

**HARFORD COUNTY CHAMBER OF COMMERCE (HCCC)**  
**RULES & REGULATIONS FOR EXPO'S AT HARFORD MALL**



The HCCC has agreed to the following rules & regulations of Harford Mall and it is the expectations all exhibitors abide by these rules and regulations. The rules and regulations have been created to insure that all displays will meet the quality that Harford Mall expects of its exhibitors and to protect the safe customer driven atmosphere of the mall.

**INSURANCE:** HCCC in accordance with its contract with Harford Mall has provided appropriate proof of insurance and paid all required fees.

**EXHIBITORS:** All exhibitors are required to operate both days of the Expo during the hours indicated on your registration form. The Exhibitors Booth is exclusively for the use of the Exhibitors business registered with the Harford County Chamber of Commerce. No other exhibitor is allowed to be promoted in the Exhibitors Booth.

**TABLES, CHAIRS, BACKDROPS, EASELS, PROPS & DESIGNATED AREA:** All must be maintained inside the approximate 8' x 8' designated display area. All backdrops must be attractive on both sides. Props and decorating used in the display must be flame retardant. In some instances final display will need the approval of HCCC. Exhibitors are limited to a predetermined merchandising area space of approximately 8' x 8' (determined by Harford Mall Management & Harford County Chamber of Commerce – some spaces may be slightly smaller). Exhibitors merchandising units should not obstruct vision or access to permanent, in-line tenants. The height is restricted to an 8' maximum, with preference for low profile units with no overhead structure. Isles of 10' must be maintained on mall tenants sides of display.

**ELECTRICITY:** All electrical items in your display must be UL Listed and Approved (designated label attached to cord). Exhibitors must provide their own extension cords, cord covers & power strips; assistance with electrical set up can be obtained the morning of the event.

**TAPE ON FLOORS, WALLS, PLANTERS AND SEATING:** Electrical tape must be used on floors to secure electrical cords. DO NOT USE DUCT TAPE. No tape is allowed on walls, planters or seating for any reason.

**TECHNIQUES OF SELLING:** No hawking or barking of products is allowed. Product demonstrations are encouraged within the confines of your trade area & provided they do not affect traffic flow or other retail trade. Only literature pertaining to your business may be handed out in your booth area. **No one is permitted to walk around the mall and hand out literature.**

**EXHIBITORS SET UP & TEAR DOWN TIMES:**

- ◇ SET UP TIMES: – FRIDAY - 7:30 AM – 9:00 AM
- ◇ TEAR DOWN TIMES: – SATURDAY - 9:00 PM – 12:00 AM
- ◇ EXHIBITORS DISPLAYS NOT REMOVED DURING THE SPECIFIED ALLOTTED TIMES ARE SUBJECT TO CHARGES BY HARFORD MALL.

**CARTS:** No Carts will be supplied to exhibitors for loading and unloading purposes.

**PARKING:** Prime parking, yellow spaces, must be left for customers. The outer part of the lot (white spaces) must be used by exhibitors and their employees. **There will be no overnight parking permitted of any vehicle on the mall property.**

**LITTER AND REFUSE:** Please do not use the mall trashcans. Dumpsters are located outside Harford Mall. Please check with the mall office for the dumpster nearest you. Dispose of all refuse in dumpster/compactor. All cardboard boxes and other cardboard must be placed in the cardboard compactor. No trash or cardboard is to be left in or around your occupied area.

**AMPLIFICATION DEVICES:** The use of any device that involves an audio projection is prohibited unless approval has been received from Harford Mall Management in advance. Requests should bear a legitimate need on the part of the exhibitor to present their business (audio visual presentation, demonstrations, etc.). Approval of use may be revoked at the discretion of Harford Mall Management.

**CONTEST AND DRAWINGS:** All must conform to the laws of the county, state, and federal government. It is the exhibitor's responsibility to secure any approvals or permits to conduct such contests. Exhibitors can only conduct such contest in relationship with their Chamber Membership business.

**SIGNS OR POSTERS:** If a sign or poster is used within your display area, it must be of a professional nature and appropriate to the audience at Harford Mall. No sign may be attached to mall property.

**PREMIUMS AND GIVEAWAYS:** Requires prior approval by HCCC. Helium tank must be secured to a stand supplied by the exhibitor.

**COSTUME CHARACTERS:** Must be approved in advance and confined to your exhibit; this is a security procedure and protects exhibitors, customers and our merchants from possible theft.

**DISTRIBUTION OF FOOD PRODUCTS or DRINKS, etc.:** This is not allowed unless Harford Mall Management and HCCC have given prior approval. In the case of such approvals, it is the exhibitor's responsibility to secure any and all permits, licenses and product liability insurance.

### **NO PETITIONING OR CAMPAIGNING ON MALL PROPERTY**

**SMOKING:** Harford Mall is a non-smoking Mall.

**SECURITY:** The securing of merchandise and valuables is the responsibility of the exhibitors. Notify security if you have a specific question; security will monitor and make appropriate arrangements when necessary.

**DAY OF EVENT:** Any questions, problems or concerns can be addressed to the HCCC Booth located in center court.

### **BOOTH LOCATION: SUBJECT TO CHANGE WITHOUT NOTICE**

**HCCC** agrees to enforce the above rules & regulations.