



# 2014/2015 EXHIBIT SPACE RESERVATION & CONTRACT

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NOTE: Both pages must be signed and submitted with payment in order for booth space to be assigned.

Exhibitor Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLEASE SUBMIT CONTRACTS VIA EMAIL, FAX OR MAIL.**

**Email to:** sales@thewoodworkingshows.com

**Fax to:** 1 800 380 4201

**Mail to:** **The Woodworking Shows**  
P.O. Box 1134  
Watertown, Massachusetts 02471

## STANDARD BOOTH PACKAGE

- 10 x 10 exhibit space
- Back drape and side curtains
- Online exhibitor listing\*
- Link to exhibitor's website from TWWS website\*
- Links to printable coupons from TWWS website\*

Contact us for opportunities to expand your presence with unique sponsorships and promotional tie-ins.

Name for Program: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Web: \_\_\_\_\_

### DESCRIPTION:

Email high resolution .jpg of logo & .pdf of coupon to: art@thewoodworkingshows.com (please note show(s) in subject line).

\* MATERIALS MUST BE SUBMITTED PRIOR TO DEADLINE (LISTED ON WEBSITE).

### CONTRACT NOTES:

	SHOW	DATE	# BOOTHS	CORNER	ELECTRIC
2014	HOUSTON	OCT 24-26			
	S. CALIFORNIA	OCT 31-NOV 2			
	N. CALIFORNIA	NOV 7-9			
	PORTLAND	NOV 14-16			
	DENVER	NOV 21-23			
THANKSGIVING & CHRISTMAS					
2015	BALTIMORE	JAN 2-4			
	NEW ENGLAND	JAN 9-11			
	INDIANAPOLIS	JAN 16-18			
	KANSAS CITY	JAN 23-25			
	COLUMBUS	JAN 30-FEB 1			
	ST. LOUIS	FEB 6-8			
	DETROIT	FEB 13-15			
BREAK					
	SOMERSET	FEB 20-22			
	ATLANTA	MAR 7-9			
	MILWAUKEE	MAR 14-16			
	TAMPA	MAR 21-23			

- ! STANDARD ELECTRICITY IS AN ADDITIONAL CHARGE.
- ! BOOTHS NOT DEPOSITED/PAID WITHIN 60 DAYS OF A SHOW WILL BE ASSIGNED A LOCATION AT THE DISCRETION OF SHOW MANAGEMENT.

## REMEMBER TO READ & SIGN BOTH RESERVATION CONTRACT AND TERMS & CONDITIONS!

### Booth Rates

Booths ..... \$1,100/each

\*Additional Fees:

Corner Booth..... \$100

Electric..... \$100

Shipping (4x4x4 crate).....\$150

\*Over 4' Width Fee \$50 per 5"

Shipping (4x4x8 crate).....\$250

\*Over 4' Width Fee \$50 per 5"

### Pay by credit card!

VISA  MC  AMEX  DISC

Card #: \_\_\_\_\_

3/4 Digit Code: \_\_\_\_\_ Expiration \_\_\_\_\_

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

State/Zip: \_\_\_\_\_

### Calculate Booth Rate & Deposit!

Balances due 60 days prior to show date

# Booths: \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_

Shipping Crate: \_\_\_\_\_ x Rate/Leg \_\_\_\_\_ = \_\_\_\_\_

# Corners: \_\_\_\_\_ x \$100 = \_\_\_\_\_

Electric: \_\_\_\_\_ x \$100 = \_\_\_\_\_

Sub-total: \_\_\_\_\_

25% Deposit: \_\_\_\_\_

**TOTAL ENCLOSED:** \_\_\_\_\_

Signature: \_\_\_\_\_

! Exhibitors with outstanding balances **WILL NOT** be permitted to exhibit. \_\_\_\_\_ INITIAL HERE

**GENERAL** This contract, when signed by the applicant and accepted by Show Management, shall be considered valid and binding. The Exhibitor Service Manual and supplements shall be considered a part of this contract.

