



Contract for Exhibition Space

2013 HOME/GARDEN/REMODELING SHOW

at The Lakes Mall

Presented by the Muskegon Lakeshore Chamber of Commerce

March 21 - 23, 2013

1. Please reserve space for us in the Muskegon Lakeshore Chamber of Commerce HOME/GARDEN/REMODELING SHOW. Date and location identified above.
2. We agree to abide by the rules and regulations governing the exposition as printed on the back of this form.
PLEASE READ BEFORE SIGNING CONTRACT.
3. Our preferences for space(s) are as follows. However, we understand if requested space is not available, the show management will notify us and every effort will be made to obtain satisfactory space.

1st Choice _____
2nd Choice _____
3rd Choice _____

Sponsorship Level: _____

Total Cost \$ _____

- Booth layout will be available in January 2013. Vendors will be contacted in the chronological order of the receipt of registration via email, online, fax, or mail.
4. All booths sold on a first come, first served basis only. Signed contract and 50% deposit must be received before booth space is reserved. Payment in full is due by March 1, 2013. **Deposit and booth space shall be forfeited (non-refundable) if payment is not received in full by March 1, 2013.**
 5. Are licenses required for your trade? ____yes____no. if so, what is your license number? _____
 6. This space will be used to exhibit the following (please print): _____
 7. We accept and agree to this agreement and its conditions, and designate as our representative: (please print)
All information required!

Name _____ Telephone _____ Cell Phone _____

Company Name _____ Fax _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

8. Accepted by the Muskegon Lakeshore Chamber of Commerce

Signature _____

NOTE: Please sign two copies and **forward one copy** with deposit made payable to Muskegon Lakeshore Chamber of Commerce, 380 W. Western Avenue, Muskegon, MI 49440

Email: macc@muskegon.org * Phone: 231-722-3751 * Fax: 231-728-7251 * Online registration: www.muskegon.org

RULES AND REGULATIONS:

