



EXHIBITOR CONTRACT
Lancaster Event Center – Lincoln, Nebraska
January 28 & 29 2017
Saturday 10-6 & Sunday 11-4

EMAIL APPLICATION TO: LincolnWomensExpo1@gmail.com, Mail PO box 6184, Lincoln, NE 68506 or fax 866-635-2674

Business Name: _____ Contact: _____
 Address: _____ City, State, Zip: _____
 Phone: _____ Email: _____
 Product(s) to be sold or sampled _____

****An early tear down deposit of \$150 will be required at check-in on Friday that will be returned on Sunday if the booth is still fully setup at show close****

Booth selection information (required)

	Extended Price:		
<input type="checkbox"/> 10x10 Inline booth	\$425	qty _____	\$ _____
<input type="checkbox"/> Addt'l inline booth 10x10	\$200	qty _____	\$ _____
<input type="checkbox"/> 10x10 Corner booth	\$600	qty _____	\$ _____
<input type="checkbox"/> 10x20 EndCap booth <small>(consider a show sponsor for \$100 more)</small>	\$900	qty _____	\$ _____
<input type="checkbox"/> 110V electrical outlet (each)	\$75	qty _____	\$ _____
<input type="checkbox"/> 220V electrical outlet (each)	\$125	qty _____	\$ _____
<input type="checkbox"/> Wi-Fi	\$15	qty _____	\$ _____
<input type="checkbox"/> Extra table (\$40 Day of show)	\$25	qty _____	\$ _____
<input type="checkbox"/> Extra chair(s) (\$10 day of show)	\$5	qty _____	\$ _____
<input type="checkbox"/> 1000 Inserts in Early Bird Totebags <small>(booth rental required)</small>	\$100	qty _____	\$ _____
<input type="checkbox"/> PROMO t-shirt (limit 4) ___ sm ___ med ___ lrg ___ XL ___ 2X ___ 3X <small>(2X and 3X add \$2)</small> <small>SIZES MUST BE INDICATED AT TIME OF APPLICATION</small>	\$10	qty _____	\$ _____

TOTAL AMOUNT DUE \$ _____

BOOTH RENTAL INCLUDES:

One 8-ft skirted table, 8-ft back curtain, 3-ft side curtains, Listing on website, Two (2) chairs, Four (4) exhibitor passes, Two (2) admit one free passes

DOES NOT INCLUDE:

Electrical Outlets (110V or 220V), WiFi, Phone or fax line

FOR OFFICE USE ONLY

Vendor #

Rec'd _____ Amt _____ Ck _____ CC _____

Rec'd _____ Amt _____ Ck _____ CC _____

Preferred booth location (if booked by August 31, 2016)

___ 1st ___ 2nd ___ 3rd

We will make every effort to ensure you are assigned one of your 3 selections but cannot guarantee based on assignment criteria and application/payment order received. Please note the booth number (3 choices must be selected) you prefer in order of preference.

Payment Method:

___ Check enclosed

(make checks payable to Empire Events, LLC)

___ Credit Card (Visa, MC, Discover) charge will appear on CC statement from Empire Events, LLC

Credit card # _____ EXP Date ____/____ CVC Code _____

Billing Address _____ Zip Code _____

Name on Card _____

To reserve your booth by phone

Call 402-416-6432 (credit card)

I have read and agree to the terms of this contract and the rules and regulations of the exhibitor's agreement. (page 2)

Signature (X) _____ Date _____

Questions??? Please email LincolnWomensExpo1@gmail.com
 or call 402-416-6432 Or Fax 866-635-2674

EXHIBITOR/SPONSOR AGREEMENT RULES & REGULATIONS ~

The Lincoln Women's Expo (LWE), scheduled for January 28 & 29, 2017 at the Lancaster Event Center (LEC) is produced by Empire Events LLC

