

Lancaster

PET EXPO

December 4-5, 2010

EXHIBITOR MANUAL



FOR PET LOVERS OF ALL AGES!

Lancaster County Convention Center

3 East Vine Street, Lancaster, Pennsylvania 17602
866-503-3786

Show Management
EQXPO, LLC
114 West Hills Road
Huntington Station, NY 11746
(631) 423-0620

Freight Handling
General Exposition Services
205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464
(610) 495-8866 Fax (610) 495-8870

Furniture & Electric
EQXPO, LLC
114 West Hills Road
Huntington Station, NY 11746
(631) 423-0620

EQXPO, LLC,

114 West Hills Rd., Huntington Station, New York 11746
Tel 1-800-677-4677 Tel. 631-423-0620 Fax 631-423-0567

Website: www.horseandpetexpo.com

E-Mail: petexpo@optonline.net

ALL SERVICES SHOULD BE ORDERED AT LEAST TWO WEEKENDS PRIOR TO THE OPENING OF THE SHOW TO AVOID A POSSIBLE SURCHARGE BY THE SERVICE CONTRACTOR.

Dear Pet Exhibitor,

Thank you for your contract for booth space at the Lancaster Pet Expo. We are glad that you will be joining us. **Attached you will find your Exhibitor Kit.** It has all the information you need including electric setup, any vendor certificates you might need. When filling out the forms for electric etc., if you are asked for booth number please fill out the name you are using for the booth space. If you have any questions please do not hesitate to call us.

PARKING

There is a parking fee of \$5 per day (this is a special rate for vendors).
We will give you a voucher form for this special rate.

Reminder Exhibitor Check List ✓

- Did you Order Furniture ?** see attached form
Must be ordered in advance
- Did you Order Electric ?** see attached electric form
Must be ordered in advance
- Did you Order Extra Badges ?** (Booth includes 2 Badges)
See attached form
- Have you placed your ad in Official Show Program ?**
There is still time to get your ad in the Official Show Program.
Attendees use the Program to contact vendors after the show about their products.
- Have you placed an ad on our Website ?**
Contact us for information & pricing.
- Did you Order Your Full Color Flyers or Display Cards?**
Call BG Graphics (1-800-677-4677) and ask for Bill to place your order.
- Did you pay your Balance which is due at this time**
Please make check payable to EQXPO or payment through PayPal.
Balance must be paid by Nov. 4th.
- Did You Sendin a Copy of Your Insurance ?**

Insurance For All Exhibitors:

Every exhibitor is required to carry "All Risk" insurance on liability, products and equipment while in transit to and from, and while in the exhibit area. This will protect you and your exhibit. EQXPO, LLC, its officers and employees are to be named as additional insured. You must contact your insurance agent for this coverage for the period of the EQXPO, LLC. *Since no inventory can be confirmed, your merchandise is your responsibility, protect it accordingly.* **Proof of Insurance must be supplied to EQXPO, LLC prior to the show.**

It is advised that exhibitors carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1 million per occurrence, \$2 million aggregate. All coverage must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder naming EQXPO LLC or Lancaster Pet Expo and the Facility and Official Service Contractor as additional insured. If requested by Show Management, they must be made available on show site.

It is strongly recommended that Exhibitors also carry insurance to cover loss or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. EQXPO LLC or Lancaster Pet Expo assume no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. While the exhibition may provide security guards, it is solely done as an accommodation to Exhibitors. The Exhibitor expressly agrees to save and hold harmless the EQXPO LLC or Lancaster Pet Expo their management, agents and employees from any and all claims, liabilities and losses for injury to persons or animals (including death) or damage to property arising in connection with Exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of the EQXPO LLC or Lancaster Pet Expo.

