show hours. Exhibitors desiring to insure their exhibits and display materials against loss or damage must do so at the Exhibitor's own expense. It is suggested that the Exhibitor contact its insurance agent to secure an exhibition rider policy, which may provide risk insurance covering the exhibit property.

**Liability Waiver:** The Exhibitor agrees to make no claim against the Lititz Ambucs, the Lititz Rec Center or their officers, directors, members or employees for any loss, damage, theft of property, or any injury to the Exhibitor, or its employees, invitees and guests; or for claims for damages, injuries, loss or damage to property which may be incident to, arise from, or be in any way connected with the use and occupancy of the display space and the Exhibitor shall indemnify and hold harmless the Lititz Ambucs and the Lititz Rec Center against any such claims

**Signature:** By the signature below the Exhibitor agrees to all of the terms of this agreement.

**Exhibitor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Tel. No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**PLEASE SIGN AND RETURN ONE COPY TO: *Lititz Ambucs (Business Expo),  
PO BOX 141, Lititz, PA 17543.***

**THE OTHER COPY IS FOR YOUR RECORDS.**

**PLEASE REMIT ANY AMOUNT STILL DUE FOR BOOTH.**