- 1. Exhibitor's Booth.** LWE shall provide the Exhibitor's booth(s) with one (1) eight-foot (8') draped backdrop, two (2) three-foot (3') side panels, one (1) eight-foot (8') table (covered & skirted), two (2) chairs
- 2. Refunds.** No refunds are given regardless of weather or other unforeseen circumstances by Exhibitor and/or LWE.
- 3. Use.** Exhibitor's use of the display booth(s) shall be limited to merchandise and/or services listed on the exhibitor contract and shall be used for no other purpose without the prior written consent of LWE. LWE reserves the right to reject or remove any display without refund that has been falsely entered or that LWE in its sole discretion deems inconsistent, unsuitable or objectionable with the use set forth on reverse, or which otherwise fails to comply with this Agreement.
- 4. Rules, Regulations, Compliance with Law and LEC Safety Requirements.** Exhibitor and its use shall comply with all applicable federal, state and local laws and ordinances, and with all lawful orders of police and fire departments having jurisdiction. Exhibitor also agrees not to obstruct aisles or access to neighboring booths, nor conduct or operate its exhibit so as to cause interference with, annoyance or endangerment to other exhibitors or visitors. No exhibits or advertising shall extend beyond the space allotted to Exhibitor, or above the back and side panels of the Exhibitor's booth. Exhibitors will not apply paint, lacquer, adhesive or any other coating to the LEC floors, walls, etc. All exposed edges of carpeting or floor covering must be taped down. Exhibitor shall not, without the prior written consent of LWE, put up or operate any engine or motor or machinery on the premises or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes, or use any agent other than electricity for lighting. Exhibitor shall not otherwise bring any combustibles, explosives, and dangerous or hazardous materials to the event. No combustible materials shall be brought into the LEC without LWE's prior written consent. "Combustible Materials" include but are not limited to the following: crepe paper, confetti, cellophane, cotton, cornstalks, leaves, evergreen boughs, sheaves of grain, streamers, straw paper, vines, moss, cardboard, or corrugated paper. In addition, all packing materials shall be removed from the floor and display area, and may not be stored under tables or behind displays. All displays are subject to inspection and approval for the City of Lincoln Fire Department. LEC's NO BALLOON policy will be strictly enforced.
- 5. Damage or Defacement of Lancaster Event Center.** Exhibitor shall not injure, mar, or deface the LEC or the grounds outside the LEC. Placing advertising material on automobiles on LEC grounds is prohibited. Exhibitor shall further not drive any nails, hooks, tacks, or screws in any part of the LEC, nor shall it make any alteration of any kind. Upon demand of the LEC or LWE, Exhibitor shall pay to LEC or LWE such sums as shall be necessary to restore the premises and LEC grounds to their original condition if any portion thereof shall be damaged by the act, default or negligence of Exhibitor. **NO Duct Tape** allowed on floor or any painted surface.
- 6. Limitation of Liability.** Except to the extent of the Exhibitor's fees paid, LEC and LWE shall not be liable for any loss, injury to persons or property of Exhibitor, or direct or consequential damages. Exhibitor shall hold harmless and defend LEC and LWE, their agents, and employees for and from any and all losses, claims, liabilities, damage, action, or judgment recovered from or asserted against LEC and/or LWE, or any other expense, including reasonable attorney's fees and costs, arising from Exhibitor's participation in the LWE, or arising from any negligence of Exhibitor or any of its agents, employees, contractors or invitees.
- 7. Exhibitor's Insurance.** LWE Management has public liability insurance covering the Expo. This insurance does not cover the exhibitor's exhibit, contents, visitors within the confines of exhibitor's leased space, or exhibitor's personnel. All exhibitors are responsible for all liability that may arise from any action, sampling or interaction that occurs in relation to the exhibitor's booth. All Exhibitors are required to name Empire Events LLC as an Additional Insured on a \$1,000,000 Commercial General Liability insurance policy. Any exhibitor that provides any kind of invasive procedure such as, but not limited to, tattooing, piercing, blood testing, laser, injections, etc., must provide Lincoln Women's Expo management with proof of insurance that covers such procedures.