**PAYMENT FOR SPACE** Upon execution of this contract 25% deposit of total booth space fees or payment in full is required to reserve exhibit space. Deposits must be received at least 60 calendar days prior to that event's opening date in order to be included in pre show marketing. Payment in full for each event is due 30 calendar days prior to that event's opening date. If space is booked during the 30 days prior to a show, payment in full is due immediately. No discounts will be offered for late bookings. Booth volume discounts can be earned only by depositing in full on the booth volume specified in the Reservation Form. Earned booth volume discounts will not be applied retroactively. Without exception, Show Management must receive and confirm all cancellations in writing, or your cancellation will not be accepted. If you must cancel a contracted show, please be advised that you are liable for up to 100% of the cost of cancelled booth space incurred. Cancellation may affect Exhibitor's contracted volume discount rate.

**Exhibitor fee obligation in the event of cancellation: \* INITIAL HERE \***

- 30 days or less prior to show opening 100% \_\_\_\_\_
- 60 days or less prior to show opening 50% \_\_\_\_\_
- 120 days or more prior to show opening 25% \_\_\_\_\_

It is agreed that Show Management reserves the right to reassign cancelled booths, and that subsequent reassignment of cancelled space does not relieve the canceling Exhibitor of his obligation to pay the amount due. Retroactive pricing will go into effect for all booths if the cancellation results in a change in the exhibitor's contracted volume discount rate.

**CONTRACT ADDENDA** Changes to Exhibitor's show schedule and space reservations will be considered addenda to this contract and subject to all terms and conditions herein.

**CHANGE OF SPACE** Show Management may change Exhibitor's space assignment after the acceptance of this contract deposit or payment if it is deemed in the best interest of the show.

**EXHIBITION** The overriding primary purpose of The Woodworking Shows is for Exhibitors to show and demonstrate merchandise and equipment held in inventory on the show premises in order to advertise, educate and directly sell those items. Show Management reserves the right to decline, prohibit or cancel any exhibit or part of an exhibit that, in its opinion, is not in keeping with the character of the general exhibits and/or the primary purpose, or is otherwise unacceptable.

**NO SUBLETTING** of booth space.

**INSTALLATION AND REMOVAL OF EXHIBITS** All exhibits must be installed or removed by the time specified in the manual or Show Management will have the authority to direct its installation or removal by the official show drayage company at their prevailing rates, which will be charged to the Exhibitor. Show Management assumes no liability for freight not removed by Exhibitor.

**PROTECTION OF FACILITIES** Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, or other parts of the facility exhibit area without permission from the proper building authority. Fluids, caustic or staining, must not be used where they may damage floor coverings. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of Show Management, Facility Management or their assistants.

**DISTRIBUTION OF ADVERTISING** Exhibitors may distribute printed advertising, souvenirs, etc., from within their own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Helium balloons and adhesive stickers are not permitted. All such gifts or souvenirs are subject to the approval of Show Management.

**COMBUSTIBLE MATERIALS AND FIRE REGULATIONS** No combustible oils or gases can be used as part of an exhibit. All decorations must be flameproofed to the satisfaction of administering Fire Department. At fire marshal directive, Exhibitor agrees to comply immediately or Exhibitor will be removed from the show and forfeit any and all fees paid.

**INSURANCE/LIABILITY** Exhibitors at The Woodworking Shows must carry: statutory worker's compensation coverage if required by any governmental agency and commercial general liability including products and completed operations, independent contractors personal injury and blanket contractual liability insurance limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder

naming The Woodworking Shows, LLC. as additional insured. Exhibitor agrees that Show Management, Show Management's service contractors, the Hall and their representatives, employees and agents are not liable for any injury, loss or damage that may occur to Exhibitor, or to Exhibitor's employees, agents, guests or property form any cause whatsoever, prior to, during or subsequent to the period covered by this contract. Exhibitor assumes all responsibility and liability for losses, damages and claims arising out of injury or damage to, or caused by, Exhibitor's displays, equipment, employees or representatives. The liability of Show Management and its affiliates and Exhibitor's remedy for any claim of loss or damage arising from or related to this contract, regardless of the form of action, shall be limited to one-half of the fees paid to Show Management hereunder.

