

**THE  
WEDDING  
EXTRAVAGANZA**  
JANUARY 6 | 2018

# Exhibitor Contract

I/We agree to exhibit under and comply with the terms and conditions governing this show which are part of this contract as printed on reverse side hereof.  
**FULL PAYMENT IS REQUIRED WITH CONTRACT TO RESERVE BOOTH SPACE.**  
 Payment is non-refundable once contract has been submitted. \$30 fee for returned checks.

**Please print this section:**

Business Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_

Web Address \_\_\_\_\_

Contact \_\_\_\_\_ E-mail \_\_\_\_\_

I/We will be showcasing: \_\_\_\_\_

**EXHIBITOR PASSES/ADMISSION:** Admission for exhibitors is included in the price of each booth space. You are not required to have a pass to enter the show if you will be occupying your booth space before the show opens. Exhibitor Passes are required for exhibitors that will be entering the show after 8:30am. Passes are available upon request before the show date or during move-in. All exhibitors and personnel **MUST** have their pass to enter the show after it begins. Without your pass, you will be required to pay the \$10.00 admission fee.

**DOOR PRIZE/S:**

Door prizes are optional. Each exhibitor is responsible for their own registration box, slips, and for contacting the winners.

**I would like the Exhibitor Package (\$575)**

\$ \_\_\_\_\_

*(Each booth comes with one (1) 8' table and two (2) chairs. Please note which materials you would like to utilize below.)*

(1) 8' Table

(2) Chairs

No Materials Necessary

**I would like \_\_\_\_\_ additional booths (\$525/ea)**

\$ \_\_\_\_\_

(1) Additional 8' Table Per Booth

(2) Additional Chairs Per Booth

No Additional Materials Necessary

**Desired Exhibit Booths \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_**

*(Booth location is first right or refusal until November 30th, 2017. It is on a first come-first serve basis after November 30th, 2017. FULL PAYMENT is required with contract.)*

**I would like the Show Sponsorship Package (\$2995)**

\$ \_\_\_\_\_

*(Only 6 available)*

**I would like to appear on The Main Stage (\$250)**

\$ \_\_\_\_\_

*(Models Provided. Restrictions may apply) Show Times 11:00am & 1:00pm*

**Total Cost of Contract**

\$ \_\_\_\_\_

**Make payment or money order payable to:** The Wedding Extravaganza

**Mail payment and signed contract to:**

The Wedding Extravaganza  
 Attn: Sandy Ihrke  
 702 County Road 7 NE  
 Eyota, MN 55934

*(All payments will be confirmed by e-mail or mail)*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

CONTRACT & PAYMENT RECEIVED ON: \_\_\_\_\_  
 AMOUNT: \$ \_\_\_\_\_ PAYPAL \_\_\_\_\_  
 CHECK# \_\_\_\_\_ M.O.# \_\_\_\_\_  
 CREDIT CARD# \_\_\_\_\_ EXP \_\_\_\_\_ CSV \_\_\_\_\_

## TERMS AND CONDITIONS OF CONTRACT • RULES AND REGULATIONS

**THE WEDDING EXTRAVAGANZA:** “The Wedding Extravaganza, LLC” as used herein is known as the Show Director and/or Coordinator. In the enforcement and interpretation of the following conditions, the decision of the Show Director and/or Coordinator is final. It is further understood that The Wedding Extravaganza is wholly owned.

**ELIGIBLE EXHIBITS:** The Wedding Extravaganza, LLC reserves the right to determine the eligibility of any company or product for inclusion in the show and reserves the right to reject, or prohibit any exhibit in whole or in part, or any exhibitor or representative, with or without giving cause. **No exclusives are guaranteed.**

**INSTALLATION & DISMANTLING EXHIBIT SPACE:** Move In: January 5th, 2018 from 12:00pm-7:00pm and January 6th, 2018 7:00am-8:30am. Set up must be complete by 8:30am. Move Out: January 6th, 2018 from 2:00pm -6:00pm. Exhibitors will NOT be allowed to dismantle their exhibits until after the show has officially closed at 2:00pm. Any exhibitors dismantling before 2:00pm are subject to a \$250 fine and exclusion from The Wedding Extravaganza show the following year. All display items, demonstrations and sales activities must be confined to the limits of the assigned exhibit area. No exhibitor shall sublet or share the assigned space. A minimum of one (1) person and maximum of four (4) persons shall man the space. Any property brought upon the premises by an exhibitor shall be at the sole risk of the exhibitor and shall be removed from the exhibition floor at the conclusion of the show at the exhibitor's expense. **LIABILITY:** Exhibitors must insure their own exhibits. The exhibitor agrees to make no claim for any reason whatsoever against The Wedding Extravaganza, LLC, the facilities, co-sponsors, show officers, directors, employees, or other contractors for loss, theft, damage or destruction of goods; nor for injury to self or to employees; nor for any damage of any nature or character, including any damage to business by reason of failure to provide space for exhibit, or the removal of the exhibit; nor for the failure to hold the show as scheduled; nor for any action of any nature of The Wedding Extravaganza, LLC employees, subcontractors and/or co-sponsors.

