

A DAY FOR WOMEN

Contract For Exhibit Space

ROCHESTERMNSHOWS, hereafter referred to as SPONSOR, grants to the company listed below, hereafter referred to as EXHIBITOR, the right to exhibit space at the 2010, A DAY FOR WOMEN, subject to the terms and conditions on the reverse of this contract.

We the undersigned, have read and agree to abide by all rules and regulations governing this show as outlined on the reverse of this contract.

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION

Exhibiting Company _____ Date _____,
Address _____ Suite _____ PO Box _____
City _____ State or Province _____ Zip _____
Telephone _____ Cell Phone _____ Fax _____
Email Address _____
Web Address _____
By _____ Signature _____ Title _____
My Company Will Be Exhibiting

Exhibit Location(s) Requested

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION REGARDING THE NUMBER OF EXHIBIT SPACE(S) OR THE AMOUNT OF BULK SPACE REQUESTED

NUMBER OF INDIVIDUAL SPACES REQUESTED

My company will need 1 or 2 Corner Exhibit Space(s) at \$185.00 per space. () x \$185.00 per space.-----\$ _____
My company will need 1 or 2 In Line Exhibit Space(s) at \$165.00 per space. () x \$165.00 per space.-----\$ _____
My company will need 3 or 4 In Line Exhibit Space(s) at \$150.00 per space. () x \$150.00 per space.-----\$ _____

NUMBER OF INDIVIDUAL SPACES REQUESTED INCLUDING AN 8 FOOT SKIRTED TABLE AND 2 CHAIRS

My company will need 1 or 2 Corner Exhibit Space(s) at \$215.00 per space. () x \$215.00 per space.-----\$ _____
My company will need 1 or 2 In Line Exhibit Space(s) at \$195.00 per space. () x \$195.00 per space.-----\$ _____
My company will need 3 or 4 In Line Exhibit Space(s) at \$180.00 per space. () x \$180.00 per space.-----\$ _____
Total Exhibit Investment.-----\$ _____
Deposit: (1/2 of the Total Investment of the Exhibit Space Leased) to be returned with contract.-----< \$ _____
Final Payment: Final Balance due and payable by March 26, 2010-----\$ _____

Make check payable to **ROCHESTERMNSHOWS** and return with contract to:
PO Box 1926 North Mankato, Minnesota 56002-1926

OFFICE USE ONLY

Received and Adopted: Month _____ Date _____, 2010 By: _____
Spaces Assigned: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____
Deposit Check # _____ Check Date _____, 2010 Amount \$ _____
Final Check # _____ Check Date _____, 2010 Amount \$ _____

A Copy Of Your Contract Will Be Returned With Your Final Statement

ROCHESTERMNSHOWS

PO Box 1926 North Mankato, Minnesota 56002-1926

Telephone 507-387-7469 rochestertermnshows@gmail.com Fax 507-387-3425

A DEPOSIT MUST ACCOMPANY A COMPLETED CONTRACT TO RESERVE EXHIBIT SPACE.

A DAY FOR WOMEN

CONTRACT RULES AND REGULATIONS

ROCHESTERMNSHOWS, hereafter referred to as SPONSOR, grants to the company listed on the reverse, hereafter referred to as EXHIBITOR, the right to exhibit space at the 2010, A DAY FOR WOMEN, subject to the terms and conditions of this contract as outlined below. This contract shall not be binding until accepted and signed by show SPONSOR.

Show Location: Mayo Civic Center 30 Civic Center Drive Rochester, MN 55904

Show Date & Hours: Saturday, April 10, 10:00 A.M. to 4:00 P.M.

Exhibit Deposit and Reserving Exhibit Space: A deposit of ½ of the "Total Investment" for the exhibit area leased must accompany the signed contract to reserve exhibit space.

Final Payment: Final payment is due by Friday March 26, 2010.

Move In: Exhibits can be assembled on Friday, April 9, from 11:00 A.M. to 9:00 P.M. and on Saturday, April 10, from 7:00 A.M. to 9:00 A.M. All exhibits must be assembled by the opening of the show at 10:00 A.M. on Saturday, April 10. SPONSOR reserves the right to substitute and or reassign exhibit location in the event of uncontrollable circumstances.

Move Out: EXHIBITOR will remove their exhibit in part or whole, prior to 4:15 P.M. on Saturday April 10. All exhibits must be removed from the interior of the facility by 10:00 P.M. on Sunday, April 10, 2010. If EXHIBITOR fails to remove their exhibit, the SPONSOR will do so and expenses incurred shall be the responsibility of the EXHIBITOR.

Exhibit Space: An exhibit space is 10 Feet wide by 10 Feet deep. All exhibits must be confined to the limits of the EXHIBIT space. Exhibitors may not install any exhibit materials higher than eight (8) feet at the back wall of the display and eight (8) feet on the side walls projecting further than 4 feet from rear of exhibit space. Aisle space shall not be used for exhibits or demonstrative purposes. SPONSOR has final authority to allocate the amount and location of space in the exhibition facility. SPONSOR will provide 8 foot back and 3 foot side curtains for each exhibit space.

