

Volunteer and Community Showcase

Rules and Regulations

1. The Volunteer and Community Showcase (VCS) is for the benefit of Ulster County residents. **The purpose of the VCS is to inform and make others aware of the Community, Volunteer and Non-Profit groups and organizations that enrich the lives of all Hudson Valley residents.** Exhibitors shall not misrepresent their community status and shall act with honor and integrity in their dealings with the public; both at the VCS and within the community at large.
2. Assignment of sub-lease: This agreement may not be assigned, nor may the contracted exhibit space be sub-leased, whole or in part.
3. Dates and hours: **VCS 2008 will be held at the Hudson Valley Mall, Saturday April 12th from 10am until 9pm.** Exhibitors are requested to be at their booths fifteen minutes before and after the scheduled times. All sign corrections & changes will be done during set up.
4. Fees and refunds: All fees and balances due must be paid in full by March 21st 2008.
5. Refunds for cancellations will be considered only if the exhibit space can be resold without loss to the VCS.
6. Complete booth cost is \$60.00 Exhibit space: will consist of booths approximately: 8 feet wide, 7 feet deep with a 3 foot high backdrop with three foot side rails, One 6 x 2 foot covered & skirted table and one exhibitor sign with exhibitor name to be hung in booth. Additional chairs & tables may be purchased directly from the Pipe and Drape Supplier.
7. Displays and activities cannot extend beyond the contracted exhibit space, nor interfere with those of adjacent exhibitors and Hudson Valley Mall merchants.
8. All exhibits must conform to "family fare" and the VCS chairs retain the right at their discretion to order the removal of any display or any part thereof. Booth displays should be in accordance with the exhibits of similar nature and show first class handiwork in order to increase the public perception of the Exhibitors, The VCS and the Hudson Valley Mall.
9. Set Up & Tear Down: All set up and tear down must be done while the Hudson Valley Mall is closed. **ALL SIGN CORRECTIONS AND CHANGES MUST BE DONE DURING SET UP.**
10. Booth Locations **May be subject to change due to Mall layout and number of exhibitors.**
11. Parking: Exhibitors may park only in designated areas, set aside by the Mall.
12. Security and Janitorial Services: Provided during the VCS, however, reasonable care and clean up is expected. The Hudson Valley Mall must be in "broom clean" condition upon vacating premises.
13. **Exhibitors MUST provide a Certificate of Insurance naming Ulster County Community College/UCCC as the certificate holder.**
14. **The VCS will NOT assume ANY liability or responsibility for loss or damage to the exhibits, displays or for personal injury of the Exhibitor or his/her representatives.**
15. Fire regulations prohibit the use of ANY flammable materials and smoking. Further, all aisles, exits and wall mounted fire equipment may in no way be obstructed or concealed. If helium tank is to be used, a secure tank stand MUST be provided.

Volunteer and Community Showcase

Rules and Regulations:

Page 2 Continued

16. Damage: No exhibit or display may be attached to the floors or walls of the Hudson Valley Mall. If any electrical cords are to be used, non-adhesive, rubber backed cord cover strips must be used. Exhibitors shall not deface any walls, ceilings, partitions, floors or other part of premises of the Hudson Valley Mall without the Management's prior written consent. All signs must have prior written approval. Hudson Valley Mall must be kept clean at all times.
17. The VCS retains the right to assess the Exhibitor for all expenses incurred in rectifying any damage to the Hudson Valley Mall, the electrician, the decorator or the VCS.
18. Exhibitor shall make certain: that there are no odors emanating from the Mall. That no lighting device, radio, television, microphone, loudspeaker, telephone, megaphone or other similar device that Management or VCS determines is annoying or offensive shall be used in the Hudson Valley Mall.
19. Trash: Exhibitor shall comply with Mall management's requirements for storage and disposal of trash. All trash must be bagged and properly disposed of, before closing of VCS.
20. All loading and unloading of goods shall be done only at such times, in the areas, and through the entrances designated by Mall management.
21. Exhibitor shall obtain from any governmental authority all permits necessary to enable Exhibitor to conduct business in the Mall. Exhibitor shall comply with all law, rules, orders, ordinances and regulations issued or enforced, and display some which are applicable to the Hudson Valley Mall or Exhibitors use thereof, by any governmental or regulatory entity.
- 22. Those exhibitors that have items for sale during VCS must first obtain a Peddler's License from the Town of Ulster, Town Hall.**
- 23. At the close of VCS on Saturday evening, ALL belongings must be removed from the Hudson Valley Mall, or Exhibitor shall be liable for cost of removal. NO EXCEPTIONS.**
24. Overall, the Exhibitor agrees to comply with all reasonable requests of the VCS, and VCS agrees to make every effort to satisfy the particular needs, within reason, of the Exhibitor.

I HAVE READ AND WILL ABIDE BY THE ABOVE RULES

X _____

Exhibitor Booth Checks of \$60.00 (sixty dollars) made payable to:

Ulster County Community College (UCCC) or SUNY Ulster
Attn: Retired & Senior Volunteer Program (RSVP)
409 Development Court Kingston NY 12401-1953
Catherine Canzian, Director