



# HOME AND GARDEN FESTIVAL 2023

## Application and Exhibit Space Contract

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### Chestnut Hill Home and Garden Festival, Sunday, May 7, 2023

*This application for exhibit space at the Home and Garden Festival will become a contract upon written acceptance, based upon terms set forth by rules on pages 3-4 and the guidelines established for exhibitors. Please write legibly. The rain date is Sunday, May 21, and the application deadline is Tuesday, April 4.*

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

Date \_\_\_\_\_

## EXHIBIT SPACE RENTAL INFORMATION

*Fill this out to reserve a 10' x 10' space on Germantown Avenue. **Space rentals do not include a tent.***

### Exhibit space rental information:

Please check your choice below.

- Chestnut Hill Business Association (CHBA) member, **FREE**
- Chestnut Hill business, non-CHBA member, **\$125**
- Small business exhibitor, **\$185**
- Nonprofit, **\$100**
- Live demonstration for Maker's Village (for the entirety of the event 11:00 AM – 5:00 PM), **FREE**

Please include a description of your live demonstration: \_\_\_\_\_

- CHBA approval for Maker's Village

If you DO NOT see an option for your business, are a food vendor, or would like to be a sponsor for the event, please email [coneill@chestnuthillpa.net](mailto:coneill@chestnuthillpa.net) so we can better accommodate your needs.

Includes 10' x 10' exhibit space only. No display materials are included. As an exhibitor, you are responsible for all display materials, tents, tables, etc. Signage with your business name is highly recommended. We will provide a sign and an electrical outlet if ordered below.

### Location request(s):

Please check your choice(s) below.

- Corner space, **\$75 surcharge**. Spaces are allocated on a first come, first serve or at CHBA's discretion.
- Maker's Village. Businesses must include a live demonstration. Acceptance is at CHBA's discretion.
- Sustainability Hub. Must qualify. Acceptance is at CHBA's discretion.
- In front of my business. Only for businesses located on Germantown Avenue between Willow Grove and Rex Avenues.



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### Assignment of exhibit space:

Booths will be assigned when the CHBA receives full payment for exhibit space and the jurying committee has accepted the exhibiting organization. The CHBA will endeavor to fulfill your preferences. The CHBA retains the right to place booths based on the competitive separation of exhibits and the comfort and safety of the attendees. Requests are not guaranteed. If you do have a preference, though, please don't hesitate to write it below.

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### Please order the following extras for my booth:

Sign with business name, **\$15**. Signs are 4' x 1'. Please write your business name precisely as it should appear on the line below.

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Electrical outlet, **\$50**. Electric is available only for specific low-usage purposes such as credit card machine operation. Vendors requiring electricity will be placed in those areas of the festival where electricity can be provided.

## TOTAL

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Total amount \$ \_\_\_\_\_

- Check enclosed
- PayPal (a 4% fee will be added). Please write your billing *@username* \_\_\_\_\_
- Bill my account (CHBA current members only)

Please make check payable to Chestnut Hill Business Association and mail the signed contract to:  
Chestnut Hill Business Association, 8514 Germantown Avenue, Philadelphia, PA 19118

## EXHIBITOR CONTACT DETAILS

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

Business Address \_\_\_\_\_

Website \_\_\_\_\_

Social Media @ \_\_\_\_\_

Owner/Manager \_\_\_\_\_

Billing Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



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### DESCRIPTION OF PRODUCTS OR SERVICES

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Please write a description of products to be displayed or offered for sale below. Only home and garden-related, home and garden-themed home décor, environmental, or renovation products or services will be accepted for inclusion in the festival. Please enclose photographs representative of the products you will be exhibiting or offering for sale. An Instagram, Facebook, or website is acceptable for product review either alone or in addition to images.

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### AGREEMENT

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I have completely read and understand the Rules and Regulations outlined in this package. Upon EXHIBITOR signature and the CHESTNUT HILL HOME AND GARDEN FESTIVAL approval, this completed form will be a binding license agreement between the EXHIBITOR and the CHESTNUT HILL HOME AND GARDEN FESTIVAL. Payment for the CHBA is with this application. Upon acceptance, this will ensure that I have one booth at the CHESTNUT HILL HOME AND GARDEN FESTIVAL on Sunday May 7, 2023 (rain date Sunday May 21, 2023). Checks will be returned if application is not accepted.

