



ECO-BIA 2012

SPRING HOME & GARDEN SHOW

November 2011

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 2012 Spring Home & Garden Show. Because of increased demand for exhibitor space & positive appreciation from the public, the Show will again run for two weeks. March 8 - 11 and additionally, March 15 - 18.

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 at or over **70,000!**

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.

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. 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.

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 6th. 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)
706 E Shafer Avenue, Dover OH 44622 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 March 8, 2012**, 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 Theatre 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. It is to your advantage to have a salesperson available! 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.

ECO-BIA Member Only Benefit: At "No Cost to You" we will give away a large screen TV. You will benefit because the public must visit your booth to participate! Drawing will be on the final Sunday at 4:00 pm.

Please direct all calls to Sharon Fulton, Executive Director of the ECO-BIA and to reserve your space at the Home & Garden Show: 330-364-3598.

Sincerely,

Sharon A. Fulton, Executive Director

**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
2012 SPRING HOME & GARDEN SHOW
MARCH 8th - 11th AND MARCH 15th - 18th**

SEE ATTACHED MAP FOR CORRESPONDING NUMBERS AND REPRESENTED AREAS

1. 10X10 - NO EL	\$ 125	48. 10X10 - OPEN - NO HGTH PMTD	\$ 570
2. 10X10 - NO EL	125	49. 10X10 - OPEN	570
3. 10X10	155	50. 10X10 - OPEN	570
4. 10X7 - BK/BK - NO EL	155	51. 10X20 - OPEN	1025
5. 10X7 - BK/BK - NO EL	155	52. 10X20 - OPEN	1025
6. 10X7 - BK/BK	155	53. 10X10 - OPEN - NO EL	540
7. 10X7 - BK/BK	155	54. 10X10 - OPEN - NO EL	540
8. 10X7 - BK/BK - NO EL	155	55. 10X10 - UNSECRD	290
9. 10X7 - BK/BK - NO EL	155	56. 10X10 - UNSECRD	290
10. 10X7 - BK/BK	155	57. 10X12 - UNSECRD	290
11. 10X7 - BK/BK	155	58. 10X12 - UNSECRD	290
12. 10X7 - BK/BK	155	59. 10X12 - UNSECRD	290
13. 10X7 - BK/BK	155	60. 10 X 12 - BK/BK	570
14. SMALL IN LINE SPACE	170	61. 10 X 12 - BK/BK	570
15. 10X7 - BK/BK	170	62. 10X12 - BK/BK	540
16. 10X7 - BK/BK	170	63. 10X12 - BK/BK	540
17. 10X7 - BK/BK	170	64. 10X12 - BK/BK	515
18. 10X7 - BK/BK	170	65. 10X10 - BK/BK	390
19. 10X7 - BK/BK	170	66. 10X10 - BK/BK	390
20. 10X7 - BK/BK	225	67. 10X7 - OPEN - NO EL	235
21. 10X7 - BK/BK - NO EL	200	68. 10X7 - BK/BK	235
22. 10X7 - BK/BK—NO EL	200	69. NOT AVAILABLE	235
23. 10X7 - OPEN	390	70. 10X10 - OPEN - NO EL	235
24. 10X7 - OPEN	390	71. 10X10 - OPEN - NO EL	235
25. 10X12 - OPEN	170	72. NOT AVAILABLE	235
26. 10X12 - OPEN	170	73. NOT AVAILABLE	235
27. 10X12 - OPEN	170		
28. NO SPACE AVAILABLE			
29. NO SPACE AVAILABLE			
30. NO SPACE AVAILABLE			
31. GLASS KIOSK	255		
32. 10X7 - BK/BK	200		
33. 10X7 - BK/BK	200		
34. 10X7 - BK/BK - NO EL	200		
35. 10X7 - BK/BK	200		
36. 10X7 - BK/BK	200		
37. 10X7 - BK/BK	200		
38. 10X7 - BK/BK	200		
39. 10X7 - BK/BK	200		
40. 10X7 - BK/BK	200		
41. 10X7 - BK/BK	200		
42. 10X12 - OPEN	505		
43. 10X12 - OPEN	505		
44. 10X10 - BK/BK	570		
45. 10X10 - BK/BK	570		
46. 10X7 - BK/BK	570		
47. 10X10 - BK/BK	570		

LANDSCAPE AREAS A-B-C-D-E, ALL AREAS \$555
LANDSCAPERS CAN BEGIN SETTING UP SUN-
DAY, MARCH 4th & REMAIN THROUGH SUN-
DAY, MARCH 18th. GOING OUT **SUNDAY**
EVENING, MARCH 18th AFTER 6:00 PM.