Character of Exhibits: SPONSOR reserves the right to restrict, prohibit, or remove any exhibit or exhibitor which in the SPONSOR'S judgment may be offensive or detract from the general character of the show. This reservation includes persons, noise, items, conduct, printed material, or anything of an objectionable character which may detract from the general character of the show. All display surfaces visible to the public must be finished. Personal items should remain out of view. EXHIBITOR may not assign contract, or sublet the contracted space without prior approval of SPONSOR.

Distribution of Literature and Promotional Materials: All promotional materials including, but not limited to, printed advertising literature may only be distributed by Exhibitor from the exhibit space. Exhibitor must confine all sales activities to the limits of its own exhibit space.

Drapery and Signage: Tables must be skirted and covered. Use of your own display materials such as: tables, skirting, chairs and carpet are permissible. Skirting must be clean, of a solid color, and reach from table top to just at the floor. Each Exhibit must be identified by at least one sign. Hand lettered or stenciled signs will not be permitted.

Utilities: Each exhibitor is responsible for contracting with the Mayo Civic Center in advance of the show for all utilities. Grounded extension cords, in a length of at least 20 Feet should be brought for your exhibit.

Building, City, and State Regulations: EXHIBITOR agrees to, upon inspection, obey and abide by all rules related to participation by Building Inspector, Fire Marshal, State Health Inspector and such other departments and officials who regulate exhibits.

Sales Tax: All EXHIBITORS making sales during the show which subject to sales tax are responsible for the proper collection and reporting thereof.

Food and Beverage: EXHIBITORS may not distribute or sell food items without prior approval from SPONSOR. Exhibitors or their guests may not bring any food or beverage into the Mayo Civic Center for personal consumption.

Security: EXHIBITOR and their employees are responsible for the security of their exhibit.

Use of the Exhibitor's Name: Exhibitor authorizes Sponsor, its agents and employees, to use Exhibitor's name and contact information for the purpose of promoting this and future Shows, and to solicit other exhibitors for this and future shows.

Liability, Indemnification & Insurance: The SPONSOR, Co-SPONSORS, Mayo Civic Center, City of Rochester, Rochester Parks & Recreation Department, Show Decorator and or affiliates or employees of, shall not be liable for the safety or security of exhibits or any other property nor shall they be liable for any bodily injuries or other damages arising out of the exhibit area or on Mayo Civic Center property. EXHIBITOR agrees to indemnify and hold SPONSOR, Co-SPONSORS, Mayo Civic Center, City of Rochester, Rochester Parks & Recreation Department, Show Decorator and or affiliates or employees of, harmless from any damage, liability, loss or deficiency arising out of, or resulting from the contracting for exhibit space by EXHIBITOR, employees, sub-contractors, suppliers, and guests.

Exhibitor shall insure its own exhibit, goods and sales materials prior to, during and after the show. Exhibitor shall carry its own general liability insurance policy insuring its own conduct, including that of their employees, agents and independent contractors.

Final Exhibit Packet: The Final Exhibit Packet will include detailed information on the following. Drapery, Lodging, Sales Tax, Signage, Shipping & Receiving, Utilities and Fuel Powered Equipment regulations, as well as other information related to participation in this event.

Cancellation and Forfeiture of Payment: If an EXHIBITOR'S leased space is not fully paid for by March 26, 2010, SPONSOR may terminate this contract and reassign the space to another EXHIBITOR. If Exhibitor does not claim or occupy the assigned space(s) by 8:30 A.M. on Saturday, April 10, 2010, SPONSOR may terminate this contract and reassign the space(s) to another EXHIBITOR. In neither case shall the defaulting EXHIBITOR be entitled to the refund of any sums paid in advance for such space. Should SPONSOR fail to hold this event it shall promptly refund all EXHIBITOR sums paid. Such refund shall be accepted by the EXHIBITOR in full settlement of all loss or damage suffered by the EXHIBITOR. Should EXHIBITOR find it necessary to cancel his exhibit space, all funds will be returned if another EXHIBITOR can be found to replace the canceling EXHIBITOR prior to March 26, 2010. Cancellation by the EXHIBITOR after that date will result in the forfeiture of all payments received.

Force Majeure: If the Mayo Civic Center or any part of the exhibit area thereof is unavailable whether for the entire Show, or a portion of a Show as a result of fire, flood, tempest or any other such cause, or as a result of governmental intervention, malicious damage, acts of terrorism, acts of war, strike, lock-out, labor dispute, riot or any other cause it is necessary to cancel, or postpone the Show, or reduce installation time, event time or move out time, or change in exhibit location the SPONSOR shall not be liable to indemnify or reimburse the EXHIBITOR in respect of any damage or loss, direct or indirect expenses arising as a result thereof.

Revisions: SPONSOR may revise or amend terms and conditions of this contract, which are binding upon exhibitor.

Telephone... (507) 387-7469 Fax... (507) 387-3425
Email... rochestertermnshows@gmail.com