



ECO-BIA

2018

SPRING HOME & GARDEN SHOW

December 2017

Dear Vendor,

It's that time of year when our thoughts turn to spring. What better way to kick off the new year and increase your business, than with our 2018 Spring Home & Garden Show. Because of increased demand for exhibitor space & positive appreciation from the public, the Show will again run for two weeks. February 22 - February 25 and additionally, March 1 - 4.

New Towne Mall and East Central Ohio Building Industry Association will again combine our efforts to bring you another successful and profitable Home & Garden Show. Because of your support each year, we continue to grow. Our average public attendance has been **10's of Thousands!**

You will be contacted with a request for additional advertising. This is your choice, but we certainly appreciate and need the support of the participating exhibitors in this effort. Please consider this as an investment in the show and in your business. Your support here is invaluable in bringing the public in and helps to keep booth cost down.

You will find a map of the mall concourse with areas designated by numbers. Please respond with your choices 1, 2, 3 and even 4, & 5 as to location on your registration form. It is convenient to have this form in hand that we may plan for the area you desire. A phone call is **not adequate** to hold your space. The corresponding list provides the size and cost of each particular area on the mall concourse. You will also find a complete set of mall exhibitor rules and regulations for your review. Note #14 concerning insurance. It is your responsibility to follow these guidelines and make sure that your certificate has been received. Your business will **not be permitted** to set-up without prior receipt of the certificate of insurance from your insurance company. In this packet, you will find we have made it easy for you to fax the certificate of insurance form to your insurance agent so that he/she has all the information they need to be in compliance and take care of this task for you. Note that the requirement has changed to a limit of 2 million.

A \$100 deposit for each space is due within 10 days of making your reservation to secure your space, with the balance due by Monday, February 5th. Set-up will not be permitted unless your booth space has been **paid in full in advance** and your **certificate of insurance has been received**.

Please make checks payable to:

East Central Ohio Building Industry Association (ECO-BIA)

P.O. Box 543 , New Phila OH 44663 Phone/Fax: 330-364-3598

E-mail: ecobia1957@aol.com Web site: www.eco-bia.com

Those exhibitor's who have opted for the two week run may leave their booth in place and man it if you so choose. However, prior arrangements must be made in advance with Cheryl Rini at New Towne Mall at 330-339-8701. There will, as customary, be a mall fee of \$250.00 payable **in advance**. **After February 22nd 2017**, the fee will be \$350. Payment for these arrangements should be made to New Towne Mall and presented to the mall office.

At your request by reservation on your registration, one 8' table and one chair will be provided. One additional table and one chair may be rented at \$20. Only those who reserve tables & chairs on their registration form will have their use. Those who do not reserve a table & chair will have the ability to use them only if they are available. Table skirting (royal blue) is available on a limited basis. Feel free to utilize your own if you wish. All tables must be skirted or draped to the floor. Businesses are responsible for set-up of their booth, curtained areas are not provided, any backdrops, walls, etc. must be "finished", not over 8' in height or over 8' solid width so as not to block other participants. All carpet, electrical cords, etc. must be duct taped to the floor, no masking or plastic tape please. You may also wish to bring an adapter so that more than one vendor may use an outlet. All Lawn & Garden tractors must be brought in through the 10' slider doors at the Marshall's entrance due to previous destruction of door frames from equipment too large to enter through the closest entrances.

Static booths are not permitted. Mall hours are Mondays - Saturdays 10:00 a.m. - 9:00 p.m., Sunday, noon - 6:00 p.m. Booth's must be manned with the exception of Sunday for those whose faith does not allow it. Set-up will be held on the Wednesday preceding the Thursday opening day at **9:00 p.m.** Exceptions **will not be made** for Set-up prior to the 9:00 pm beginning time. In case of inclement weather, there will be no decision made by the ECO-BIA to close the show. You are business people and quite capable of discerning what is in your best interests. The Mall will only close in the event at least one anchor store makes the decision to close. Tear down will begin at 6:00 pm on Sunday. No prior or early tear down will be permitted and failure to finish out the show or early tear down will negate your ability to participate the following year.

New Towne Mall Management and Representatives of the ECO-BIA reserve the right to rearrange or relocate booths that are infringing on the rights of other participants, or mall stores. The nature of temporary booth rentals (kiosk's or RMU's) by the mall may preempt the rental of a vendor space.

