



**EXHIBITOR INFORMATION PACKAGE**  
**Keystone International Livestock Exposition**  
**Farm Show Complex Harrisburg, PA**

**IMPORTANT!** -Please read this Exhibitor Information Package thoroughly. It includes important information essential to a smoothly run and successful show. Thank you.

**KILE Exhibitor Check List**

Please use this checklist to help with deadlines and as a reminder for other items concerning your participation in KILE. Please plan ahead to avoid unnecessary costs and delays.

- \_\_\_ August 28, 2023 or within 10 days of contract receipt - Minimum of 25% of non-refundable booth rent due.
- \_\_\_ Within 10 days of contract receipt - signed rental contract due.
- \_\_\_ 9/1/23 - Electrical Service Order Form due. Orders placed after this date cannot be guaranteed. Please note that the Farm Show Complex adds a \$50 late fee to all orders placed after the deadline.
- \_\_\_ 9/18/23, ASAP Preferred - Certificate of Insurance due.
- \_\_\_ 9/18/23, ASAP Preferred - Balance of booth rent due. No exhibitors will be permitted to set up without payment in full.
- \_\_\_ Order telephone lines or internet service if required - contact Comcast 603-665-3286, ask for Paul Manley and explain that you need "temporary service."

**EXHIBITOR INFORMATION**

**SET UP**

**Opening Weekend:** Friday, September 29, 2023, by 2 p.m.

**Second Weekend:** Bulk space trade show vendors **ONLY** may set up October 4 & 5, 10 a.m. to 5 p.m. Smaller trade show vendors may set up October 4, 8 a.m. to 7 p.m.

**SHOW DAYS AND HOURS:**

- Friday, September 29 - 2 p.m. to 6 p.m.\*
- Saturday, September 30 - 9 a.m. to 6 p.m.\*
- Sunday, October 1 - 9 a.m. to 3 p.m.\*
- Thursday, October 5 - 9 a.m. to 6 p.m.
- Friday, October 6 - 9 a.m. to 6 p.m.
- Saturday, October 7 - 9 a.m. to 7 p.m.
- Sunday, October 8 - 9 a.m. to 1 p.m.

All exhibitors are requested to remain set up until the show closes.

\*Please note that we are offering the first weekend at no additional cost. There will be Ranch Horse Show, the Goat Show, and the Swine Show, all the first weekend.

**EXHIBITOR'S MOVE OUT SCHEDULE:**

**First Weekend:** All vendors can stay set up for the second weekend show. You will not be required to move out.

**Second Sunday,** 1 p.m. - 3 p.m. Exhibitors must be moved out by 3 p.m. on **SUNDAY** due to another event's occupancy of the Farm Show Complex.

**ADVERTISING:**

Beginning as soon as possible, please make plans to include KILE in your website, social media, television, radio, newspaper, newsletter and magazine advertising. Cooperative advertising is extremely beneficial and helps everyone. **At no time is any vendor permitted to utilize the KILE logo.**

**BOOTH COURTESY:**

All exhibitor activities, including signage and products, must be confined to the exhibitor's assigned space(s). Signs may not protrude into aisles. We would also like to remind exhibitors that your Contract is for a specific booth size. When setting up your booth, please make sure it is no larger than what is specified in your Contract. The local Fire Department requires that we maintain 10' aisles for



patron and exhibitor safety. If your booth extends beyond its specified boundaries into an aisle, the Fire Department has the authority to close the show until the violation is corrected.

#### **BOOTH EQUIPMENT:**

Display booths are 10 ft x 10 ft and consist of an 8 ft high back drape, 3 ft high side wall drapes and a 7" x 44" sign with the Exhibitor's company name. One skirted table and two chairs are included per exhibitor. Electric is included – one hook-up per 10x10. Bulk exhibit space does not include side wall drapes.

