



Experience Idaho Expo

Exhibitor Agreement April 27, 2019

Company _____ Contact Name _____

Billing Address _____ City/State/Zip _____

Phone _____ Email _____

Products Displayed: _____

Companies Near: _____

Companies Not Near: _____

BOOTH SIZE - *Exclusive Buy Idaho Pricing*

_____ 10x10 Indoor \$325, *\$70 savings*

_____ 10x20 Indoor \$625, *\$165 savings*

_____ 10x10 Outdoor \$75, *\$75 savings*

RENTALS (QUANTITY)

_____ Power 10amps (\$35)

_____ Table No Cloth (\$30)

_____ Table With Cloth (\$45)

_____ Chairs (\$5 each)

_____ Business Hotlink (\$50) one year

_____ Flyer Inserts (\$150) 500 in Event Bags

CREDIT CARD AUTHORIZATION

Credit Card# _____

Exp. Date _____

CVW# _____

Please Select:

_____ Charge \$100 Deposit

_____ Charge Full Amount

Payment by Check. Mail to:
IBL Events
PO Box 415
Meridian, ID 83680

This contract shall not be changed, modified or cancelled after signature by exhibitor. The exhibitor acknowledges full and complete understanding of the terms contained herein. Verbal agreements are not recognized. This contract is subject to final acceptance by Idaho Business League Events, Inc. Performance delays resulting from any cause beyond Idaho Business League Events, Inc.'s control shall not constitute grounds for contract cancellation. Payment terms: Balances due must be paid in full within 90 days prior to the event. If the above contracted amount is not paid in full by the opening of first day of the above stated event, a \$125.00 late fee will be applied to the unpaid balance. In the event of default by the exhibitor, in the performance of any of the terms and conditions hereof, Idaho Business League Events may thereupon proceed to collect from the exhibitor any fees associated with the collection of the amount due. A finance charge of 1.5% per month (18%APR) will be charged on all past due accounts over 30 days.

Company Authorized Signature _____ IBL Representative _____

Date _____ Date _____

Title _____

Please sign, date and email to info@ibleventsinc.com or mail to PO Box 415, Meridian, ID 83680

EXHIBIT AGREEMENT

The application contract for exhibit space is enclosed. Your application for space will be based on a first come, first served basis, so an early check means your choice of the best spaces. Prompt application for space and full payment thereof, guarantees your booth space. Note: No booth will be reserved without a completed application. Consideration in the assignment of space will be the nature of the company and/or products to be displayed, as well as the amount of space available.