Please direct all calls to Holly Waldenmyer, President of the ECO-BIA and to reserve your space at the Home & Garden Show: 330-364-3598 or E-mail ecobia1957@aol.com. E-mail is the preferred method of contact because of limited office hours.

Sincerely,
Holly Waldenmyer, President

**NEW TOWNE MALL
EAST CENTRAL OHIO BIA
EVENT/SHOW RULES & REGULATIONS**

SETUP

1. Set up will begin at 9:00 pm the Wednesday preceding the Thursday opening. Under no circumstances will set up be allowed prior to 9:00 pm. All displays and booths must be completely set up and ready for business by 10:00 a.m. Thursday morning. Morning setups or setups other than the designated setup must be previously approved. New Towne Mall, & ECOBIA provides no assistance nor is responsible for providing equipment (flatbeds, dollies, etc.) necessary to set up displays. Management reserves the right to make changes to setup and or relocate exhibitors if deemed necessary to facilitate operations of the mall and/or flow of traffic during the show.

DISPLAY RULES

2. No vehicles are permitted inside mall area except for display purposes only, and then only with prior consent. Display vehicles should be drained of gas; batteries must be disconnected; and protective mats placed beneath oil pans and under wheels. Pads are not provided by the mall. **Absolutely No Silicone, Armor All, etc., applications are permitted.**
3. All carpets and electrical cords must be secured to the floor with duct tape only. The mall does not provide extension cord or duct tape. Available electrical outlets are 110 voltage. In the event you require 220 special arrangements must be made. 220 is limited.
4. Absolutely no propane tanks will be permitted inside the mall. Other sources of heat or energy must be previously approved. In this instance, the New Philadelphia Fire Department has ultimate discretion.

TEAR-DOWN/CLEAN-UP

5. Tear-down must **not** begin before the mall closes on the final day of event/show. All display materials must be removed from the mall at the close of show unless prior arrangements have been made. All dirt, plants, waste, etc. must be swept up and removed by the exhibitor. They must be deposited in compactor at mall service bays -- not in mall concourse trash receptacles. Please see mall maintenance for location of nearest compactor.

STAFFING OF BOOTH

6. Booths must be staffed/manned all open hours of the mall with the exception of breaks - not to exceed 30 minutes. Eating at your booth is discouraged, however, if you must please be discreet. Do not leave food and trash lying around within your booth area.
7. All tables must be covered and skirted or draped to the floor on all visible sides. Additional 8' X 2 1/2' skirted tables are available at a rate of \$20 per table + one chair for the duration of said event. One table is included with your reservation fee but you must reserve them on your registration form.
8. Under **NO circumstances** are you to move plants, benches or other displays including but not limited to photo booths, etc. If they need to be moved it must be approved by Show management who will be available during setup.

SIGNS

9. All signs must be of professional quality (no hand-written signs). Signs should not exceed 22" X 28" in size. Signs are not permitted to be taped to mall walls, columns, or furniture. Banners to be hung from the ceiling must be pre-approved by Mall Management and received prior to show setup.
10. No flashing, neon, or obscene lights are permitted on mall property.

NOISE

11. If using a tape recorder, slide projector, TV or VCR in your display, it must be played at a level so as not to disturb other exhibitors or mall stores. No sirens, horns, or loudspeakers are permitted.
12. No soliciting away from your display area, or barking people to your booth is permitted.

INSURANCE

13. An original certificate of insurance must be supplied to the Mall two weeks prior to show. See COI Requirements included in this packet.
14. Neither the ECOBIA, the Mall nor any representatives or employees will be held in any way responsible for any accidents, injuries, thefts or problems encountered during, before or as a result of said show/special event.