LEGEND:

BK/BK: BACK TO BACK

NO EL: NO ELECTRIC

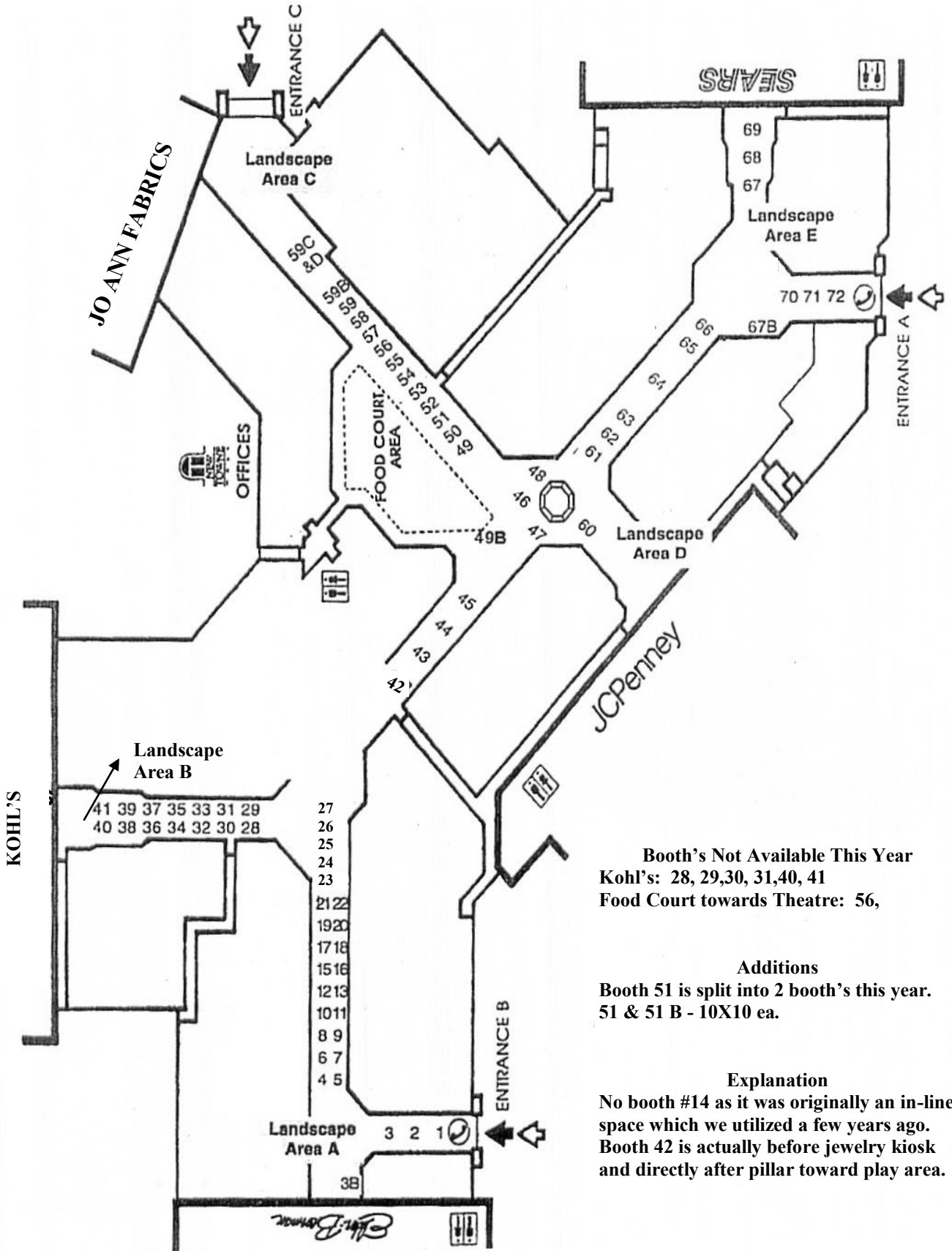
NO HGTH: NO HEIGHT PERMITTED

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,

Additions
 Booth 51 is split into 2 booth's this year.
 51 & 51 B - 10X10 ea.

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.