Indemnification:

Exhibitor agrees that neither the Organizer (EQXPO LLC or Lancaster Pet Expo and GES), nor the management or owners of the Show Building, nor any of their officers, agents, employees or other representatives shall be held accountable or liable for, and the same are hereby released from accountability and liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or of Exhibitor's officers, agents, employees or other representatives resulting from theft, fire, water, accident or any other cause, including the Organizer's negligence. Exhibitor also agrees that the Organizer and the management and owners of the Show Building will not obtain any insurance against such damage, loss, harm or injury to any person or property of the Exhibitor or any of Exhibitor's officers, agents, employees or other representatives and that the procuring of insurance against those risks is solely the responsibility of the Exhibitor. Exhibitor agrees to indemnify, defend, protect, hold and save harmless the Organizer and the Show Building owners and management against and from any and all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature including, but not limited to subrogation claims by anyone having a contract of insurance with the Exhibitor, which might result from or arise out of any action or failure to act on Exhibitor's part or on the part of any of Exhibitor's officers, agents, employees or other representatives, including but not limited to, claims of damage or loss to the Show Building property, or from or out of any damage, loss, harm or injury to the person or any property of the Exhibitor or any of Exhibitor's officers, agents, employees, or other representatives and further including, but not limited to, claims of damage or loss to any third party resulting from an infringement of any copyright, patent or trademark.

FOR ASSOCIATIONS ONLY

If the Association does not have insurance you can sign & return the enclosed Waiver Form. (Please see Waiver Form)

MOVE IN SET UP EXHIBITS

Friday December 3 10:00 A.M. – 6:00 P.M.

Call for special arrangements if you cannot make the setup time.

Please call office at 1-800-677-4677 to tell us what time you are coming to set up to avoid waiting on long lines.

Saturday December 4 8:00 A.M. Please call to make arrangements

When you arrive you will be directed to the Unloading Area.

Which is on East Vine St.

Unload your vehicle, and then move your vehicle in the parking garage.

As soon as your vehicle arrives at the Lancaster County Convention Center,
you will be directed to the unloading area, make sure to get on line.

AS SOON AS YOUR VEHICLE HAS BEEN UNLOADED, PLEASE REMOVE IT and park in the vendor parking area.

Call to arrange special time to avoid waiting on long lines.

All Exhibits must be completely assembled by 9:00 am Saturday Show starts at 10:00 am on Saturday.

SHOW HOURS

Saturday – General Public December 4 10:00 A.M. – 7:00 P.M.

Sunday – General Public December 5 10:00 A.M. – 5:00 P.M.

MOVE OUT

Sunday December 5 5:00 P.M. – 11:00 P.M.

Dismantling of Exhibits is NOT TO BEGIN until final closing at 5:00 pm on Sunday

REMINDER

Exhibitors are expected to be in the Exhibition Hall one hour before the show opens each morning for preparation. For security purposes at least one member of your company should be present at these times. **Exhibitor badges must be worn for admittance.**

EQXPO, LLC, will maintain an information booth during the entire show, located at the front of the Exhibition Hall. This booth is knowledgeably staffed to direct consumers to the appropriate booths. Please be aware this information booth is also present for your benefit. If you have any questions, concerns or problems, please stop by and see us at the information booth during the show.

Exhibitors are required to arrange their exhibits in a way, which will not obstruct the view of other exhibits (if possible). Due to the nature of this show, many exhibits will extend to the front of the booths. **If your display extends to the front of your booth, the side facing the next exhibitor must be finished, and contain no signage** (or a fee will be charged to drape the unfinished side of your booth).

Move-in is a most difficult time to provide security. Bring a cover to protect your products, If you have any small or valuable items in your display, be certain to have one person remain with your booth until the doors are locked Saturday evening. Make certain one-person returns Sunday morning at 9 A.M. **Be sure that any fragile or breakable display material is packed or protected accordingly.**

Please remember... Move in can be a stressful time. It seems everyone wants to be the first one in. We will have people to help you move in. **Please be patient!** We always get everyone in.

