

RULES & REGULATIONS

FOR PARTICIPATING IN THE

The HISTORIC HOME BUYER & CULTURAL SHOW

AT *Pottstown*

Sponsored by the:

Borough of Pottstown

100 E High Street, Pottstown, PA 19464

PHONE: 610-970-6520

FAX: 610-970-6599

Email: mborzick@pottstown.org or bsharon@pottstown.org

LOCATION...

Montgomery County Community College – West Campus
100 College Drive, Pottstown, PA

SHOW DATES ... Friday, March 26, 2009 – 6 to 9pm Preview Party
Saturday, March 27, 2009 – 10am to 3pm open to Public

SET UP... Friday, March 26, 2009 after 12 noon

TEAR DOWN... Saturday, March 27, 2009 after 3 to 5pm

**Many thanks to all who participate
and support this event!**

Michelle Borzick & Bill Sharon

OUR SPONSORS:

- ZAP Digital
- Montgomery County Community College
- Borough of Pottstown
- The Pottstown Mercury
- PCTV –Pottstown Cable Television
- WPAZ Radio
- PNC Bank

BOOTH INFORMATION

Space of your booth is approximately 5ft x 8ft. This includes one 6ft table, two chairs, table covering and a black and white sign depicting your business and / or organization's name.

SPACE ASSIGNMENT

In the assignment of space, what best serves, with even distribution, a blend of vendors and good of the overall show will guide assignments. The Show reserves the right to re-arrange and / or relocate exhibits.

MANNING OF BOOTH

All booths must be manned during the show hours

PAYMENT

All checks should be made out to "Borough of Pottstown"

BADGES

- All exhibitors and their representatives at the show must wear badges provided.
- Two such badges will be made available prior to the opening of the show.

SALES PRACTICE

- Circulars or advertising matter may be distributed from your space.
- Sound devices attracting attention are prohibited, except by written permission of the Borough of Pottstown.

DELIVERIES

Home show deliveries, for the purpose of set up and tear down, can be done at the service elevator located in the enclosed parking lot beneath the college. Entrance to that lot is on the west side of the building.

PARKING

On the date of the public show all exhibitors should park to the west side and under the building.

PREVIEW PARTY

A preview party is free for exhibitors and invited guests.

All matter and questions not covered by these regulation are subject to the discretion of the officials, directors, committees, agents or others acting for the Borough of Pottstown (100 E High Street, Pottstown, Montgomery County, PA 19464) in the management of this exposition.

The Borough of Pottstown may amend these rules and regulations at any time and all amendments shall be as equally binding on all parties affected by them as these regulations.

Any questions about the delivery and setup on the days of the show please contact Bill Sharon @ 610-310-0070, we will make every reasonable attempt to accommodate you.