GENERAL INFORMATION & REGULATIONS

15. Mall hours are Monday's through Saturday's 10:00 a.m. - 9:00 p.m. and Sunday's Noon - 6:00 p.m.
16. No exhibit backdrop, signs or display items are to exceed 8' in solid width.
17. Mall benches and food court chairs are not to be moved or used at exhibitor's booth or as their display seating.
18. Pages and or messages for exhibitors are permitted only in emergencies.
19. One entrance is equipped to slide open to move in vehicles and/or large equipment. These doors can accommodate 10' width by 10' height. Prior arrangements must be made to utilize this entrance or to move vehicles or large equipment into the mall.
20. **All exhibitors must park in the outer perimeters of the mall parking lot.** Exhibitors cars must be parked beyond the yellow lines painted in the mall parking lot. Prime parking is reserved for your customers.
21. There is limited parking for campers, etc. No electric, water or other amenities are available. Nearby motel listings are available and in many instances, special rates apply for vendors at the show. Prior arrangement must be made as to specific parking of motor homes/trailers, etc.
22. Representatives of the BIA and the Mall reserve the right to eject or prohibit any exhibit or proposed exhibit, including but not limited to personal things, conduct, printed matter, catalogs, or souvenirs, which in their opinion, are not suitable or create a danger to the public.
23. **Loud or abusive language or actions will not be tolerated! Upon oral notification by ECOBIA, Mall Management or Security for failure to comply with such rule or regulation, representatives reserve the right to cancel the participant's agreement and ask them to immediately remove their exhibit. Upon exhibitor's refusal, management may remove the exhibit at the exhibitor's expense.**

**NEW TOWNE MALL
EAST CENTRAL OHIO BUILDING INDUSTRY ASSOCIATION
2018 SPRING HOME & GARDEN SHOW
FEBRUARY 22 - FEBRUARY 25 & MARCH 1 - 4**

SEE ATTACHED MAP FOR CORRESPONDING NUMBERS AND REPRESENTED AREAS

1. 10X10 - NO EL	\$ 150	48. 10X10 - OPEN - NO HGTH PMTD	\$ 680
2. 10X10 - NO EL	150	49. 10X10 - OPEN	680
3. 10X10	185	50. 10X10 - OPEN	680
4. 10X7 - BK/BK - NO EL	185	51. 10X10 - OPEN	680
5. 10X7 - BK/BK - NO EL	185	52. 10X10 - OPEN	645
6. 10X7 - BK/BK	185	53. 10X10 - OPEN - NO EL	645
7. 10X7 - BK/BK	185	54. 10X10 - OPEN - NO EL	645
8. 10X7 - BK/BK - NO EL	185	55. 10X10	345
9. 10X7 - BK/BK - NO EL	185	56. 10X10	345
10. 10X7 - BK/BK	185	57. 10X12	345
11. 10X7 - BK/BK	185	58. 10X12	345
12. 10X7 - BK/BK	185	59. 10X12	345
13. 10X7 - BK/BK	185	60. 10 X 12 - BK/BK	675
14. SMALL IN LINE SPACE	XX	61. 10 X 12 - BK/BK	675
15. 10X7 - BK/BK	200	62. 10X12 - BK/BK	645
16. 10X7 - BK/BK	200	63. 10X12 - BK/BK	645
17. 10X7 - BK/BK	200	64. 10X12 - BK/BK	615
18. 10X7 - BK/BK	200	65. 10X10 - BK/BK	465
19. 10X7 - BK/BK	200	66. 10X10 - BK/BK	465
20. 10X7 - BK/BK	200	67. 10X7 - OPEN - NO EL	280
21. 10X7 - BK/BK - NO EL	240	68. 10X7 - BK/BK	280
22. 10X7 - BK/BK—NO EL	240	69. NOT AVAILABLE	280
23. 10X7 - OPEN	465	70. 10X10 - OPEN - NO EL	280
24. 10X7 - OPEN	465	71. 10X10 - OPEN - NO EL	280
25. 10X12 - OPEN	465	72. NOT AVAILABLE	280
26. 10X12 - OPEN	465	73. NOT AVAILABLE	280
27. 10X12 - OPEN	465		
28. NO SPACE AVAILABLE			
29. NO SPACE AVAILABLE			
30. NO SPACE AVAILABLE			
31. GLASS KIOSK	240		
32. 10X7 - BK/BK	240		
33. 10X7 - BK/BK	240		
34. 10X7 - BK/BK - NO EL	240		
35. 10X7 - BK/BK	240		
36. 10X7 - BK/BK	240		
37. 10X7 - BK/BK	240		
38. 10X7 - BK/BK	240		
39. 10X7 - BK/BK	240		
40. 10X7 - BK/BK	240		
41. 10X7 - BK/BK	240		
42. 10X12 - OPEN	605		
43. 10X12 - OPEN	605		
44. 10X10 - BK/BK	680		
45. 10X10 - BK/BK	680		
46. 10X7 - BK/BK	680		
47. 10X10 - BK/BK	680		

LANDSCAPE AREAS A-B-C-D, ALL AREAS \$600
LANDSCAPERS CAN BEGIN SETTING UP SUN-
DAY, FEBRUARY 18th & REMAIN THROUGH SUN-
DAY, MARCH 4th. GOING OUT **SUNDAY**
EVENING, MARCH 4th AFTER 6:00 PM.

