



Celebrate our First Year

RESERVE YOUR EXHIBITION SPACE TODAY!

The Simsbury Chamber of Commerce Home Improvement Show is Saturday, September 6, 2008 (Rain date: Sunday, September 7, 2008) from 11a to 4p. The Home Improvement Show is an event created by the Simsbury Chamber of Commerce to showcase the home improvement industry to the Farmington Valley community, while generating funds to support the Simsbury Chamber of Commerce office, business promotions, benefits and services for its over 500 members.

Home Improvement Show Facts

- ❖ The first year of a new event to showcase the home improvement industry
- ❖ A 100% volunteer created and managed community event
- ❖ A one day event (Sept 6) located on the Simsbury community event site on Iron Horse Boulevard
- ❖ A family event with something for everyone, including:
 - Convenient one-stop shopping for all your home improvement needs
 - Demonstrations and displays to promote and sell products and services
 - Children's activity for the young at heart
 - Hamburgers, hot dogs, ice cream

Exhibition Space Assignments

To ensure your participation is guaranteed and that you take advantage of all planned publicity, we strongly urge your prompt return of the enclosed application and fee to reserve your space. The following is a set of criteria for participation. Please note that "Certificates of Insurance" may be forwarded to the chamber office at a later date.

➔ **FIRST CONSIDERATION** by Friday, May 23, 2008.

Simsbury Chamber member in the home improvement industry will be assured space upon receipt of a **fully completed application with fee, signed "Agreement"** (will be forwarded once we receive your Exhibition Space Reservation Form) **and 2008/2009 Simsbury Chamber dues paid in full.** Sponsors will be given preference when assigning exhibition space.

➔ **SECOND CONSIDERATION** after Friday, May 23, 2008

Simsbury Chamber member in an industry that supports the home improvement industry will be assured space upon receipt of a **fully completed application with fee, signed "Agreement"** (will be forwarded once we receive your Exhibition Space Reservation Form) **and 2008/2009 Simsbury Chamber dues paid in full.** For example, hardware store, interior designer, carpet cleaner, home improvement loan provider, appliance/furniture sales)

➔ **THIRD CONSIDERATION** after June 13, 2008

First come, first served as space permits to non-Simsbury Chamber member in the industries above who return a fully completed application with fee and signed "Agreement" (Agreement will be forwarded once a space becomes available)

LOCATION OF EXHIBITION SPACE

Requests should be made in writing and attached to the application. Every request will be given consideration.

For Further Information –

phone: Simsbury Chamber office at 651-7307
email: info@simsburcoc.org
website: www.simsburcoc.org



APPLICATION

Iron Horse Boulevard, Simsbury, CT Saturday, September 6 – 11 am to 4 pm Rain Date: Sunday, September 7 – 11 am to 4 pm

BUSINESS NAME: _____ CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DESCRIBE YOUR HOME IMPROVEMENT SERVICES: _____

PHONE: _____ FAX: _____ E-MAIL ADDRESS: _____

(Required – Must be submitted with application)

CT License #: _____ CT Tax Registration #: _____
(Required – Must be submitted with application)

☞ **EXHIBITION SPACES are made up of existing parking spaces on event site (approx 9' x 18')**
– Does not include tent, tables or chairs

	Simsbury Chamber Member	Non-Member:	<u>COST</u>
<input type="checkbox"/> EXHIBITION SPACE - Standard (2 adjacent parking spaces - minimum)	\$200	\$300	\$ _____
<input type="checkbox"/> EXHIBITION SPACE - Medium (3 adjacent parking spaces)	\$300	\$450	\$ _____
<input type="checkbox"/> EXHIBITION SPACE - Large (4 adjacent parking spaces - maximum)	\$400	\$600	\$ _____
	TOTAL DUE		\$ _____

Will you be using electricity? Yes Briefly describe below: _____ No

☞ All electrical connections must be reviewed and approved by Simsbury Chamber Site Staff

➔ Payment MUST be received with application- ➔ **DEADLINE for listing in event publicity: June 27, 2008**

CHECK PAYABLE TO: Simsbury Chamber of Commerce ● BOX 224 ● SIMSBURY, CT 06070
 Credit Card Payment MasterCard Visa

Account # _____ Exp. Date _____

Name as it appears on card: _____

Billing address: _____

Your signature: _____

Only applications paid by Credit Card may be faxed back to: 651-1933

For Internal Use Only

DATE REC'D:	CHECK #:	CC:	AMOUNT:	AGREEMENT	CERT OF INS.	VENDOR #:

Simsbury Chamber of Commerce "Home Improvement Show"

INSURANCE REQUIREMENTS FOR ALL PARTICIPANTS

Introduction

Simsbury Chamber of Commerce *Home Improvement Show* is an event run by and for the benefit of the Simsbury Chamber of Commerce, Inc. All Simsbury Chamber of Commerce *Home Improvement Show* participants must return an INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, signed by an official of your organization with the power to bind the organization, together with the attachments specified on this sheet no later than August 17, 2008.