**DAMAGE TO PROPERTY:** Exhibitors are liable for any damage caused to exhibit facility floors, walls, columns, or to standard booth equipment, or to other exhibitor's property.

**RELOCATION OF EXHIBITS:** The Wedding Extravaganza, LLC reserves the right to alter locations of exhibitors as shown on the floor plan with or without notification.

**UNOCCUPIED SPACE:** The Wedding Extravaganza, LLC reserves the right should any rented space remain unoccupied after the opening of the show, or should any space be forfeited due to failure to make payment in full, to rent said space to any other exhibitor, or to use such space for purposes as it may see fit without any liability on its part; but this claim shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the space rental contract should the space be resold.

**EXHIBITOR RESPONSIBILITY:** The Exhibitor agrees to indemnify The Wedding Extravaganza, LLC, the facilities, and any and all co-sponsors and/or subcontractors, against and hold harmless for any claims arising out of acts of negligence of exhibitors, their agents, or employees. Each exhibitor must keep at least one attendant in the exhibit area during regular show hours.

**EXHIBITOR FEES:** Full payment for Show Sponsorship is due November 30, 2017. Full payment for the Exhibitor Package is due with signed contract no later than December 31, 2017. All fees received for space in The Wedding Extravaganza are nonrefundable unless the event is canceled in its entirety.

**AMEND TERMS:** The Wedding Extravaganza, LLC may revise or amend terms and conditions of this contract, which are binding upon exhibitor.

**EXHIBIT SPACE:** Your 10' deep by 10' wide L-Shape booth will contain one (1) 8.5"x11" paper ID sign, with the option of one (1) 8' table and two (2) chairs, all decorated in black drape and skirting. Additional tables, chairs, and other display materials are available for an additional cost through Mid America Convention Service, 507-876-2200.

**ELECTRICITY:** Simple 110 AC electricity hookup is available but is NOT included in the price of the booth rental. All electrical arrangements are contracted directly through the Mayo Civic Center, 30 Civic Center Drive SE, Rochester, MN 55904. Phone: 507-328-2220. Electrical forms are available for download at [www.weddingXtravaganza.com](http://www.weddingXtravaganza.com).

**DOOR PRIZES:** Door prizes are optional. Each exhibitor is responsible for their own registration box, slips, and for contacting the winners.

**BUILDING, CITY, & 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 who regulate exhibits.

**SALES TAX:** All exhibitors making sales during the show which are subject to sales tax shall be responsible for the proper collection and reporting thereof.

**FOOD SALES:** The Mayo Civic Center has specific restrictions and guidelines on food sales. Please contact their office at 507-328-2220 for more information.

**HELIUM BALLOONS:** Helium balloons used as part of your exhibit display and/or decoration are NOT permitted.

**CATERING SAMPLES:** The gratuitous distribution of catered samples or beverages is encouraged. All catering displays must present their product placed on a stable platform, and must be operated at a temperature that is not hazardous to fellow exhibitors or the public attending the event. Samples of alcoholic beverages must be coordinated with the Mayo Civic Center Catering Manager. Please provide your Catering/Department of Health License.

**EXHIBITOR CANCELLATION or FORFEITURE OF PAYMENT:** If an exhibitor's space is not fully paid for by the due date, The Wedding Extravaganza, LLC may terminate this contract and reassign/resell the space to another exhibitor. If exhibitor does not claim or occupy the assigned space by 8:30am on Sunday, December 31, 2017, The Wedding Extravaganza, LLC may terminate this contract and reassign/resell the space to another exhibitor. In neither case shall the exhibitor be entitled to a refund of any sums paid for the space. Should The Wedding Extravaganza, LLC fail to hold this event for any other reason than those listed below in the Cancellation Policy, The Wedding Extravaganza, LLC shall promptly refund all sums paid for space. Cancellation by exhibitor shall result in forfeiture of all payments received.

**CANCELLATION POLICY:** If the Mayo Civic Center or any part of the exhibit area is unavailable for part of or the entire show as a result of natural phenomenon, The Wedding Extravaganza, LLC shall not be liable to indemnify or reimburse the exhibitor for any damage, loss, or expense arising as a result thereof.

**PRESENTATION:** Booth presentation reflects the quality of your business and the show. Please dress and decorate accordingly. We do not provide name badges. We encourage you to wear name pins.