#### **ELECTRIC:**

One 120-volt power outlet is included per 10x10 booth. If you require more electricity, complete a Utilities Order Form and submit to the PA Farm Show Complex. All electrical equipment provided by the exhibitor must be UL (Underwriters Laboratory) approved. SHOW MANAGEMENT DOES NOT FURNISH EXTENSION CORDS. Please turn off your electronic devices at close of business each day.

#### **FIRE MARSHALL REGULATIONS, GAS TANKS AND BATTERIES:**

Vendors displaying vehicles that use gasoline and/or batteries are required to empty all gas tanks, tape close all gas fill caps and disconnect all batteries. Vehicles will be inspected prior to the opening of the show for compliance. All curtains, draperies, streamers, surface coverings, etc. used as booth decoration **MUST BE FLAME PROOF. NO HELIUM BALLOONS, LIT CANDLES OR OPEN FLAMES OF ANY KIND ARE PERMITTED.**

#### **FOOD SERVICE VENDORS PLEASE READ:**

The Farm Show Complex contracts for all food services; however, KILE is permitted to sell booth space to a few specialty food vendors, providing that all food items sold are packaged for consumption off-site in family package quantities. All food booths sold under this "consumption off-site" criteria are subject to advanced written approval by the Farm Show Complex.

#### **INSURANCE**

Our insurance company now requires all exhibitors to name Keystone International Livestock Exposition as an additional insured on their liability insurance policy and have a Certificate of Insurance forwarded to KILE by 9/14. This requirement is also outlined on your Application for Booth Space.

ALL KILE exhibitors, regardless of status (non-profit, for-profit, selling product, or just an informational booth), **MUST** have liability insurance and must have their insurance company send a Certificate of Insurance naming KILE as an additional insured. When contacting your insurance company, please verify that your policy expiration date is **AFTER** the final day of the show(s) you are attending. This certificate **MUST** be issued on an annual basis, as the policy expiration date is listed on the certificate. All certificates must list the company name shown on your Application for Booth Space as the insured. Vendors that do not have a valid certificate on file with KILE prior to the start of each show may **NOT** set up their exhibit and risk losing their booth(s) with no refunds. **NO EXCEPTIONS** will be made to this policy. Certificates may be mailed to **KILE, 2300 North Cameron Street, Harrisburg, PA 17110**, or emailed to [kile@pa.gov](mailto:kile@pa.gov). If you have questions concerning this matter, please do not hesitate to contact our office.

#### **INTERNET SERVICE**

The Farm Show Complex offers free wireless internet service throughout the facility. As with any WIFI service, the connectivity level will vary throughout the Complex due to your location and other variables. While the service offered is free, there is no guarantee that it will always be available. If you require the internet or a phone line to conduct business, we strongly recommend that you contact a service provider to install a wired connection. Comcast: 603-665-3286 and ask for Paul Manley, Business Sales Rep., or you can email him at [Paul\\_Manley@comcast.com](mailto:Paul_Manley@comcast.com). Be sure to specify that you are looking for "temporary service" and be aware that you must call after the event to cancel your service. If you order connections through Comcast, please keep in mind that they are a private contractor and neither KILE nor the Farm Show Complex will be responsible for the timely connection of your telephone or internet lines. Orders must be received at least 5 business days prior to the event for timely connection.

When connecting to the Farm Show wireless system, the official network name is "FreeFarmshowWIFI". The free internet service offered is not secure. You should take precautions to ensure your computers are protected.



#### **LIABILITY:**

The Exhibitor is responsible for the booth area assigned and agrees to pay for any damage caused to the floor, walls, doors, other vendors' property etc. during the time of the contract for the space (move in and move out included). Exhibitors should determine that their regular company insurance includes an extension of coverage for off premises and that they have their own theft, public liability and property damage insurance. KILE's insurance policy does not provide this coverage for exhibitors.

#### **LOADING/UNLOADING:**

Exhibitors may load and unload their own vehicles. KILE does not provide labor, handcarts or other equipment for exhibitors' use in loading and unloading.

#### **LODGING:**

Official housing for KILE is Best Western Premier (800 East Park Drive, Harrisburg). Availability is limited – please book early.