Exhibitor signature \_\_\_\_\_

Date \_\_\_\_\_

Company name \_\_\_\_\_

Contact \_\_\_\_\_

### VENDOR RULES AND REGULATIONS

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VENDOR RULES AND REGULATIONS FOR THE CHESTNUT HILL HOME AND GARDEN FESTIVAL

Sponsored by CHBA, 8514 Germantown Avenue, Philadelphia, PA 19118

Date of event: Sunday, May 7, 2023 (rain date Sunday, May 21, 2023)

Time of event: 11:00 AM – 5:00 PM

#### EXHIBIT RESTRICTIONS

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Exhibits must conform to the size of the space allocated to the exhibitor and must not obstruct the view or interfere with other exhibits. No exhibits should be more than 9 feet in height and may only be that high in the rear, 3 feet from the booth. All demonstrations, discussions, or other activities (such as the distribution of descriptive literature of any kind) must be confined to the exhibitor's own booth. No exhibitor shall assign, share or sub-license the whole or any part of the assigned booth space without the written approval of the Chestnut Hill Home and Garden Festival. Displays should not be arranged or placed in such a manner as to interfere with or be objectionable to other exhibitors. The exhibitor must have merchandise and personnel in their booth for the entire period the Home and Garden Festival is open. The Chestnut Hill Home and Garden Festival reserves the right to make decisions involving the mix and placement of exhibiting companies regarding booth assignments.



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### LICENSE AGREEMENT

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Upon acceptance and approval by the Chestnut Hill Home and Garden Festival of your signed application form, and accompanied by payment for the full amount, this application and the rules contained herein shall constitute a binding license agreement for the right to use space at the Chestnut Hill Home and Garden Festival. Applications for such space must be made on an official form and received by the Chestnut Hill Home and Garden Festival accompanied by check for the full amount.

### PROTECTION OF PROPERTY

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No damage shall be done, nor shall anything be pasted on, tacked, nailed, or screwed to the canopy booth, the street, curb, sidewalks, permanent signage, trees, or other outdoor streetscape materials located along Germantown Avenue in the exhibit area. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage that they, their agents, or employees may cause.

### LIABILITY

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The exhibitor agrees to assume all liability for and to indemnify the Chestnut Hill Home and Garden Festival and the CHBA from and against any and all claims, with loss of life, personal injury, and/or property damage arising from or out of the installation, set-up, operation, dismantling and/or removal of the exhibit, if caused in whole or in part by the act or omission of the exhibitor, its agents, contractors, or employees. Exhibitor hereby releases the Chestnut Hill Home and Garden Festival and the CHBA of any liability whatsoever.

### LOST OR STOLEN PROPERTY

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The exhibitor agrees to assume all responsibility for exhibit items or materials brought to Germantown Avenue for the Chestnut Hill Home and Garden Festival. The Chestnut Hill Home and Garden Festival and the CHBA shall not be responsible for theft or loss of property. At no time should items be left unattended.

### REGULATION ENFORCEMENT

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The Chestnut Hill Home and Garden Festival shall have the full power to interpret and enforce all the regulations contained herein and shall have the power to make such amendments and further regulations as shall be considered necessary for the proper conduct of the Garden Festival. Such decisions shall be binding upon all exhibitors. Failure by exhibitors to comply with these or any other regulations or amendments thereto shall be sufficient cause for the Chestnut Hill Home and Garden Festival to require immediate removal of such exhibit and/or the offending exhibitor.

### EXHIBIT HOURS

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All exhibits must be **operational by 11:00 AM, Sunday, May 7, 2023, and remain open until 5:00 pm that evening.** All exhibit booths must be staffed during operational hours. **No vendor vehicles will be admitted to exhibiting areas after 10:00 AM.**

### REFUND POLICY

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**A 50% refund to exhibitors will be granted upon written notification to the CHBA received by April 7, 2023. No refunds are given for cancellations within one month of the festival date.** Vendors may only sell or give their space to another vendor with written and express permission from the Chestnut Hill Business Association. All cancellations must be received in writing, and "no-shows" without communication will impact future acceptance. We do not do credits for future events except for a rain date. If a fire, acts of god, strikes, or other uncontrollable circumstances force the postponement or cancellation of Chestnut Hill's Home and Garden Festival-in that case, the Chestnut Hill Business Association shall have no liability or obligation to make any refund. However, the CHBA shall make every effort to refund such a portion of the exhibit fees not spent or encumbered.

### SALE OF FOOD AND SPECIFICATIONS FOR GIVE-A-WAYS

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No exhibitor may sell any food product without the express written consent of the festival committee. Only pre-packaged sample sizes of 3 oz. liquid and 2 oz. solid may be given away from booth locations. This will be strictly enforced.

### LIMITED RELATIONSHIP FOR GARDEN FESTIVAL ONLY

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It is understood and agreed by the parties hereto that this Agreement is intended solely as a license agreement, permitting the use by the exhibitor of the assigned booth area for the time and purposes stated herein, and this shall not be construed as creating nor is it intended to create any other relationship between the parties. This agreement shall be construed and interpreted according to the laws of the Commonwealth of Pennsylvania.