LEGEND:

BK/BK: BACK TO BACK

NO EL: NO ELECTRIC

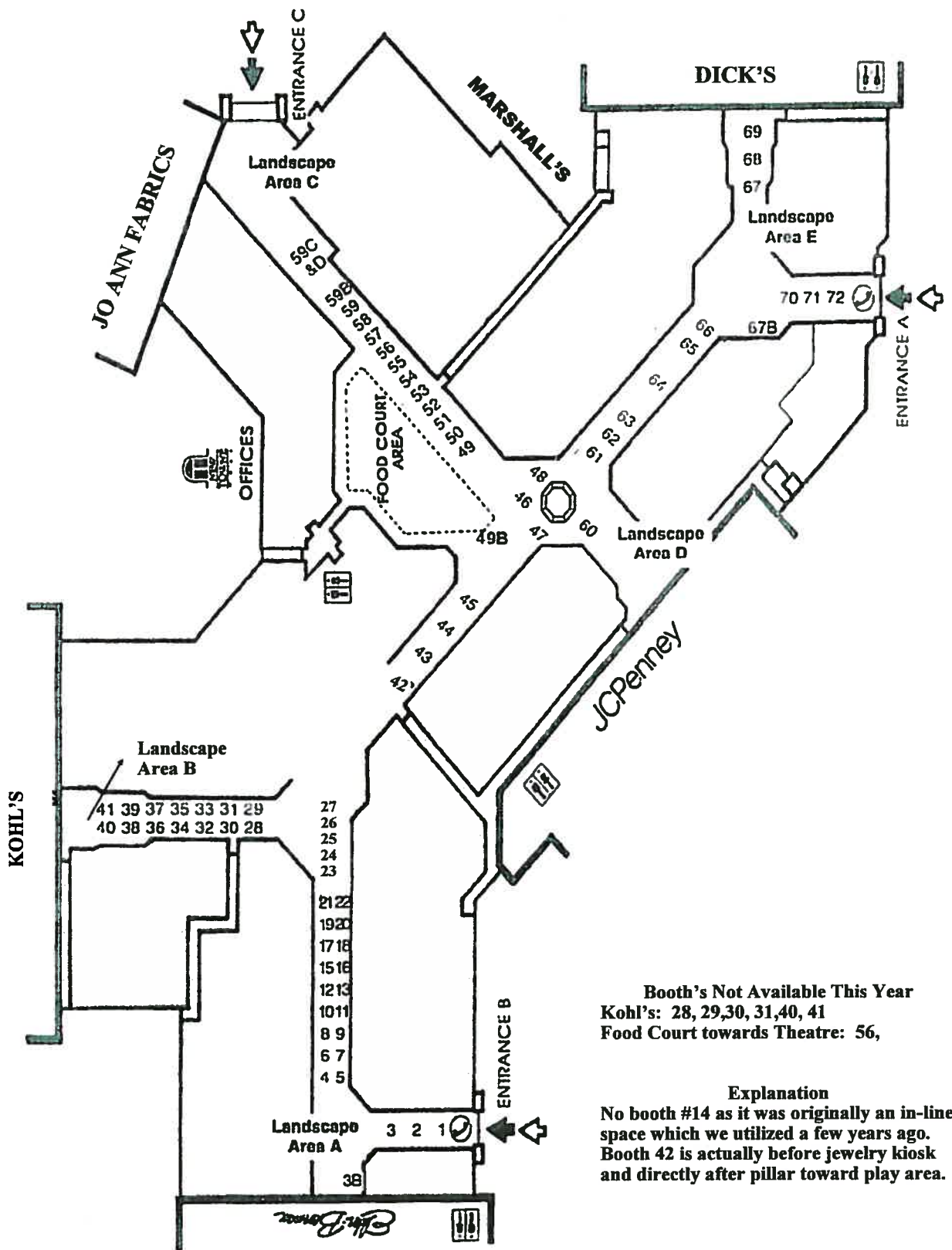
NO HGTH: NO HEIGHT PERMITTED

UNSECRD: UNSECURED AREA

*EXTENSION CORDS & DUCT TAPE **ARE NOT**
PROVIDED.

*ALL BOOTHS ARE SUBJECT TO CHANGE DUE
TO THE RENTAL NATURE OF MALL LEASES.

