

Phone (714) 777.2507 • FAX (714) 844-9309

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

Company: \_\_\_\_\_

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

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

Phone [ \_\_\_\_\_ ] \_\_\_\_\_

Fax: [ \_\_\_\_\_ ] \_\_\_\_\_

Cell # [ \_\_\_\_\_ ] \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Application For Contracted Space**

Contract Applies To The Following:

Idaho Falls, ID Show January 18-19, 2008

Move In begins Thursday 4:00pm

Tables must be ordered via email by Jan 14<sup>th</sup> from Stefan

Tear down time is 7:00pm on the 19<sup>th</sup>

**Product/Service:** \_\_\_\_\_

Contract must be SIGNED below, faxed and mailed with Deposit to Reserve Space

<b>Show date</b>	Jan 18-19, 2008					
<b>Space Size</b>	8 x 10					
<b>Booth #</b>						
<b>Full Amount</b>	\$625.00					
<b>Net Amount</b>						
<b>Deposit Due</b>						
<b>Balance Due</b>						
<b>Payment Due Date</b>						

All exhibit fees and balances are due 30 days prior to each event unless otherwise stated. If payment is not made by the exhibitor as per this contract, show management may release said space without notice or refund. All exhibit fees are non-refundable. Exhibitor remains liable for payment of all fees including any balances and advertising commitments in the event of cancellation, or if the event show management must resell said space. Show management reserves the right to move exhibits and to advertise and promote exhibitors' products or services in any manner it deems beneficial for the event. Exhibitor agrees to pay a \$50.00 late fee on any payments not received when due. Exhibitor acknowledges and agrees to abide by all terms stated on page 2 labeled "Rules Governing the Exhibit". Show management assumes no risk. By acceptance of this agreement, exhibitor expressly releases show management from any and all liability for any damage, injury, or loss to any person or goods which arise from the rental and occupation of show space. Exhibit space rental does not include water or furniture, which may be obtained through the show's official decorating company. Contracts are not in force unless countersigned by Show Management.

***Authorized Signatures:***

\_\_\_\_\_  
**EXHIBITOR Signature** **Date**

*(Authorized Signature • Read Above & Agrees to rules governing the exhibit)*

\_\_\_\_\_  
The Bride Gala Account Executive **Date**

\_\_\_\_\_  
Show Management – Stefan Harlan

**Make Checks Payable to:**

**The Bride Gala**  
**5511 Brookhill Drive**  
**Yorba Linda, CA 92886**  
**Phone (714) 777.2507**  
**FAX (714) 844.9309**

## Reservation Form Page 2- Rules Governing the Exhibit

1. The word "Sponsor" as used herein shall mean the sponsoring organization, association or institution or it's officers, agents or employees managing the exhibit.

2. **Eligible exhibits.** The Sponsor reserves the right to determine the eligibility of any company or product for inclusion in the Event.

3. **Limitation of Liability.** The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor it's members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to himself or employees while in the exhibit quarters. Each exhibitor should purchase his own insurance.

4. **Defacing of Building:** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesives or any other coating to building walls and floors or to booth equipment provided by the show decorator.

5. **Display Dimensions. With the exception of island and peninsula booths, maximum exhibit height is 8 feet with no more than 4 feet from the back of exhibit. Exhibitors in island and peninsula spaces** wishing to go beyond 8 foot height must submit display sketch for management approval. Where an unfinished portion of an exhibit is exposed, the offending surface must be made presentable at the expense of the exhibitor.

6. **Sound Devices.** The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibit booth.

7. **Rejected Displays.** The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with rules herein laid down. The sponsor reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving cause, if cause is not given, liability shall not exceed the return to the exhibitor of the amount of the rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

8. **Insurance.** Fire and theft insurance, if so desired must be taken out by each exhibitor at his own expense.

9. **Exhibitor Representatives Responsibilities.** Each exhibitor must name at least one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Sponsor reserves the right to have the exhibit installed at the expense of the exhibitor if work has not commenced on installation by 3:00 p.m. of the day preceding the show opening.

10. **Labor.** Exhibitors must comply with union work rules where applicable. Union labor will be made available.

11. **Rescheduling of Event Policy.** In the event that the Exhibit is booked in a public sports facility or convention center, certain events can pre-empt the Exhibit, i.e. acts of God, police action, governmental emergency use of buildings, major sports events,

discretion of management, etc. If the Exhibit is not held within 365 days of the original dates all exhibit fees will be returned.

12. **Exhibit Kits – found Online at [www.idahobridegala.com](http://www.idahobridegala.com) go to "for exhibitors" tab bottom of the page.**

**Exhibitor Kits will not be Mailed.** Detailed exhibitor information is available on our website. The Kits will contain information regarding shipment, labor, electrical services, rental items, exhibit hours, etc. Order services through Jannette Clark at the Red Lion Hotel (208) 523-8000 2-4 weeks prior to the show. You will need to bring your own extension cord to connect to power.

13. **Attendance.** The Sponsor shall have sole control over attendance at all times.

14. **Sub-Leasing.** Exhibitors may not sub-let their space, nor any part thereof. No exceptions.

15. **Guards.** The Sponsor will employ reputable guards during the course of the Exposition. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. Neither the Sponsor, Exposition Management, nor the owners or lessors of the exhibit premises will assume any responsibility for the exhibitors personal property. It suggested that the exhibitor insure his property against loss and theft.

16. **Fire & Safety Laws.** Federal, State and City Laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with the fire department and underwriters' rules. Smoking in exhibits is forbidden. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. See additional fire regulations.

17. **Amendments to Rules.** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. These rules and regulations may be amended at any time by the Sponsor and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

18. **Cancellation of Exhibit Space.** 50% of the total exhibit space cost is due upon assignment of space. In the event of cancellation, this deposit is not refundable. 60 days prior to the Exhibit, the total exhibit space cost is due. In the event of cancellation, Exhibitor remains liable for all fees. Exhibitor agrees to pay all collection costs and attorney fees necessary to collect past due space rentals.

19. **Acts of God, Fires, Strikes, Etc.** In the event that any outside cause, such as war, fire, strike, or other emergency, prevents the Exhibit from being held, the exhibition management may retain such part of exhibitor's rental as shall be required to recompense management for expense incurred up to the time such contingency shall have occurred.

20. **Compliance with Laws.** Exhibitors must comply with all laws, rules, regulations and ordinances in force.

**I have read and understand the rules and conditions of this contract.**

**Please initial here** \_\_\_\_\_

**Exhibitor Name** \_\_\_\_\_