

2019 TRADE FAIR RULES

1. All exhibitors/workers (excluding food vendors) are requested to park away from the entrances.
2. All booths must be paid in full at sign-up. No refunds on booths.
3. Assigned space limited to the business registered for that space only – no others are allowed. Please keep display inside your tape marked space.
4. Booths are to be set up by 8:00pm Friday evening. All displays are to remain in place until 5:00pm on Sunday and to be manned at all times during the open hours of the fair. Please do not take your display down early. Early breakdown will cause additional fees for your next Trade Fair.
5. Exhibitor advertising is limited to registered booth space only – no others permitted.
6. The approximate booth size for the Gym #1 and the main hallway is 10 ft. wide by 6 ft. deep. The booth size in the Gym #2 is approximately 10 ft. wide by 8 ft. deep. If electrical service is required, please bring your own 50-foot extension cords.
7. Sides of booth display should be no taller than 4-1/2 ft. from the floor on the front half of the booth and the back wall of the booth should not exceed the height of the back drop (8 ft.), unless approved by the Trade Fair chairperson. No unfinished sides or backs.
8. Please take care to protect the floors from scratches and liquid damage, especially in the gym. Food is to remain in the cafeteria. Businesses are responsible for any damage to school property and will have to reimburse the school for repair of such damage.
9. All literature and signs advertising your business must show your Bedford address.
10. No Solicitation or advertising by any businesses allowed outside of booth area during the Trade Fair including BBA members. This can be done, however, Friday night during the Business to Business Networking opportunity.
11. No animals allowed, unless approved by the Trade Fair committee.
12. All booths will be judged on Saturday morning and ribbons will be awarded.
13. Mascot General Rules:

- a. Mascots cannot stop for pictures directly on either side of any isle as to block another booth.
- b. Mascots should attempt to have pictures taken in areas where the isles are wider.
- c. Mascots may move around the entire trade fair but are restricted from the cafeteria during Bedford's Got Talent hours.
- d. All mascots must have a handler present with them to guide them through busy congested areas as to avoid bumping in to or stepping on small children.
- e. Mascots shall make every attempt to stay away from directly competing businesses that are displaying at the trade fair. If seen or warned about this, the mascot will be banned from the balance of the trade fair without refund of mascot fee.
- f. Mascots will be PRE-APPROVED and must have a picture of their costume presented 30 days prior to the trade fair opening day.
- g. Mascot Trade Fair Fee **\$ 100 per mascot**

If you have any questions, please ask a member of the Trade Fair Committee.