SERVICES FOR EXHIBITORS

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Exhibitor Badges:

2 Badges are included for each booth space. **Additional badges can be purchased for \$5 for the weekend.** Badges will be picked up on Friday. Additional Badges can be purchased ahead of time or on Saturday before the show opens. **Badges will not be sold once the show opens.** Badges can be shared. We have an envelope at the exhibitor check in table.

Exhibit Booths:

Booths:	Maximum booth height is 8ft. (The ceiling height is 19ft.) Island booths have no height restriction.
Backdrops:	An 8ft. blue back curtain and a 3ft. blue side curtain are provided for your booth.
Carpet, Tables, Chairs, etc.:	These items are optional you can purchase a furniture pkg. or separate items are available through the decorator (See Exhibitors Forms).

Decorator Services:

We are offering a Furniture Packages that Includes: a 6' Skirted Table, & 2 Chairs for \$75.00.

This price is for the full weekend. To take advantage of this special offer it must be **pre-ordered**, this price is not available at setup time.

You may bring your own tables and chairs but the tables must have a covering to be consistent with the show's colors blue or white. If you have a special covering with your logo or name that is acceptable but otherwise it must conform to the shows colors.

Electrical Service: (not required)

Requirements for electrical power is handled through the facility.

Return the enclosed electrical order form directly to the EQXPO, LLC

Janitorial Services:

Cleaning of the aisles is provided by show management. Please put all garbage (boxes, papers etc.) in the aisle, in front of your booth each night at the closing of the show. We require you to crush all boxes to avoid additional fees.

Signs & Banners Hung from the Ceiling:

Rigid signs and banners secured with a top bar will be hung and removed for a flat fee of \$90.

BANNERS WITHOUT A TOP BAR WILL NOT BE HUNG. THIS SERVICE MUST BE ARRANGED IN ADVANCE.

Deliveries:

No advance deliveries will be accepted at Show Site. SMG Company accepts crated or boxed materials in advance of Show Set-Up at their Warehouse. Please contact SMG Company for Shipping Information and a Service Order Form.

Guards, Watchmen & Security:

Lancaster County Convention Center security guards will prevent entry to exhibit areas after show hours. At the close of each day, EQXPO, LLC management personnel will go around with security to be certain everyone is out of the exhibition hall, at which time all doors will be locked. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times.

YOU MUST WEAR YOUR BADGE TO BE ADMITTED AT ALL TIMES.

Contract:

This application properly executed by Applicant (Exhibitor) shall upon written acceptance by EQXPO LLC constitutes a valid and binding contract. Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition. It is further agreed that the conditions, rules and regulations as are stated in the contract and as outlined in the Exhibitor Service Manual are made a part hereof as though fully incorporated herein, and that the said exhibitor agrees to be bound by each and every one thereof.

Use of Space:

Exhibit Management reserves the right to decline, prohibit or expel an exhibit which, in its judgment, is out of keeping with the character of the exhibition, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level etc.

- No canvassing of the aisles, parking lots or Expo grounds is permissible.
- Exhibitor's exhibit or product may not extend beyond the limits of the Exhibitor's booth and part of any exhibit or product may not extend into any aisle.
- No Exhibitor shall so arrange his/her exhibit so as to obscure or prejudice adjacent Exhibitors in the opinion of Show Management.
- No Exhibitors shall assign or sublet any part of his assigned space without the consent of Show Management in writing.
- Any space not occupied by the time set for completion of installation of displays will be reassigned at the discretion of Show Management.

Exhibitors will keep his exhibit open and staffed at all times during the show hours.

Downsizing (canceling one or more spaces of a multiple space booth) after space has been assigned may result in relocation of booth.

Failure to comply with the rules and regulations of this contract and as stated in the Exhibitor Service Manual will result in the alteration or removal of the booth at the Exhibitor's expense.

Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities, having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

It is agreed that if the Exhibitor fails to comply in any respect with the terms of the agreement, then Show Management shall have the right without notice to the Exhibitor to sell or offer for sale the exhibit space covered by this contract. Said Exhibitor will be liable for any deficiency, loss or damage suffered by the exhibition by reason of the premises stated, and further agrees to pay Show Management upon demand reasonable expenses and costs incurred by reason thereof.

