

**Keystone International Livestock Exposition  
Trade Show Application  
September 27-October 6, 2024**

This application does not indicate acceptance of participation. Your application will be reviewed by Committee and if accepted you will receive a contract and invoice.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Web Site: \_\_\_\_\_

Contact Name: \_\_\_\_\_

PA Sales Tax Number: \_\_\_\_\_

Product Category and Description (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Booth Size: \_\_\_\_\_

The person signing this Application for Booth Space expressly represents and warrants to KILE that he/she is authorized by the exhibitor to bind it to the terms and conditions of this Application. The signer of this Application 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.

Applicant's Name and Signature: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Application Date: \_\_\_\_\_

Please return this form by August 15, 2024 to [auntjana@embarqmail.com](mailto:auntjana@embarqmail.com) or mail to:

Jana Mellott, Tradeshow Manager

1432 Trails End Road

Harrisonville, Pa. 17228

## KILE Trade Show Application Terms and Conditions

### BOOTH FEES:

*Trade Show Set-Up Only Within Northeast Hall and Lower Large Arena Spine. No vendor set-ups are permitted at any other location within the Complex unless given explicit permission from Show Management.*

- \$300 - Includes 10' x 10' Booth Space, Pipe and Drape, Skirted Table/Chair, Electric and Tradeshow Signage.
- \$550 – Includes 10' x 20' Booth Space, Pipe and Drape, 2 Skirted Tables/2 Chairs, Electric and Tradeshow Signage.
- \$800 – Includes 10' x 30' Booth Space, Pipe and Drape, 2 Skirted Tables/2 Chairs, Electric and Tradeshow Signage.
- \$1,000 – Includes 20' x 20' or 10'x 40' Booth Space, Pipe and Drape, 2 Skirted Tables/2 Chairs, Electric and Tradeshow Signage.
- \$2.25 per square foot – Bulk spaces greater than 500 square feet. Includes Booth Space, Pipe and Drape, 2 Skirted Tables/2 Chairs, Electric and Tradeshow Signage.

### SPONSORSHIPS:

KILE Trade Show exhibitors are encouraged to increase their visibility and reach in advance of and during the show by becoming a show sponsor. Please contact Jana Mellott at [auntjana@embarqmail.com](mailto:auntjana@embarqmail.com).

### PAYMENT POLICY:

If your application is accepted, appropriate payment must be received with your signed contract and all subsequent payments must be made by dates indicated. New Exhibitor Applications are handled on a first come, first served basis after returning Exhibitors have been accommodated. Returning vendors have the first right to renew their previous space before new vendors are accepted. New vendors are assigned first come, first served from remaining booths after all returning vendors have been assigned. New vendor applications will be considered until all booths have been filled for your category; there is no specific deadline for new vendors.

### DEADLINES:

August 4, 2024 – Application due.

Within 10 days of contract receipt - Minimum of 25% of non-refundable booth rent and signed rental contract due.

August 28, 2024 ASAP preferred - Balance of booth rent and copy of insurance certificate due. No exhibitors will be permitted to set up without payment in full.

### 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.

### INSURANCE REQUIREMENTS:

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 Additional Insured forwarded to KILE by Sept. 16, 2024 ASAP preferred.

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 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. Certificates may be mailed to **Jana Mellott 1432 Trails End Road Harrisonville, Pa. 17228**, or emailed to [auntjana@embarqmail.com](mailto:auntjana@embarqmail.com) If you have questions concerning this matter, please do not hesitate to contact our office.

### 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>.

### Refund Policy

All refund requests must be made in writing to **Jana Mellott 1432 Trails End Road Harrisonville, Pa. 17228** or by email to [auntjana@embarqmail.com](mailto:auntjana@embarqmail.com). By dates shown below. Deposits are not transferrable to future KILE events. Refunds of full booth space amount will be made if the request is made prior to September 2, 2024. Refunds of 50% will be made for requests made prior to **September 16, 2024**.