

**Rules & Regulations:**

**BOOTH LOCATIONS:** Changing your booth location after receiving your booth assignment is generally NOT permitted unless approved by the Vendor Committee and due to outstanding circumstances.

**CHECK IN:** October 3rd, 2023 after 12 pm

**SET UP:** October 3rd after 12 pm. Please call for special circumstances.

**CLEAN UP:** All booth spaces (inside and outside) need to be left clean of all trash at the end of the show. All trash MUST be put in dumpsters.

**FOOD:** No exhibitor shall sell food or drink items for consumption in the exhibit area. All products should be pre-packaged. Any vendor selling edible items must provide a current certificate of insurance with their application.

**Hours:** Buildings will lock at 8 pm, and open back up at 9 am. Please call for special circumstances.

**Liability:** EXHIBITORS DISPLAY AT THEIR OWN RISK. THE CONGRESS CUTTING LLC, ITS DIRECTORS AND COMMITTEES ARE NOT RESPONSIBLE FOR ANY THEFT, DAMAGE OR ACCIDENT OCCURRING DURING THE SHOW OR RESULTING THEREFROM.

**OBJECTIONABLE ITEMS:** Objectionable items, such as WEAPONS, COUNTERFEIT ITEMS, DRUG PARAPHERNALIA, OBSCENE AND/OR PORNOGRAPHIC MATERIALS ARE NOT PERMITTED TO BE SOLD! The Committee has the authority to reject applications that suggest the selling of these items and remove these items from the fair grounds.

**SUBLETTING OF SPACE:** Prohibited! No exceptions!

**PAYMENT:** Full payment must accompany a completed contract – no partial payment permitted. All checks are subject to deposit upon receipt.

**RETURNED CHECKS:** A fee of \$35 will be assessed for each returned check. A money order or cashier’s check in the amount of the returned check plus the \$35 fee will be required for payment.

**REFUNDS:** No refunds

**EXHIBIT AREA APPEARANCE:**

- a. Each exhibit must be within its designated area. No items allowed in the walkways.
- b. All walkways must be clear of obstructions.
- c. Each Exhibit shall be neat and orderly.

*The above Rules and Regulations have been reviewed and accepted by the Congress Cutting Committee. The Congress Cutting Committee reserves the right to alter or amend these rules and regulations if necessary. Revised 8/23*

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

Make checks payable to: Congress Cutting, LLC

**TOTAL ENCLOSED:** \_\_\_\_\_

**Send to:** Congress Cutting, c/o Vendor Committee, 4401 Georgetown Verona Rd, Lewisburg OH 45338.

**Items to be returned by Sept 18th:**

- 1) Check/money order for the full amount
- 2) Signed application

Official Use Only

Received \_\_\_\_\_

Receipt # \_\_\_\_\_

Booth Loc. \_\_\_\_\_

**Questions???** Contact: [congresscuttingllc@gmail.com](mailto:congresscuttingllc@gmail.com) or 937-603-2197

**THIS CONTRACT IS NOT TRANSFERABLE**