It is further agreed that actual occupation of the exhibit space by an exhibit is of the essence thereof, and that should the exhibition be unable to affect the sale of the space as herein provided, the exhibition is then expressly authorized to occupy or cause said space to be occupied in such a manner as it may deem in the best interest of the exhibition, without any rebate or allowance whatsoever to the Exhibitor and without in any way releasing said Exhibitor from any liability hereunder, and said Exhibitor expressly agrees to pay the exhibition the full sum as herein set forth.

EQXPO LLC or Lancaster Pet Expo will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exhibition, or for any cause beyond their control. It will, however in the event of it's not being able to hold an exhibit for any of the above named reasons, reimburse Exhibitor on a pro-rata basis on the amount paid in less any and all legitimate expenses incurred, such as but not limited to: Rent, advertising, operation costs, etc.

Outstanding Balances:

No company with a past due balance will be allowed to exhibit until all balances are paid in full. If a manufacturer has an outstanding balance, their distributors, retailers or franchises may not show that product line until the outstanding balance is paid.

Refunds For Unused Space:

No refund will be made for unused leased space during the exhibit or for any part of leased space unused during any part of the exhibit. **Should leased space remain unoccupied by 6:00 P.M. on the opening day of the show, EQXPO, LLC may use it without obligation. The exhibitor will still be liable for any and all monies due.**

Products to be Exhibited:

ONLY THE PRODUCTS LISTED ON YOUR CONTRACT MAY BE EXHIBITED. MANAGEMENT RESERVES THE RIGHT TO PROHIBIT AND/OR REMOVE ANY ITEMS NOT SPECIFIED IN THE CONTRACT OR DEEMED OBJECTIONABLE. ALL EXHIBITS MUST BE DISPLAYED WITH "TASTE" AND PROFESSIONALISM.

Conduct:

Any exhibitor or company representative who creates a disturbance, acts in an unruly fashion, or behaves in a manner, which is not befitting of the show will be removed from the facility. If this becomes necessary, the exhibitor will forfeit any and all funds paid to EQXPO, LLC. Exhibitors with animals in their booth must be considerate of other exhibitors. Animals must be well behaved & under control – no excessive barking, etc.

Distribution of Literature, Etc.:

Exhibitors will be permitted to give out catalogs, circulars and folders **in their booth only**. No distribution of such material from booth to booth, in the aisles, or in meeting rooms will be permitted. **Canvassing of any kind, or distributing literature in the Exhibit Hall by or for non-exhibitors is forbidden.**

EXHIBITORS MAY DISPLAY, DEMONSTRATE, GIVE AWAY SAMPLES, AND SELL AT THEIR BOOTHS ONLY.

Noisemaking Equipment:

IMPORTANT! Sound apparatus and noisemaking equipment must be regulated to a level that will not disturb other exhibitors. NEED APPROVAL PRIOR TO DISPLAY.

Installation:

Thursday and Friday, starting at 10:00 AM.

All Exhibits must be Show Ready by 9:00 AM on Saturday.

Special arrangements can be made for Thursday set-up. Please call our office at 631-423-0620.

Dismantling:

Of Exhibits is not to begin until final closing at 5:00 PM on Sunday. It's important to stay until all equipment must be completely removed and display area must be vacated by 11:30 PM on Sunday.

Objectionable Exhibits:

Management retains the right to discontinue any Exhibit which, in the opinion of Management, is objectionable.

Arrangement of Exhibit:

The uniform booth background is not strong enough to support display materials from the cloth or frame. Do Not pin or staple materials to the cloth. Special background will be needed for any display materials that exceed 25 pounds in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to the approval of all inspection authorities having jurisdiction.