#### **RECREATIONAL VEHICLE HOOK-UPS AT THE FARM SHOW COMPLEX:**

A limited number of spaces are available for overnight RV use. RV facilities are available. Reservations are not required, but are first come, first served; rates are \$55 for the first day and \$10 for each additional day. This fee includes electric only, no water or dumping facilities are available, however, there are showers on site. If a camper requires more than two parking spaces, additional parking spaces can be purchased for \$10 per space per day. When you arrive, park near any light pole available, make note of the number on the pole and proceed to the Lobby to speak with Farm Show Complex security to arrange for electric.

#### **RETAIL SALES TAX LICENSES:**

All exhibitors making taxable sales must be registered with the State of Pennsylvania. Pennsylvania residents making taxable sales must have a Pennsylvania Sales Tax License, which they should already possess. Out-of-state exhibitors making taxable sales must obtain a Transient Vendor Certificate. There is no charge for this certificate, and the required forms may be completed online:

<https://www.pa100.state.pa.us>

#### **SECURITY:**

In addition to perimeter security provided by the Farm Show Complex, KILE will provide continuous security from 8 am Wednesday until 6 pm Sunday. Show management reserves the right to examine any and all packages brought onto show premises. In an attempt to combat shoplifting, it is recommended that exhibitors provide receipts for sales of merchandise. Additionally, show management suggests strongly that exhibitors exercise due diligence in protecting their merchandise against theft. As required by your show Contract, exhibitors should make sure that their business insurance policy includes protection from theft, as show management's insurance policy does not extend this coverage to exhibitors.

#### **SHIPPING INFORMATION:**

Items should be shipped to the Pennsylvania Farm Show Complex only as a last resort. If items are shipped to the facility, they will not be accepted prior to September 20. Any items unclaimed will be disposed of by the facility management. If you decide to ship items to the facility, they should be marked clearly FOR KILE and include your company name on the address label.

The shipping address for the Pennsylvania Farm Show Complex is 2300 North Cameron Street, Harrisburg, Pennsylvania, 17110. The telephone number for the administrative office at the facility is 717-787-5373. Neither KILE nor the Pennsylvania Farm Show Complex is responsible for the security, safekeeping, handling, unloading or loading of any items shipped to the facility. It is suggested strongly that all such shipments be insured for the full replacement value. Neither KILE nor the Pennsylvania Farm Show Complex assumes responsibility for item(s) delivered to the facility prior to, during or after the event.

#### **SHOW OFFICE:**

Show volunteers will be available to answer your questions during setup and show hours. Please visit the PA Livestock Association Info Desk.

#### **IMPORTANT SHOW GUIDELINES**

- SOLICITATION/SALES LITERATURE: NO SALES SOLICITATION OR DISTRIBUTION OF LITERATURE OUTSIDE OF YOUR BOOTH SPACE.



- **SOUND:** Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.
- **NO HELIUM BALLOONS, LIT CANDLES OR OPEN FLAMES OF ANY KIND ARE PERMITTED BY ORDER OF THE FIRE MARSHALL.**
- At no time will any vendor place any product or display in any travel aisle.



## KILE Trade Show Contract

Keystone International Livestock Exposition  
2300 N Cameron St., Harrisburg, PA 17110

Business:

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Date:

Acknowledged for KILE: Jana Malot

In consideration of the agreements herein contained and rental sum of

**BUSINESS NAME:**

**BUSINESS ADDRESS:** \_\_\_\_\_

**BUSINESS PHONE:**

KILE hereby grants to the above-named company, hereinafter referred to as the "exhibitor", the right of renting during the exhibition at Harrisburg, PA, September 29—October 8, 2023, a booth which consists of **100 sq. ft in dimension of 10 X 10**. This space is to be used to exhibit the following products: \_\_\_\_\_ and is subject to the following conditions:

1. The Exhibitor agrees to pay 25% of the sum above specified within 10 days of contract receipt, and the balance by September 18, 2023. The signed and completed Rental Contract for Exhibit Space shall be returned to KILE 10 days after receipt of the contract for those sent to the Exhibitor after the original application deadline.
2. **Exhibits must not be dismantled or removed by 1 p.m. on Sunday, October 8, 2023.**
3. Exhibitors are responsible for the complete removal of their exhibits and for clean-up of their exhibit space immediately after the show.
4. The conditions, rules and regulations printed herein are made a part hereof and incorporated herein, and the exhibitor agrees to be bound by each and every one of them, and KILE shall have full powers of interpretation, amendment and enforcement of all said conditions, rules and regulations.
5. KILE will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this Contract due to any of the following causes: (a) By reason of the enclosure in which the exhibition is to be produced being, before or during exhibition, destroyed by fire or other casualty (b) By an act of God, public enemy or strikes, terrorist related activities, the requirement of statutes, ordinances or any legal authority, or any cause beyond the control of KILE. This rental contract constitutes the entire contract between KILE and the Exhibitor, and no modification shall be valid unless written upon or attached hereto and same are approved in writing by an officer of KILE.
6. All exhibit activities must be confined to the exhibitor's booth space. Solicitation of other exhibitors during show set-up, show hours and show tear-down is prohibited.
7. Disputes: Disputes involving exhibitors, arising from any cause whatsoever, shall be settled by KILE, whose decision shall be final. Show management further reserves the right to discontinue any exhibit which may be conducted in violation of the conditions, rules and regulations governing the show. There will be no refund of rental space.
8. Insurance and Liability: General liability and property insurance must be obtained by the exhibitor at KILE as an additional insured. This Certificate must be forwarded to KILE no later than Sept. 19, 2022. A new certificate is required each year. NO exhibitor will be allowed to set up a booth without this certificate, regardless of type of booth. No refunds will be given for a failure to comply with this policy. The company named on this contract must be the company named on the insurance certificate as the policyholder. KILE assumes no risk; and by acceptance of this agreement, the exhibitor expressly releases KILE of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by exhibitor, and agrees to hold and save KILE harmless of any and all loss or damage by reason thereof. KILE assumes no responsibility whatsoever for any property placed in the



exhibition building, and KILE is hereby released and discharged from any and all liability from any loss, injury or damage to persons or property that may be sustained while at the Pennsylvania Farm Show Complex.

9. Setting up of Exhibits: Booths will be set up and ready for spectators one (1) hour prior to the scheduled and announced opening time of the show. A change in the show hours may be made by KILE for the benefit of the show.
10. Care of Exhibits: Exhibitors must not throw refuse on the floor, or use/misuse any other material that may endanger public safety or inconvenience other exhibitors.
11. Be a Good Neighbor: Exhibitors agree to abide by the ***Be a Good Neighbor Policy*** included in the Exhibitor Information Package.
12. Removal of Goods: Exhibitors will not be permitted to dismantle exhibits or do any packing prior to the official closing time of the show.
13. Amendments: These rules, regulations and conditions shall bind the exhibitor.
14. The exhibitor agrees to abide by all fire regulations and/or decisions of the representative for the local fire department.
15. The exhibitor shall be solely responsible for collection of sales tax for any goods sold during the Exhibition and for compliance with any local, state or federal laws and regulations in connection with exhibitor's activities at the exposition.
16. Subletting of Booth Space: Subletting of booth space is strictly prohibited without the written permission of KILE. Only the exhibitor whose name appears on the Rental Contract for Exhibit Space shall be permitted to display goods and conduct business in the assigned booth location.
17. Refunds: Refunds of Booth deposits will be made as follows: Full refund if requested by September 1, 2022. 50% if request made by September 18, 2023. No refunds will be made after September 18, 2023.

The person signing this Contract expressly represents and warrants to KILE that he/she is authorized by the exhibitor to bind it to the terms and conditions hereof. The signer of this contract understands and agrees that he/she is personally bound and liable pursuant to the terms and conditions hereof in the event that such authority to bind the exhibitor does not exist.