General Liability

Each participant shall submit to the Simsbury Chamber of Commerce, Inc. a copy of a Certificate of Insurance naming the Simsbury Chamber of Commerce as the Certificate Holder and providing for general liability insurance specifically covering Simsbury Chamber of Commerce, by:

- ➔ **listing the dates** - September 6 and 7, 2008 and; (Rain Date: September 7, 2008)
- ➔ **the location** - off Iron Horse Boulevard, between Wilcox Street and Mall Way, Simsbury, Connecticut

Any Certificate of Insurance must provide 30 days advance written notice to the Simsbury Chamber of Commerce, Inc. of cancellation of coverage relevant to Simsbury Chamber of Commerce.

➔ **The policy MUST name as additional insured:**

"The Simsbury Chamber of Commerce, Inc., its employees, servants, agents and volunteers,
and the Town of Simsbury."

The general liability insurance policy shall have **limits of liability of not less than \$1 million per occurrence**. Specifically, this coverage should be for single limit bodily injury and property damage on a comprehensive general liability form including Independent Contractors Liability, Products Liability, and Broad Form Contractual Liability.

Automobile Liability

The event site will be closed to unauthorized vehicle traffic from 8am on Saturday, September 6 until 7pm on Sunday, September 7, 2008. Participants needing to drive a vehicle on the site during that time period must provide to the Simsbury Chamber of Commerce, Inc., proof of automobile liability insurance.

Participants maintaining commercial auto insurance should submit to the Simsbury Chamber of Commerce, Inc. a copy of a Certificate of Insurance naming the Simsbury Chamber of Commerce as the Certificate Holder providing automobile liability insurance with a **single limit of liability of no less than \$1 million**. Any Certificate of Insurance must provide 30 days advance written notice to the Simsbury Chamber of Commerce, Inc. of cancellation of coverage relevant to Simsbury Chamber of Commerce.

The policy must name as additional insured:

"The Simsbury Chamber of Commerce, Inc., its employees, servants, agents and volunteers,
and the Town of Simsbury."

A business policy covering both owned and non-owned and hired vehicles will suffice. **Participants not maintaining commercial automobile liability insurance**, must provide a Certificate of Insurance showing a single limit of liability of no less than \$1,000,000 and specifically providing for coverage of the vehicle used at *Simsbury Chamber of Commerce Home Improvement Show*.

Workers' Compensation

Each participant using **paid employees** to staff a booth or to make deliveries to or pick-ups from a booth shall have and submit a Certificate of Insurance naming the Simsbury Chamber of Commerce as the Certificate Holder to the Simsbury Chamber of Commerce, Inc. a policy covering workers' compensation and state statute employers liability for those employees. Any Certificate of Insurance must provide 30 days advance written notice to the Simsbury Chamber of Commerce, Inc. of cancellation of coverage relevant to Simsbury Chamber of Commerce.

Failure to comply with these requirements in no way removes or eliminates your obligation under this agreement.

SIMSBURY CHAMBER OF COMMERCE

PO Box 224, Simsbury, CT 06070

Phone: (860) 651-7307 Fax: (860) 651-1933 info@simsburycoc.org



HOME IMPROVEMENT SHOW 2008 GENERAL RULES AND REGULATIONS

The *Home Improvement Show* is an event run by and for the Simsbury Chamber of Commerce, Inc. The *Home Improvement Show* Committee is a committee of the Simsbury Chamber of Commerce, Inc. When the term "*Home Improvement Show*" is used in these General Rules and Regulations, the term refers to the *Home Improvement Show* Committee of the Simsbury Chamber of Commerce, Inc.

