

EXHIBITOR CONTRACT

2012 Home, Garden & Leisure Show

- (1) I (we) hereby make application for a booth(s) for Friday, March 16th (5:00 p.m. – 8:00 p.m.), Saturday, March 17th (9:00 a.m. - 7:00 p.m.) and Sunday, March 18th (10:00 a.m. - 5:00 p.m.) for the 2012 Home, Garden & Leisure Show (hereafter referred to as “HGLS”) to be held at Lake Michigan College Mendel Center, 2755 E. Napier Ave., Benton Harbor, MI.
- (2) PROCEDURES TO BE USED FOR BOOTH(S) SELECTION
 - A. After you have read this contract, call Mike Nadolski, Exhibitor Coordinator for your booth(s) selection.
 - B. Once your booth(s) selection and numbers are confirmed, sign the contract and either authorize credit card payment or submit a check/money order made payable to the Home and Garden Show, 3123 Lake Shore Dr., St. Joseph, MI 49085, within 10 business days from your verbal confirmation, as per the requirements set forth below. You will receive a signed copy upon acceptance via a fax.
 - (1) A 25% deposit is required with the signed contract 10 business days after verbal confirmation. After December 31, 2011 payment in full is required with the signed contract.
 - (2) The remaining balance for your booth(s) is due December 31, 2011.
 - (3) There will be NO refunds of deposits or payments in full for booth(s) except in extreme cases of hardship and must be approved by the Home and Garden Show Committee (hereafter referred to as “HGSC”). Any checks returned for any reason shall automatically void your application and your booth(s) will be made available to other qualifying individuals or firms. A paid receipt will be issued after all checks have cleared the bank.
- (3) Exhibitors of the 2011 Show and Members of the Southwestern Michigan Home Builders Association and the Southwestern Michigan Association of REALTORS will be given first choice of booth space up to September 1, 2011. New Exhibitors may make application starting September 1, 2011.
- (4) Booth(s) are NON-TRANSFERABLE. Any booth(s) subject to an unauthorized transfer will be immediately removed by the HGSC.
- (5) Upon granting of the privilege to have a booth(s), you shall not, in any way, violate the laws of the State of Michigan, Rules and Regulations of the Lake Michigan College Mendel Center or the Rules and Regulations governing the HGLS. The HGSC conditions its acceptance of any exhibitor on the exhibitor being properly licensed under Michigan Law to perform the activity or provide products that are the subject of its proposed exhibit. Any decision with respect to proper licenses is within the sole discretion of the HGSC. The HGSC reserves the right to adopt and promulgate additional rules and regulations as shall be reasonably necessary for the convenience and safety of all exhibitors and any and all such rules or regulations shall be as much hereof as though fully incorporated in the rules and regulations and the exhibitor agrees to conform and abide by them. Any Exhibitor breaching or violating this contract, the rules and regulations, or the law shall, upon oral notification by the HGSC, forthwith comply with this contract, the rules and regulations or the law. The HGSC reserves the right upon refusal of the Exhibitor to comply herewith, to cancel Exhibitor’s privilege to have a booth(s) and to remove at Exhibitor’s expense, its exhibit and to retain all monies previously paid to it for the privilege as liquidated damages for Exhibitor’s breach. All goods, wares and merchandise of any kind placed in the HGLS is understood to be at the owner’s risk and by acceptance of their contract the Exhibitor releases the Co-Sponsors of the HGLS, their Board of Directors, Members, and the Exhibitor Coordinator from any liability for damage, injury or loss, to any person, or goods from any cause whatsoever.
- (6) Exhibitor(s) does hereby agree to be responsible for any and all damage done by him/her or his/her employees on the premises and/or in the parking areas of Lake Michigan College Mendel Center. Upon notification by the HGSC of any damage, Exhibitor(s) agrees to pay forthwith, the costs of repair. A liability insurance policy will be provided for all Exhibitors by the HGSC and it shall have an aggregate total of \$1,000,000.
- (7) The HGSC expects you to make every reasonable effort to staff your booth during the show hours. **THERE WILL BE NO EARLY TEAR DOWNS.** The Mendel Center reserves the right to remove any booth materials remaining past 12 P.M. on Monday, March 19th at the owner’s expense.

- (8) **CASH SALES:** An Exhibitor desiring cash sales may do so without any further restrictions or payment of additional fees.
- (9) **ELECTRICAL:** Each booth will be provided one (1) 110 volt duplex outlet at no extra charge. Please make plans to bring an extension cord. 220 volt electric is available in some locations at a cost of \$20.00 per day/outlet. Contact the Exhibitor Coordinator to determine which booths have 220 volt electric.
- (10) Our booth(s) will display the following products: _____
- (11) **BOOTH DESCRIPTIONS/COSTS:** Inside Booth Space: Booths are available in the following sizes for the indicated price: _____ 10'x10' = \$475.00 _____ 8'x 8' = \$425.00 _____ 12'x 5' = \$350.00
 If you purchase booths 3 & 4, 11 & 12 or 78 & 79 you can also purchase the adjoining corner between the booths for \$200.00. For multiple contiguous booth purchases outside of the Grand Upton Hall, a 10% discount will apply to every booth purchased after the first 2 booths are purchased at regular price. All booths will have an 8' high back drape and 3' high side curtains included in the booth price. All booths shall be limited to a side height of 4' for a distance of 4' from the edge of the aisle, except for end booths, where the normal sides become the back of the booth, the height can remain at 12' to the aisle.
- Note:** Hallway booths do not have side curtains and back drapes are by request only.
 _____ Outside Space. Outside space is available in the parking lot at \$225.00 for 20' of frontage 16' deep. Additional frontage can be added in 5 foot increments for \$10 per 5'. Total frontage desired: _____ feet.
- (12) All tables used in your exhibit area are required to be covered and draped to the floor or ground on the front and sides. **ALL DISPLAYS MUST NOT EXCEED THE DIMENSIONS OF THE BOOTH(S)! ALL BANNERS/SIGNS MUST BE CONTAINED WITHIN YOUR BOOTH(S) SPACE.**

PLEASE PRINT CLEARLY: (Retain copy for your files)

Legal Name of Exhibitor: _____

Name of Exhibitor: _____
 (This name will appear in all ads and listings)

Contact Person: _____

Email Address: _____

Website URL: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: Bus: ____ - ____ - _____ **Fax:** ____ - ____ - _____ **Home:** ____ - ____ - _____

Booth #(s): _____ **Enclosed Is: \$** _____

Check/Money Order # _____ **CREDIT CARD:** Visa MasterCard Discover American Express

Exp. Date: _____ **Acct #:** _____

NOTE: Charge will appear on statement as "REALTOR Association/MLS"

Authorized Signature: _____ **Title:** _____

I hereby authorize the balance of \$ _____ to be automatically charged to the above credit card on December 31, 2011.

Exhibitor hereby acknowledges that they have read this Exhibitor Contract consisting of two (2) pages and agrees to its terms and conditions. Date _____ By: _____

Contract Accepted by the Exhibitor Coordinator for the Home & Garden Show Committee:

Date: _____ By: _____, Mike Nadolski, 2012 Exhibitor Coordinator

Rev. 07/11

Mail Contract & Payment to: Home & Garden Show, 3123 Lake Shore Dr., St. Joseph, MI 49085
Exhibitor Coordinator: Mike Nadolski, Phone #: 269-861-0055/ Fax #: 269-841-5227/Email: Mike@CreativeLMN.com