

**Overbrook High School Renaissance PRESENTS . . . September 16, 2017**  
**FOOD TRUCK FRENZY**

OVERBROOK HIGH SCHOOL  
1200 TURNERVILLE ROAD, PINE HILL, NJ 08021

**One Session – SATURDAY 12PM – 4PM**  
**Exhibitor Entry: 11AM-11:45AM (at the latest)**

**NO Rain Date**

Exhibitor agrees to abide by all show rules, policies and procedures printed and incorporated in this application/ contract. Signature of this contract indicates that the person signing accepts personal liability for his/her company.

- Exhibitor setup times will be assigned by show management. Exhibitor must comply with these arrangements. NO EXCEPTIONS.
- **Exhibitor must remain set up until close of show Saturday, September 16, 2017, 4 pm.** Failure to comply will result in loss of future exhibiting privileges.
- Management reserves the right to refuse to accept any request for exhibition space for any lawful reason.
- **All Food Trucks must provide a certificate of \$1,000,000 Liability Insurance, at least 2 weeks prior to Overbrook Renaissance. and Overbrook High School must be named as the additionally Insured.**
- Vendor will get all required Licenses. Health/Food permits must be obtained for all Food Vendors.
- You must leave the space you are rented in the clean condition that you found it in. No garbage is to be left behind.

**BOOTH COSTS: VENDOR - \$50**

All booths are assigned on a first come, first served basis. There are no drive up vendors allowed – You must be contracted in advance!

The funds MUST be in US dollars and be paid in full with contract and no later than September 2, 2017, or the space will be forfeited. Payment should be sent in with completed application.

DESCRIPTION OF PRODUCT OR SERVICE: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Method of Payment:** Check \_\_\_\_\_ Amount \$ \_\_\_\_\_

Full Payment MUST be included with application..

Exhibitor will not be allowed to occupy any booth that has not been fully paid for. No payment will be accepted at the show. In such case, any exhibit space money received shall be considered a non-refundable deposit

**Makes All Checks Payable to: Overbrook High School 1200 Turnerville Rd, Pine Hill, NJ 08021 (856) 767-8000 Fax: (856) 767-3082**  
**overbrookhs.com**

# RULES & REGULATIONS

Show management reserves the right to enforce strict compliance with all rules and regulations, exceptions to the following rules and regulations will not be permitted.

## 1. THE PROMOTERS

Overbrook High School, referred to hereafter as "Management".

## 2. SPACE ASSIGNMENT

Management reserves the right to determine booth location. Booth sharing is not permitted without consent of management. Exhibitor may not assign their booth or any portion thereof to any other person for any reason.

## 3. BOOTH FEES

Booth fees are payable in full by September 2, 2017. A deposit must accompany a signed contract to be valid. Exhibitor will not be allowed to occupy any booth not fully paid for. In such case, any exhibit space money received shall be considered a non-refundable deposit.

## 4. DISPLAY REGULATIONS

No exhibit may block or interfere with a neighboring exhibit. Exhibitors shall confine all exhibit activities within the limits of the booth. All materials and activities in a booth shall be relevant to the Exhibitor's products and/or services. Absolutely no exhibits are permitted outside the contracted booth space without express written permission from Management. All exposed structures must be properly covered. Nothing may be nailed, tacked, screwed, or otherwise attached to the columns, walls, floors or furniture in the event area. Decals or stick-on display materials cannot be affixed to floors or walls. Violators will be responsible for removal and charged for cleaning. Any expense incurred in affixing items in a manner necessary for the protection of the equipment or furniture will be borne by the Exhibitor.

## 5. EXHIBITOR ATTENDEE & BADGE REGULATIONS

All Exhibitors are required to register. Name badges will be issued and must be worn by registered attendees for the duration of the show, including setup and breakdown. Exhibitors are not allowed to issue unauthorized, complimentary or discounted badges to anyone. If Management determines name badges have been issued improperly after the fact, the attendee asked to immediately leave to show, forfeiting all monies previously paid. Exhibitors may not assign badges to any person other than the person thereon.

## 6. EXHIBIT SETUP

Scheduling of vehicle entry will be made in advance of show. Schedule must be enforced. No early packing may be started before the show closing on Saturday, September 16, 2017. Cooperation on this point from all Exhibitors is required. Failure to comply with this request will result in loss of future exhibition privileges. All exhibits must be removed from the exhibit hall by 5:30pm, unless arrangements were made with Management prior to end of show. If no arrangements were made, exhibit will be removed by the show decorator at the Exhibitor's expense. Management will not assume any liability for any injury that may occur to show visitors, Exhibitors or their agents and employees or others, or their property, during Show setup and dismantling periods. Any Exhibitor using the services of an independent decorating company assumes all liability for the acts of that decorator during installation or dismantling under this contract.

## 7. STAFFING

Booth and table spaces must be staffed at all times. Management shall have the authority to adopt and enforce all rules and regulations regarding booth staffing.

## 8. EXHIBITOR LIABILITIES

Exhibitor shall keep contracted area neat, clean and in good order. If the occupied space or any area of Overbrook High School is damaged by the participant and/or his employees, the contracted Exhibitor is liable. Exhibitor hereby agrees to indemnify and hold harmless the Pine Hill Board of Education, Overbrook High School, Overbrook High School Renaissance and all their managers, officers, sponsors, employees, agents, guests, successors and assigns from any damages, expenses, losses of liabilities, including but not limited to any suit or claim for personal injury, product liability, property damage or loss of use of property by whosoever sustained on or about Exhibitor's participation in show.

## 9. FOOD & BEVERAGES

Exhibitors may sell foods, but may NOT sell or drink alcoholic beverages or intoxicating liquors.

## 10. SMOKING

Smoking is NOT permitted.

## 11. INSURANCE

Exhibitor shall carry general casualty liability and property damage insurance coverage (including premises, operations and contractual liability) of at least \$1,000,000 for such liability together with statutory worker's compensation coverage with a limit of at least \$100,000.

## 12. CLEANING OF EXHIBITS

Management will festival grounds. Exhibitors MUST thoroughly clean there existing space. Leaving it in the same good order they found it in.

## 13. SUBLEASE

Subleasing tables is expressly prohibited. Sharing a booth or table with another Company, unless contracted and approved by Management, is expressly prohibited. The distribution of samples, literature or other materials for a non-exhibiting company without a Show contract is expressly prohibited.

## 14. EXHIBITOR RESPONSIBILITIES

The Exhibitor agrees to comply with all applicable local, federal, and state tax and other laws relating to the sale of goods or services, and to obtain, pay for, and display all necessary licenses and permits, and to pay all taxes and levies insofar as the Exhibitors own participation in the Show is concerned.

## 15. CANCELLATION CLAUSE

Any Exhibitor wishing to cancel Show space reservation for reasons of their own may do so in writing. A 50% refund on show space will be granted up to and including September 9, 2017. Any cancellation after September 9, 2017, will be accepted, but no refund of show exhibit space money will be made.

## 16. FORCE MAJEURE

In the event any part of the exhibit or any portion thereof is unavailable whether for the entire event, or a portion of the event as a result of fire, flood, tempest or any other such cause, or as a result of war, strike, lock-out, labor dispute, riot or any other cause or agency over which the Show has no control, or should the Show decide that because of any such cause it is necessary to cancel, postpone or re-site the Show, or reduce the installation time, Show time, or move-out time, the Show shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect as a result thereof.

## 17. AMENDMENTS

Management shall have full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition. All Exhibitors will be promptly notified of any changes to these rules.