**EVENTUALITIES** In case the facility(ies) shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for Show Management to permit the contracted space to be occupied by the Exhibitor, or to hold the event as scheduled, the Exhibitor shall waive any and all claims to damage or compensation except the pro rata return of the amount paid for exhibit space.

**OCCUPANCY AND COMPLIANCE** If the Exhibitor fails to occupy space contracted for, fails to comply promptly with a change required by a regulatory authority, or fails to comply in any other respect with the terms of this agreement, Exhibitor shall be considered in default and Show Management shall have the right to use such space in any manner without releasing the Exhibitor from paying the sum agreed upon in this agreement.

**ATTENDANCE** Show Management has sole control over all admission policies.

**FILMING/VIDEO RECORDING RIGHTS/ELECTRONIC MESSAGES** Photographs, film or video recordings may be made in the show facility, and may include images of Exhibitor, its employees, agents and related merchandise and displays. Exhibitors may not hinder, obstruct or interfere in any way with such photography or recordings, and hereby consent to Show Management's use of such recordings for commercial purposes. Exhibitor grants Show Management a non-exclusive, royalty-free, revocable, non-transferable worldwide license to use Exhibitor's trademarks, service marks, logos, trade names, copyrighted content, hypertext links, domain names, icons, buttons, banners, graphic files and images.

**EXHIBITION ACTIVITIES** Exhibitor agrees not to conduct any outside commercial activity including, but not limited to, receptions, seminars, symposiums, in-store events and hospitality suites during The Woodworking Shows' events, held at or away from the show facility, except with the written approval of Show Management.

**RESTRICTIONS** Exhibitor shall not sell or distribute any items with The Woodworking Shows logo. Books, periodicals, publications, and pamphlets are the exclusive purview of The Woodworking Shows except by express written permission. Exhibitor shall not make any solicitation for credit cards or drawings of any kind without written permission. THE WOODWORKING SHOWS ALSO RESERVES THE RIGHT TO BAR FROM ANY BOOTH OR EXHIBIT ANY MATERIAL, LITERATURE, PERSON, OR THING THAT IS NOT IN THE WOODWORKING SHOWS' OPINION CONSISTENT WITH THE CHARACTER, PURPOSE OR OBJECTIVE OF THE WOODWORKING SHOWS.

**PRODUCT SPONSORSHIP AGREEMENTS** The Woodworking Shows reserves the right to enter into any type of sponsorship agreement of any nature. If such agreements prohibit any exhibitor from selling a specific product, then the exhibitor has the right to terminate this agreement with no penalties other than the exhibitor is liable for any monies due for exhibitions and or promotions completed at the time of cancellation.

**AMENDMENTS** Show Management shall have full power to interpret and to make or amend these rules. Wherever these rules do not cover, Show Management reserves the right to make such rulings as may appear to be in the best interests of the show(s), and the Exhibitor agrees to abide by such rulings.

**ERRORS AND OMISSIONS** Show Management will not be liable in the event of any errors or omissions in The Woodworking Shows' show program or any related materials. Exhibitor acknowledges and agrees no representation or warranties are made with respect to the number of show attendees or demographic nature of such attendance.

**ENFORCEMENT OF CONTRACTS** If it is necessary for Show Management to enforce any provision herein, the Exhibitor shall pay all costs of enforcement and collection, including, but not limited to, reasonable attorney's fees, whether or not such enforcement or collection includes the filing of a lawsuit.

**APPLICABLE LAW AND VENUE** This contract shall be governed by Massachusetts law without application of its conflict of laws principles. Any suit relating to this contract shall be instituted in a state or federal court in Middlesex County, MA and the parties shall submit to the jurisdiction of any such court.

**\* It is strongly recommended that the exhibitor secure insurance covering their property at the show as show management does not maintain this type of insurance.**

**Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_**