\$\$\$ BOOTH COST IS PER WEEK \$\$\$



Booth's Not Available This Year
 Kohl's: 28, 29, 30, 31, 40, 41
 Food Court towards Theatre: 56,

Explanation
 No booth #14 as it was originally an in-line space which we utilized a few years ago.
 Booth 42 is actually before jewelry kiosk and directly after pillar toward play area.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
1/1/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATEHOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

A statement on the certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER (614-000-0000)
Tenant or Contractor's Insurance Agent, Inc.
1234 Riverside Dr.
City, State Zip

COMPANIES AFFORDING COVERAGE

COMPANY A **Solid Insurance Company**

INSURED
Specialty Tenant's Name, Inc.
7890 Street
City, State Zip

COMPANY B **Reliable Insurance Co.**

COMPANY C **Integrity Insurance**

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	CBP1234567	1/1/16	1/1/17	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any One Person)	\$10,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
GENL AGGREGATE LIMIT APPLIES PER: POLICY X PROJECT LOC.					PRODUCTS-COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY	CAP333-00-999	1/1/16	1/1/17	COMBINED SINGLE LIMIT	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per Accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
B	EXCESS LIABILITY	XXX 567-00-2345	1/1/16	1/1/17	AGGREGATE	\$
	<input checked="" type="checkbox"/> UMBRELLA FORM				EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE	\$1,000,000
C A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC 456 78 90	1/1/16	1/1/17	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					EL EACH ACCIDENT	\$1,000,000
					EL DISEASE	\$1,000,000
					EL DISEASE-EA EMPLOYEE	\$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Washington Prime Group, its parent company and its officers, directors, agents, affiliates and employees, Landlord's property manager and any mortgagee and master lessor of the Center are named as Additional Insureds and are provided 30 days written Notice of Cancellation for any of the above policies.

CERTIFICATE HOLDER

C/O New Towne Mall
400 Mill Ave SE, Suite C8
New Philadelphia, OH 44663

CANCELLATION * Except 10 Days Notice of Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Must be signed by licensed agent/broker

**ECO-BIA
2018 SPRING HOME & GARDEN SHOW
THURSDAY, FEBRUARY 22 - SUNDAY, FEBRUARY 25
THURSDAY, MARCH 1 - SUNDAY, MARCH 4**

**1ST WEEKEND: SETUP - WEDNESDAY, FEBRUARY 21st, 9:00 P.M.
TEARDOWN - SUNDAY, FEBRUARY 25th 6:00 P.M.
2ND WEEKEND: SETUP - WEDNESDAY, FEBRUARY 28th, 9:00 P.M.
TEARDOWN - SUNDAY, MARCH 4th 6:00 P.M.**

**PLEASE RETURN TO THE:
ECOBIA P.O. Box 543 , NEW PHILA, OH 44663
E-MAIL: ECOBIA1957@aol.com PHONE/FAX: 330-364-3598**

Business: _____ Contact: _____

Phone: _____ Fax: _____ E-Mail: _____

Address _____

Type of merchandize to be displayed: _____

_____ I would like to reserve my complimentary table and chair.

Please see the attached map and price list. You must return this form along with your deposit and certificate of insurance within 10 days to hold your space, until February 5th, when your balance must be paid in full or forfeiture of space will occur.

_____ Space # (1st choice) _____ Space # (2nd choice) _____ Space # (3rd choice)

_____ Weekend 1 (Feb 22 - Feb 25) _____ Weekend 2 (Mar 1 - 4) _____ Both Weekends

_____ Cost of Space(s) *****Price listed on sheet is per week*****

_____ ECOBIA member discount 15%

_____ I would like to reserve additional tables & chairs (1 per table) at a cost of \$20.00 ea. Table.

_____ \$100 deposit each space (please make checks payable to East Central Ohio BIA or ECOBIA)

_____ TOTAL DUE (Balance must be paid in full by February 6, 2017 to ensure reservation of requested space.)

I have read the enclosed rules & regulations and will abide by such policies set forth by the East Central Ohio Building Industry Association and New Towne Mall.

Signature _____ Date _____

2018 SPRING
HOME & GARDEN SHOW

223 N. BROADWAY AVENUE
NEW PHILA OH 44663

**ULTRA KLEAN
BRYAN DAGUE
54 CHARLES DRIVE
DOVER OH 44622**