- 8. Cancellations.** LWE reserves the right to cancel this agreement based on information received that questions the exhibitor's ethical or legal business practices.
- 9. Exclusivity.** Unless approved in advance in writing, we will not guarantee any product or service exclusivity nor will guarantee exhibitors sales volume.
- 10. Music.** No Music of any kind shall be utilized by an exhibitor unless previous written consent is given by LWE.
- 11. Occupancy.** Exhibitor agrees to occupy and have its exhibit ready for public viewing no later than Friday, 9 pm, January 27, 2017. No rearrangement or adjustments may be done after the opening of the show. Exhibitors will not be permitted to remove exhibits until 4 pm on Sunday, January 29, 2017. All exhibits must be removed by 10 pm, January 29, 2017. In the event Exhibitor fails to meet such occupancy deadlines, LWE may retake possession of Exhibitor's booth or space without liability to Exhibitor, and further, retain as liquidated damages all Exhibitor's fees paid or becoming due under this Agreement. Upon repossession of the booth or space reserved, LWE may use the same for any purpose, and shall have no liability to Exhibitor whatsoever resulting there from. **BOOTH MUST REMAIN OCCUPIED WITH COMPLETE SETUP UNTIL SHOW CLOSURE AT 4:00 PM ON JANUARY 29, 2017 or a \$150 fine will be imposed on Exhibitor. Deposit will be required at time of check-in on January 27, 2017 and will be returned at the end of the show on January 29, 2017**
- 12. Vacation.** In the event Exhibitor has not entirely removed all display items before Sunday, 10:00pm, January 29, 2017, LWE shall be authorized to remove, at the sole cost and expense of Exhibitor, any and all items remaining on the property without liability for any resulting damages or losses.
- 13. Interruptions or Termination of the Event.** It is agreed that LWE and LEC reserve the right to interrupt or terminate the event, when, in the judgment of LWE or LEC, such interruption or termination is necessary to protect public safety. Exhibitor waives any claim against LWE or the LEC for refund, damages or compensation should the event, and therefore this Agreement, be so interrupted or terminated. In addition, in the event the space reserved hereunder or any portion of the exhibition area is destroyed or damaged by fire or any other cause, or in the event any other casualty renders LWE nor LEC fulfillment of this Agreement impossible or impractical, then this Agreement shall terminate, and neither LWE nor LEC shall be liable for any refund or damages to Exhibitor. Exhibitor further assumes the risk of any prevention, interruption or termination of the event due to strikes, lockouts, labor disputes, acts of God, structural defects in the LEC facility, hostile governmental action, riot, civil commotion, terroristic threats, inclement weather including ice, snow or blizzard or other causes beyond the reasonable control of LWE, and LWE shall not be liable to Exhibitor for any refund or resulting damages.
- 14. Lotteries & Contests.** Exhibitor is responsible to ensure that lotteries or contests held on premises are conducted in compliance with local, state & federal laws.
- 15. Excused Performance.** LWE shall not be liable for any delay or failure to perform pursuant to this agreement if due to any cause or condition beyond the reasonable control of LWE. This includes agreements with Sponsors, Media partners, Guest Speakers and any stage appearances that may be changed or cancelled. In addition, LWE makes no guarantees to the Exhibitor regarding sales volume and/or public attendance.
- 16. Food/Beverage.** Exhibitors must comply with LEC sampling restrictions (2 oz. portions allowed). No food or beverage may be sold for on-premise consumption. Vendors giving samples must have a Level IV Food Handlers Permit and/or Catering Permit on file at the LEC. Arrangements need to be made 14 days prior to show.
- 17. Electrical Outlets.** Electrical outlets are charged at \$75 each for 110v or \$125 each for 220v. **Electrical Outlets ordered less than ten days in advance will be charged double.** Any multiple plugs will not be permitted. Such connections found will be rewired by LEC electrician and charged to the exhibitor at a rate of \$80/hour.
- 18. Giveaways.** FREE products, services, and promotional items are strongly encouraged at the Lincoln Women's Expo. Giveaways shall not be of noise-making variety. No balloons are allowed inside the LEC. All giveaways, handouts, and/or other sales materials are subject to approval by LWE management, and must be distributed by exhibitors within the confines of their own spaces to avoid interruption of other Exhibitors.
- 19. Sales Tax.** Each exhibitor is responsible for collecting and reporting the appropriate sales tax.