➤ **Exhibitor: Do not send this back with your reservation. This is for your convenience only in your contact with your insurance agent.**

**TO MY INSURANCE AGENT:
MY COMPANY WILL PARTICIPATE IN THE FOLLOWING EVENT:**

**EAST CENTRAL OHIO BUILDING INDUSTRY ASSOCIATION/
NEW TOWNE MALL
2012 SPRING HOME & GARDEN SHOW
LANDSCAPER'S ONLY: MARCH 4th - 19th
ALL OTHER EXHIBITORS: MARCH 8th - 18th
HELD AT NEW TOWNE MALL IN NEW PHILADELPHIA OH
NEW TOWNE MALL FAX: 330-339-7374 ECO-BIA FAX: 330.364-3598**

SAMPLE COI:

CERTIFICATE OF INSURANCE						
12/8/2008						
PRODUCER		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.				
INSURED		COMPANIES AFFORDING COVERAGE				
ABC Builders 100 Jones Drive Chicago, IL 00000		COMPANY				
		A				
		COMPANY				
		B				
		COMPANY				
		C				
		COMPANY				
		D				
COVERAGES <small>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.</small>						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONT PROT <input type="checkbox"/> <input type="checkbox"/>	123456789	01/01/2007	01/01/2008	GENERAL AGGREGATE	1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	123456789	01/01/2007	01/01/2008	COMBINED SINGLE LIMIT	500,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> <input type="checkbox"/>	123456789	01/01/2007	01/01/2008	AUTO ONLY - EA ACCIDENT	
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA	123456789	01/01/2007	01/01/2008	OTHER THAN AUTO ONLY:	
	WORKERS COMPENSATION <small>EMPLOYERS' LIABILITY</small> <input type="checkbox"/> INCL <input type="checkbox"/> ENCL	123456789	01/01/2007	01/01/2008	EACH ACCIDENT	500,000
	OTHER	123456789	01/01/2007	01/01/2008	DISEASE-POLICY LIMIT	500,000
		123456789	01/01/2007	01/01/2008	DISEASE-EACH EMPLOYEE	500,000
<small>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS</small> GLIMCHER PROPERTIES LIMITED PARTNERSHIP, GLIMCHER CORP., AND THE EAST CENTRAL OHIO BUILDING INDUSTRY ASSOCIATION (ECOBIA) IS LISTED AS ADDITIONAL INSURED.						
CERTIFICATE HOLDER Glimcher Properties Limited Partnership & ECOBIA Mall Management Office 400 Mill Ave. SE New Philadelphia, OH 44663			CANCELLATION <small>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</small> _____ AUTHORIZED REPRESENTATIVE			

ADDITIONAL INSURED:
**Glimcher Properties Limited Partnership,
 Glimcher Corp.,
 East Central Ohio Building Industry Association**

CERTIFICATE HOLDER:
**Glimcher Properties Limited Partnership,
 Mall Management Office
 400 Mill Avenue SE
 New Philadelphia OH 44663
 East Central Ohio Building Industry Association
 (during the Spring Home & Garden Show)
 Same address as above
 or office address:
 706 E Shafer Avenue
 Dover OH 44622**

AGENTS: PLEASE FULFILL ALL REQUIREMENTS FOR THE COI. THE ADDITIONAL INSURED & CERTIFICATE HOLDER MUST BE AS LISTED. ANYTHING OTHER THAN LISTED WILL NOT BE ACCEPTABLE.

I AUTHORIZE YOU TO PROVIDE MY COI TO THE ENTITLED COMPANIES.

My Company Name

Authorized Signature

Date

ECO-BIA
2012 SPRING HOME & GARDEN SHOW
THURSDAY, MARCH 8 - SUNDAY, MARCH 11
THURSDAY, MARCH 15 - SUNDAY, MARCH 18

1ST WEEKEND: SETUP - WEDNESDAY, MARCH 7th, 9:00 P.M.
TEARDOWN - SUNDAY, MARCH 11th 6:00 P.M.
2ND WEEKEND: SETUP - WEDNESDAY, MARCH 15th, 9:00 P.M.
TEARDOWN - SUNDAY, MARCH 18th 6:00 P.M.

PLEASE RETURN TO THE:
ECOBIA 706 E SHAFER AVENUE, DOVER OH 44622
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 6th, 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 (Mar 8 - 11) _____ Weekend 2 (Mar 15 - 18) _____ Both Weekends

_____ Cost of Space(s)

_____ 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, 2012 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

7984 DAWN ROAD NE
MINERAL CITY OH 44656

2012 SPRING HOME & GARDEN SHOW