1. The location of each participant exhibition space at the event will be determined solely by *Home Improvement Show*. *Home Improvement Show* will attempt to accommodate requests for specific locations. Sponsors will be given priority for available exhibition space and placement.
2. Participants are encouraged to display their own signage, trucks, trailers and equipment as long as it does not impede event flow or other participant's exhibition space.
3. In fairness to all, participants shall maintain sufficient staff to manage their exhibition space at all times during the event. (11 am - 4 pm). Participant personnel should wear neat, clean, appropriate attire. Participants who do not man their exhibition spaces at all times during the event will be ineligible for exhibition space the following year.
4. All exhibition space decorations (such as, bales of hay, corn stalks, etc) must be flame-retardant prior to the beginning of the event to comply with regulations per the Simsbury Fire Marshal. Compliance of regulations is the sole responsibility of the participant. Participants may be asked to remove such decorations at the discretion of the Fire Marshall if compliance cannot be verified.
5. Only authorized Food Service Participants and *Home Improvement Show* are permitted to sell food or beverages for on-site consumption. No participant may **sell** any food or beverages, including, but not limited to, alcoholic beverages, soft drinks, juices, coffee, hot chocolate, iced tea, and mineral water without specific written approval in advance of the event by *Home Improvement Show*.
6. In order to showcase as many businesses as possible and to provide for ample event space, no participant may purchase more than four exhibition spaces.
7. All participants must meet the requirements set out in "Insurance Requirements for All Participants", and shall execute and return to the Simsbury Chamber of Commerce, Inc., the INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, a "CERTIFICATE OF INSURANCE" and "HOME IMPROVEMENT SHOW 2008 PARTICIPANT AGREEMENT" before setting up their exhibition space.
8. At *Home Improvement Show* participants shall identify themselves by the same name used at their principal place of business.
9. All home improvement contractors must provide and display a valid State of Connecticut Home Improvement Contractor's License Number.
10. Each participant must leave their exhibition space "broom clean" at the close of the event.
11. Appropriate noise level and behavior will be maintained at each participant's exhibition space at the event. "Appropriate" is what is in keeping with the spirit of Simsbury *Home Improvement Show* as a family event. Noise complaints voiced by a neighboring participant will be dealt with immediately and seriously.
12. Smoking and drinking of alcoholic beverages are both STRICTLY FORBIDDEN. The Simsbury Chamber of Commerce and *Home Improvement Show* Committee would like to promote the *Home Improvement Show* as a smoke free event.
13. Any promotional items proposed to be sold or given away at the event should be noted on the reservation form. ALL FOOD and BEVERAGE items are STRICTLY FORBIDDEN for sale.
14. *Home Improvement Show* will provide ample covered trash barrels and recycling containers throughout the event site. *Home Improvement Show* will also identify a location for the disposal of cardboard to be recycled.
15. Participants who "decline" their exhibition space after July 15th will forfeit any monies paid unless exhibition space can be sold to another participant.

➔ **See over for further rules & regulations**

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16. *Home Improvement Show* volunteer personnel will be available throughout all hours of *Home Improvement Show* to help participants with questions or problems. An on-site Information Tent will be manned at all times by *Home Improvement Show* personnel.

17. Co-promotions planned with local media must be noted on the application form and approved by *Home Improvement Show* prior to the event.

18. All propane and helium tanks must be secured per Simsbury Fire Marshall regulations.

19. *Participants who are considering sharing exhibition space with another home improvement industry company, participant, entity or individual (Co-Participant) must apply for approval from Home Improvement Show. The following information must be submitted in writing before August 1 for consideration by Home Improvement Show:*

- Name of proposed Co-Participant including contact information, proposed activities and times they will share your assigned Exhibition space. Co-Participant, who is a home improvement contractor, must provide and display a valid State of Connecticut Home Improvement Contractor's License Number.
- *A CERTIFICATE OF INSURANCE from Co-Participant, or from the Participant, naming the Co-Participant on Participant's Insurance Policy, in the same limit coverage as required of the Participant*
- *A signed INDEMNIFICATION AND HOLD HARMLESS AGREEMENT*

The decision of *Home Improvement Show* is final and *Home Improvement Show* reserves the right, at its sole discretion, to prohibit and / or limit the use, time, activity and participation of any Co-Participant on site during the event. The Participant accepts full responsibility of monitoring "Co-Participant" staff and directing and enforcing the *Home Improvement Show* Rules & Regulations that apply, including the staff of any approved Co-Participant.

20. Participants or co-participants are not allowed to wander the event site for any promotional activity unless given prior permission by *Home Improvement Show*.

Adopted 3/2008