URGENT **IMPORTANT NOTICE**

**No Shipment of Any Kind
Will Be Accepted by the Facility**

**Refer to Shipping Information Form
Your Cooperation is Appreciated – GES (610 495-8866)**

Show Requirements For Animals:

1. All dogs are required to be vaccinated against Rabies, and DHLPP and cats are required to be vaccinated against FVRCP. Form provided in packet.
2. Dogs are not to be off lead while in the aisles.
3. Dogs on leads in display booth require at least enough length to sit & lie down.
4. Animals kept in cages must have room to stand up, turn around, sit down, and make normal postural adjustments.
5. Animals should have access to water at all times.
6. No lactating queens or bitches are allowed.
7. No transfer of dogs on the show site.
8. Live animals may not be given away as prizes.
9. Turtles may not be sold if their shells are under four inches in diameter.
10. No puppies or kittens under 3 months of age are allowed at the show.
11. Offensive displays will be asked to be removed by the show management (i.e. Freeze dried pets; displays of aggression, graphic literature).
12. Animals involved in displays/booths should be given some "time out" when crowds are too heavy or the animal appears stressed. There will be a designated area, away from the display area provided for this purpose.
13. Absolutely no non-human primates under the age of one year will be allowed on the premises.
14. No overcrowding of birds. For every foot of bird, three cubic feet of cage space is recommended. Macaw – 9 cubic feet; Amazon/Grey – 3 cubic feet; Cockatiel – ½ cubic feet.
15. Any person in charge of a display involving "wild or exotic animals" or "reptiles," capable of inflicting harm on the public must exercise due care in safe guarding the public from injury (i.e. not walking wild animals through crowded aisles and other areas accessible to the public.)
16. No handling, petting, touching or any direct human contact with exotic/wild animals other than its caretaker. Please post a sign stating "DO NOT TOUCH". For Variance, call Management.
17. Animals may be examined for nasal/ocular discharge, cough, diarrhea, external parasites (fleas, ticks, ringworm, mites) any of which could necessitate removal from the show.
18. The adoption, advertising of adoption, sale, advertising for sale, or negotiation for sale (taking of deposits, raffle, or delivery) or any intended transfer of ownership of any dogs at EQXPO LLC or Lancaster Pet Expo is strictly prohibited on the grounds, in the parking lot, or any adjacent areas during the inclusive dates of said show. The only transfer of ownership or advertising for transfer of ownership of any dogs during the show is within the pet adoption area. Exhibitors found violating this rule are subject to removal from the show without refund or credit.
19. All displays with animals must meet all show management requirements & NJ State Law requirements.

Additional Building Rules & Regulations:

1. Move-in and move-out schedules must be strictly adhered to. No exhibitors will be allowed in the facility without the presence of show management.
2. Any parcels shipped to the Expo Center will be accepted **only during the move-in and event period**. Parcels delivered prior to an event **will be returned**. The Expo Center assumes **NO** responsibility for parcels delivered to the Center.
3. Any parcels left beyond the final move-out period will be discarded, if necessary at cost to the exhibitor.
4. Boxes may not be stored in aisles, behind curtains, or anywhere on the exhibition floor without the consent of building management.
5. No signs or banners may be taped or otherwise mounted to facility walls or columns. Exhibitor will be billed for any damage caused to walls or columns by tape, nails or glue.
6. Distribution of adhesive badges or stickers is prohibited.
7. Distribution of helium or lighter-than-air inflated balloons is not permitted in the hall. Exhibitor will be billed for removal of balloons from the ceiling at a rate of \$50 per man hour.
8. Food or beverage items may not be sold or given away at a booth without express consent of building management. A health department permit may be required by the North Bergen County health inspector.
9. Loading and unloading is permitted in designated areas only. No loading is to take place at the main entrance to the building, nor may items be wheeled through the lobby.
10. Smoking is **NOT** permitted anywhere within the facility.
11. Only one gallon of flammable liquid is permitted per booth. In addition, a fire extinguisher must be provided by the exhibitor. No open flames are permitted without prior building management approval.
12. Animals or pets that are part of a display are permitted inside the building. Said animals must remain at the booth or display area; they may not be paraded around the facility. **No animals are permitted in any food court area.**
13. In the interest of public safety, facility management may modify and terms or conditions or rules. Exhibitor will comply promptly and courteously with any directive issued by facility personnel or security.
14. Exhibitors are not permitted to discard trash in any dumpsters. The Expo Center recycles cardboard. **You Must Flatten all cardboard to be discarded to avoid fees.**
15. Exhibitors are not permitted in the loading dock area during show hours. Violators are subject to a \$50 fine.
16. Alcoholic beverages may not be brought into the facility. Such beverages must be removed from the facility, or they are subject to confiscation. Alcoholic beverages may be purchased at an on-site concession stand or in the lounge.
17. Outside food deliveries are not allowed.
18. Carpet, tile, or other forms of covering may not be glued to the floor. All floor coverings must be removed by the exhibitor.
19. EQXPO LLC or Lancaster Pet Expo has no control over prices charged for products nor over the number of vendors selling similar or competitive products.
20. **Exhibitor parking is under the control of the FACILITY. They cannot leave their car in the unloading zone & they must park in the designated exhibitor parking area. There is a charge for Parking in the City of Lancaster. Please park in the Convention Center Garage for a special rate of \$5 per day.** (see information on Page 2)