- 1) **BOOTH PERSONNEL** - Each company leasing a booth is required to remain within their leased space to educate guests on their products or services without written consent from Idaho Business League staff. Exhibitors are not allowed to obstruct the aisles. Soliciting guests or prospects in the aisles or common areas without written from the Idaho Business League is strictly forbidden. Networking among fellow exhibitors is permissible.
- 2) **ARRANGEMENT OF SPACE** - Exhibitors are required to arrange their displays so as to not obstruct the general view or conceal other exhibits.
- 3) **SIGNS** - No special signs, apparatus, etc., will be permitted to extend more than 8 feet above the floor, and no interference with light or space of the other exhibitors will be allowed. Illuminated signs must be placed against the back of the booth. No signs or banners are to be placed outside of the exhibit space assigned to exhibitor. All signs must be produced by a professional sign shop. Any exhibitor having signs which are amateurish in the opinion of Show Management, and detract from the overall dignity and professionalism of the show will be asked to remove said sign from his booth. Signs may not be hung from the ceiling or beams without permission.
- 4) **CANCELLATION POLICY** - Booth Deposits are non-refundable. If an exhibitor desires to cancel his contract at least 120 days prior to the show, his deposit, minus a \$200 cancellation fee, will be refunded. If no deposit has been made, a \$200 cancellation fee is due. If an exhibitor desires to cancel his contract after 120 days prior to the show, but before 90 days prior to the show, his contract will be voided, but no refund will be made. If an exhibitor cancels his contract within 90 days before an event, the full amount of the contract will be due and the exhibitor agrees to pay same to the management, unless the show is sold out, in which case deposit money will be refunded to the exhibitor.
- 5) **LITIGATION** - If a suit or action is filed regarding this contract, the exhibitor promises to pay the management costs and reasonable attorney fees in such a manner as set by the court.
- 6) **LICENSES** - Any and all licenses, city, county, state or federal, inspections or permits required by law of any exhibitor in the installation or operations of his display shall be the sole responsibility of obtaining by the exhibitor at his own expenses prior to the opening of the show.
- 7) **SELLING PRODUCTS IN BOOTH** - Cash and carry selling is permitted. Orders may be taken for merchandise or services to be delivered at a future date. All sales taxes are the obligation of the booth vendor.
- 8) **SOUND CONTROL** - All audio-video equipment or machinery that is of sufficient volume to annoy other vendors will not be permitted. Public address systems used to attract passersby attention in front of your booth will not be permitted.
- 9) **FIRE & SAFETY PRECAUTIONS** - All materials in the exhibit areas must be non-flammable and conform to Fire Dept. regulations. No combustible decorations such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping papers are to be removed from the floor and must be stored under the tables or behind the displays. All muslin, velvet or any cloth decorations must stand a flameproof test as prescribed by the Fire Dept. regulations. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense. Absolutely no use of propane or butane will be permitted as fuel or heat source. Minimal storage space is available on-site. Make arrangements prior to show opening for storage.
- 11) **GUARD SERVICE** - The exposition center will provide off-hours security, but neither the management of the show, nor their agents or assigns, will be responsible for any personal injury to the exhibitor or his agent, or for the safety of the exhibits against robbery, or for damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures, and precautions as necessary to protect itself, its agents, representatives, employees and guests, as well as exhibits, displays and property, against all possible injury, damage, loss, and destruction at the show and during the move in and out.
- 12) **SUB-LETTING SPACE** - No exhibitor shall assign, sub-let or apportion the whole or any part of the space allotted to him, or exhibit therein any other good, apparatus, service advertising signs, etc., than the manufactured/sold by the exhibitor in the regular course of his business, without the written consent of the Show Management. Violations of this rule shall be cause for eviction without refund. If it is necessary to use the equipment of another manufacturer, distributor, or dealer whose equipment should be displayed separately, then no advertising may be in evidence.
- 13) **LITERATURE/SOUVENIRS** - Printed advertising, souvenirs, etc., may be distributed by exhibitors from their booth space only or in Show Management approved areas. Any souvenir or advertising that is of an objectionable or undignified character, in the sole desecration of Show Management, will not be permitted. All such gifts are subject to the approval of the Management.
- 14) **CARE OF BUILDING & EXHIBITS** - Exhibitors will be responsible for any damage done to the building by them, their agents, or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor at the exhibitor's expense. Walls, woodwork, dividing partitions, and floor of the building must not be defaced or altered in any manner whatsoever. Tacking taping or nailing signs, banners, etc. to any permanent walls or woodwork, or dividing partitions, or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their booth displays neat and orderly, with due regard to the safety of the public throughout the show.
- 15) **RELOCATION OF EXHIBITS** - Show Management reserves the right to alter the location of the exhibitors, or of booths as shown on the official floor plan, if deemed in the best interest of the exposition. Show Management shall have the further right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, or any part of portion thereof, which in the judgement of Show Management is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but shall not be limited to all equipment, materials, displays, installations, and other items or things constituting part of or used in connection with any such exhibit.
- 16) **INSURANCE** - Exhibitor shall purchase at its sole cost and expense and maintain such insurance through the term of this agreement naming Idaho Business League Events, Inc. as additional insured, as will protect said business from claims which may arise or result from the activities of the Exhibitor. Exhibitor shall have Broad Form Comprehensive General Liability Insurance of not less than \$500,000, and deliver to Idaho Business League Events, Inc., upon request, a certificate to such insurance with a 30-day cancellation clause, and payment of the premiums thereon. Neither Management nor the Facility shall be responsible for loss or damage occurring to the exhibit or sustained by the Exhibitor from any cause; such additional insurance covering loss or damage, if desired, must be obtained by the Exhibitor.
- 17) **LIABILITY** - Neither The Idaho Business League Events, Inc., the employees thereof, nor its agents or assigns, nor the management of the show, nor its committee will be responsible for any injury, loss, or damage that may occur to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract; and the exhibitors signing the contract expressly release the foregoing Association, its agents or assigns and the show committee members from any and all claims for such loss, damage, or injury. It is understood that consignment of goods is entirely at the risk of the exhibitor.
- 18) **NON-EXHIBITOR CANVASSING PROHIBITED** - The show is limited to registered attendees of the Trade Show, as well as registered representative of the business firms, manufacturers, professional organizations, and dealers who have contracted and paid for space assignments.
- 19) **EVENTUALITIES** - In case the exposition center shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for the management of the show to permit the contracted space to be occupied by the exhibitor, then the lease shall terminate and the exhibitor shall waive any claim for damage or compensation except of the pro rata return of the amount of the booth rental fee.

REQUEST FOR FOOD ITEMS:

Facilities in which The IBL hosts events have food policies for exhibitors. Policies differ per facility. Policies exist because the facilities have contracted exclusively with a food service company. Each facility has a policy which prohibits servicing and or selling full portions of food. Sampling is permitted only in 2oz or 4oz containers. To avoid any conflicts of interest with facility management, we are asking each exhibitor wishing to promote, sample, or serve any kind of food to let us know in advance. * We will present each exhibitor's plans with facility management for prior approval, thus preventing food serving conflicts and disturbing an exhibitor's promotional plans. If you plan to serve/sample food items, please complete this form and send it to the IBL. Does not include wrapped store bought candy.

Describe use of food sample/promotion as it pertains to your exhibiting plans:

TEMPORARY SELLERS PERMIT LINK

Are you planning to sell any items in your booth?

If you answered "yes" to this question you are required by the Idaho State Tax Commission to provide your seller's permit number in the link below or if you do not have a seller's permit you can also apply for a temporary permit number.

If you answered "no" to this question or your company is tax exempt, you are still required by the Idaho State Tax Commission to fill out this form. For tax exempt companies participating in the Fair select under Declaration details • If NO, I won't be making taxable sales: Enter what you're doing instead at this event.

TAX LINK: <http://tax.idaho.gov/i-1030action-a2.cfm?hc=FRDVQ8ynjr2tl7vV>

- **PLEASE NOTE. EXPO IDAHO DOES NOT ALLOW HELIUM BALLOONS OR POPCORN MAKERS. PLEASE BE SURE TO BRING A POWER STRIP AND 20 FOOT LONG EXTENSION CORD IF YOU ORDERED POWER.**
- **COMPLIMENTARY WIFI AVAILABLE FOR YOU. WIFI PASSWORD WILL BE PROVIDED AT SET-UP DAY. PARKING PASSES TO BE PICKED UP AT CHECK-IN.**
- **CONCESSIONS AVAILABLE FOR YOU DURING SHOW HOURS.**