1. Exhibitor agrees to install an attractive and educational display of his products or services.
- 2. Exhibitor agrees not to sublet or assign any portion of his space.**
3. Exhibitor agrees to provide a complete list of products he will display if requested as a part of this contract agreement. All exhibits must conform strictly to the lines and articles covered in the contract. Muskegon Lakeshore Chamber of Commerce, as Management, reserves the right to reject or prohibit any exhibit, part of exhibit, or proposed exhibit, including persons, things, conduct, printed matter, catalogs or souvenirs, which, in its opinion, are not suitable to and in keeping with the character of the Home-Garden-Remodeling Show.
4. Exhibitor agrees to observe designated hours of the show as shown on the brochure.
5. Exhibitor agrees to arrange display so as not to obstruct view or mar general harmony of the exposition.
- 6. Exhibitor agrees to confine all activity concerning his display within the limits of his exhibition space. Working the aisles is not permitted. All TV, Radio, Hi-fi, musical instruments and other machines producing sound must be kept to a volume not to disturb neighboring exhibits.**
7. Exhibitor agrees to secure any floor services such as sign painting, electrical work, carpentry, painting, etc. from sources approved by mall management and through the mall management. (This does not preclude work done for exhibitor by his own regular employees.)
- 8. All goods, wares and merchandise of any kind placed in the exposition is understood to be at the owner's risk and by acceptance of their contract, the exhibitor releases the sponsors and management of, and from any liability for damage, injury or loss, to any person, or goods, from any cause whatsoever.**
9. The driving of nails, tacks, screws, tape or use of any method of attaching materials to walls, floors or railing is prohibited.
10. The exhibitor will be required to replace, repair or otherwise assume expense for any defacement or injury of premises caused by his exhibit or his representative.
- 11. Exhibit will be built within the designated 8' deep x 10' wide areas covered by contract for space. Back walls will be constructed to a height of 8 ft, and sidewalls to a height of 36 inches unless otherwise permitted by management. The use of pins, staples, etc. to hang signs from backdrops will NOT be permitted.**
12. Uniform set-up furnished by the management includes, electric light and power service, janitor service (aisles only) and general lighting, all within the limits of the facilities. Electrical Outlets will be available but may not be positioned within a vendors booth. Vendor must provide extension cords and tape to secure cords.
13. No highly flammable or explosive materials will be permitted either for decoration, display or use within the building. The use of Paper or fabric display materials will not be permitted unless considered flameproof by the mall management or fire department. The use of pennants and streamers will be frowned upon - they tend to cheapen a display. **No combustible engines!**
14. No open flames will be permitted.
15. Heavy materials or equipment shall not be dragged, skidded or rolled over the floors, but will be carried or moved on wheels of such size and type as will not cause scratches or marks irremovable by ordinary routine methods of cleaning.
16. Materials and equipment that might cause a stain, mark, mar or discoloration of the floors or walls shall be protected against such damage by water-tight pans, shields, baffles or other suitable devices. **No helium balloons!**
17. No activities accepted within the definition of gambling will be permitted in the building or on the grounds.
18. No liquor or intoxicating beverages will be permitted by exhibitors at any time during the exposition.
19. Installation of exhibits may be done on Wednesday, March 20, 2013 from noon to 10:00 p.m. and Thursday, March 21, 2013 from 10:00 a.m. to 3:00 p.m.
- 20. NO EXHIBIT MAY BE REMOVED BEFORE 5:00 P.M. ON SATURDAY, MARCH 23, 2013. ALL MATERIALS MUST BE REMOVED ON MARCH 23, 2012.**
21. It is understood and agreed that in case the Management shall fail to open the Exposition as herein provided, or to furnish the space to the Exhibitor herein described, or comparable space as herein above provided, it will refund to the Exhibitor all sums paid. If, however, management is unable to open the Expo as herein provided, or is compelled to postpone or relocate the show on account of strikes, fires, casualties, acts of God, or other causes beyond Management's control, then it shall not be in any manner financially liable to Exhibitor.
22. Management reserves the right to adopt and promulgate such further rules and regulations as shall be reasonable necessary for the convenience and safety of all exhibitors and any and all such regulations or rules shall be as much a part hereof as though fully incorporated herein and the exhibitor agrees to conform and abide by them.
23. Any exhibitor breaching or violating any of the above rules and regulations, shall, upon oral notification by management, forth with comply with such rules and regulations. Management reserves the right, upon refusal of exhibitor to comply herewith, to cancel exhibitor's lease and to remove, at exhibitor's expense, its exhibit and to retain all monies previously paid to it for rent as liquidated damages for exhibitor's breach.
24. All notice of cancellation must be received 30 days prior to the said Show. Any notice of cancellation after the prior 30 days will forfeit all monies paid to the Muskegon Lakeshore Chamber of Commerce.
- 25. Parking - all exhibitors are to park a minimum of 10 spaces from any mall entrance.**
- 26. No distribution of any kind of food or drink will be permitted without the permission of the Management.**
- 27. EXHIBITORS Will Be Charged \$50.00 FOR ANY TRASH (i.e. boxes, crates) left in their booth(s) at move-out time. EXHIBITOR UNDERSTANDS THAT ANY PORTION OF THEIR EXHIBIT LEFT AT THE EXPOSITION SITE WILL BE MOVED AND OR DISPOSED OF BY THE MANAGERMENTS DISCRETION.**
- 28. PROOF OF LIABILITY INSURANCE IS REQUIRED FOR BODILY INJURY & PROPERTY DAMAGE, MINIMUM LIMIT \$300,000.00, NAMING THE LAKES MALL AND THE MUSKEGON LAKESHORE CHAMBER OF COMMERCE AS ADDITIONAL INSUREDS.**
29. There will be a penalty (charge) of \$100.00 an hour minimum, to anyone who is not set up completely at the start of the show or to anyone who tears down their exhibits prior to 5:00 p.m.