DIRECTIONS TO

Lancaster County Convention Center
3 East Vine Street, Lancaster, Pennsylvania 17602
866-503-3786

From Highway 30, take the Fruitville Pike
exit and follow directions for "Historic Lancaster."

Fruitville Pike will become N Prince St. Proceed south on N Prince St to King St; left on King St.
Penn Square will be 1 block to your right at the next traffic signal. Bear right for parking entrance.

Hotel Information

For Hotel please contact the
Lancaster Country PA Dutch Convention & Visitors Bureau at

1-800-PA-DUTCH

and mention that you will be attending the Lancaster Pet Expo.
www.PADUTCHCOUNTRY.COM



PET EXPO

FOR PET LOVERS OF ALL AGES!

114 West Hills Rd., Huntington Station, New York 11746

Tel 1-800-677-4677 Fax 631-423-0567

Website: www.horseandpetexpo.com

E-Mail: petexpo@optonline.net

Name of Event: _____

Location of Show: _____

Date of Show: _____

Waiver Form For Associations

If the Association does not have insurance you can sign & return the enclosed Waiver Form.

Dear Association Exhibitor,

All Associations must either have Liability Insurance or sign the enclosed waiver. A copy of the Insurance or the wavier must be received in our office no latter than 15 days before Show date.

By participating in the Pet Expo as a non-profit organization, the

_____, agrees to the following:
(name of organization)

To indemnify and hold harmless, _____,
(name of Show)

the EQXPO LLC and its officers, and the _____
(name of Facility)

for any and all claims of liability and damages from any injury, property damage, loss, claim, or expense that may occur to the animals representing the organization at the show.

Should any injury occur to any person, other animal or property as a result of the behavior of our animals at the Show, whether expected or unexpected, regardless of the stimulus for the behavior (i.e. animal's spontaneous conduct, the conduct of another animal, the conduct of any person or thing, or a combination of any of these), the organization will be solely liable and be held responsible for any injury or property damage that results there from (including reasonable attorneys fees and that I will indemnify, hold harmless, protect and defend the Pet Expo, and EQXPO, LLC, for any and all claims of liability and damages from any injury, property damage, loss, claim, or expense resulting from the behavior of the animal(s) representing the organization named above.

To report any and all such injuries immediately to The Pet EXPO and EQXPO, LLC.

Signature of authorized officer of organization

Date _____



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FOR PET LOVERS OF ALL AGES!

114 West Hills Rd., Huntington Station, New York 11746

Tel 1-800-677-4677 Fax 631-423-0567

Website: www.horseandpetexpo.com

E-Mail: petexpo@optonline.net

Name of Event: _____

Location of Show: _____

Date of Show: _____

Health Form

Organization Name: _____

Owners Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Name of Animal: _____

Type of Animal: _____

Breed of Animal: _____

Vets Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

All animals are required to be up to date on all shots INCLUDING RABIES. New Jersey requires all animals to be vaccinated against Rabies – Please have health certificates and veterinary statements visibly displayed at your booth. All dogs are required to be vaccinated against DHLPP and cats are required to be vaccinated against FVRCP.

By signing this you are stating that the above animal(s) has had all the required vaccinations.

Signature: _____

ADOPTION GROUPS

You can fill out one form, per type of animal, ex. cat, dog as long as they all have the required vaccinations.



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114 West Hills Rd., Huntington Station, New York 11746

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Tel 1-800-677-4677 Fax 631-423-0567

Website: www.horseandpetexpo.com

E-Mail: petexpo@optonline.net

Furniture - Badge Order Form

Name of Event: _____

Location of Show: _____

Date of Show: _____

Dear Exhibitor,

In order to keep the booth costs down we want to make sure that you are aware that the **Booth does not include a table or chairs.**

We are offering a Furniture Package that Includes: (1) 6' Skirted Table, & 2 Chairs for \$75.00. This price is for the full weekend. To take advantage of this special offer it must be **pre-ordered**, this price is not available at setup time.

REMINDER:

2 badges are included with the space. Additional badges are **\$5 for the weekend**. Additional badges can be purchased.

Furniture Package	Price \$75 Each	Number Badges	Price \$5 Each	Electric \$55.00	Total Price

I will be providing my own table with the appropriate blue or white covering.

Form of Payment (Check One): Full payment or deposit **MUST** accompany Agreement. If paying by credit card you must fill out all the information.

_____ Check in the amount of \$ _____ (Payable to "EQXPO")

_____ Credit Card _____ VISA _____ Master Card _____ Discover

Amount to Charge upon Receipt (deposit or total due) \$ _____

Credit Card # _____ Expiration Date _____ CVV # _____

(Three digit Number on back of Card)

Company Name _____

Name on Card _____ Signature _____

IMPORTANT! Billing Address for Credit Card _____

PLEASE RETURN THIS FORM NO LATER THEN 14 DAYS BEFORE THE SHOW

Name of Event: _____

Date of Event: _____

Location of Event: _____



ADDITIONAL FURNITURE ORDERED

	Quantity	Price	Total
4' x 24" Decorated Table		\$60.00	
6' x 24" Decorated Table		\$70.00	
8' x 24" Decorated Table		\$85.00	
Counter-Height Tables		\$10 each extra charge	
9' x 10' Carpeting		\$95.00	

3' Pipe & Drape		\$4.00 per linear foot	
8' Pipe & Drape		\$6.00 per linear foot	
Easels		\$15.00	
Plastic Folding Chairs		\$6.00	
Bar Stools		\$30.00	

Subtotal:			
Total:			

**Please make all checks payable to EQXPO, LLC and mail to 114 West Hills Road, Huntington Station, NY 11746. Orders can be faxed to 631-423-0567. EQXPO, LLC accepts Master Card, Visa, Amex & Discover.*

Form of Payment (Check One): Full payment or deposit **MUST** accompany Agreement. If paying by credit card you must fill out all the information.

_____ Check in the amount of \$ _____ (Payable to "EQXPO")

_____ Credit Card _____ VISA _____ Master Card _____ Discover

Amount to Charge upon Receipt (deposit or total due) \$ _____

Amount to Charge on Nov 1st (balance) \$ _____

Credit Card # _____ Expiration Date _____ CVV # _____

(Three digit Number on back of Card)

Company Name _____

Name on Card _____ Signature _____

IMPORTANT! Billing Address for Credit Card

I hereby authorize EQXPO to charge my account for shipping charges incurred by my company at the above-mentioned show.

If you need information for Shipping, Freight, Drayage, or Telephone/Internet please call the office at 800-677-4677 for forms.

