Four States Ag Expo
2017 Booth Exhibitor Contract

March 16-18, 2017 ● Montezuma County Fairgrounds, Cortez CO

Exhibitor Business Name:_____

Contact Name: _____

Mailing Address: _____

Billing Address: _____

Phone:_____Fax: _____

Phone during Ag Expo: _____

Email:_____Website: _____

Description of Services/Products:_____

Booths: ***Contact us for availability before sending contract!***

- **Each booth includes 2 three-day passes and 1 vendor parking pass.** Order additional three-day passes below. Passes and single-day wristbands may also be purchased at entrance gate or information booth.
- Exhibitor to furnish certificate of liability insurance coverage with final payment (see Terms page 2, #10).

Booth (s) Requested: Booth #_____ $_____

#_____ $_____

#_____ $_____

#_____ $_____

Tables: Number needed _____@ $10/each $_____

Additional three day Passes: $15 each. or bundle of 5____ @ $60 $_____

Daily passes: each good for one day of your choice: $5 ea. or Bundles of 6 ____@ $25 $_____

Total $_____

Payment enclosed to Four States Ag Expo: $_____ Check #_____

Balance due by February 15, 2017 $_____

<u>Separate</u> Security Deposit (due by Feb 15, 2017—see page 2, #11) $100.00 Check #_____

Special Booth Requirements: _____

I would like 30 minutes of promotional classroom time (See Terms #8 for details) ☐ Y ☐ N

Be our guest! Sponsor, Exhibitor & Volunteer Appreciation Party Thursday _____# attending

From time to time the Ag Expo has news to share. May we contact you occasionally by email? ☐ Y ☐ N

We promise never to share your contact information with anyone else. Opt out at any time.

Please send materials to help me promote the Ag Expo to my business contacts and friends. ☐ Y ☐ N

This is a two-page agreement. I agree to all terms and conditions listed on both pages Please initial bottom of page 2.

Authorized signature:_____Date: _____

Print name & title:_____

Send signed contract and payment to: **Four States Ag Expo, PO Box 3758, Durango, CO 81302**
For booth availability and more information: (970) 529-3486 or info@fourstatesagexpo.com
www.FourStatesAgExpo.com

2017 Booth Exhibitor Terms and Conditions

1. Entities referred to in this document are defined to mean: Four States Ag Expo (which hereinafter may be referred to as "Ag Expo") includes its directors, management, staff, volunteers, guests and family of these; "Exhibitor" includes contracting individual or business entity, and any staff, personnel, guests, family and volunteers under Exhibitor's direction.
2. 50% deposit with signed contract holds reservation; payment due within 5 business days on phone reservations.
3. Balance due before February 15, 2017. Deposit and booth space will be forfeited if balance is not received by deadline.
4. Refunds of money received: For cancellations by Feb 1, 100%; by Feb 15, 50%. No refunds for cancellation after February 15.
5. No new booth rentals after show opens; expansion space rental allowed if available.
6. No assignment of the contract will be allowed without written consent by the Ag Expo; subletting or subcontracting of space or privileges is prohibited as is advertising or distributing information for a non-signatory third party.
7. Ag Expo will circulate to Ag Expo's general media list one press release provided by exhibitor. Ag Expo cannot guarantee publication.
8. **Promotional Classroom Time:** Ag Expo offers exhibitor classroom space for one 30-minute informational session per contract; subject matter should relate closely to business being promoted in booth/pen. Space is limited; classroom reservations are awarded on a first-come, first-served basis, assigned by Ag Expo, and not guaranteed. Booth fees must be paid in full and brief program title submitted no later than January 30.
9. Additional deadlines:
   - Exhibitor press release: Received by Ag Expo by January 30
   - Print program exhibitor listing: Reservation deposit received by January 30
   - Website exhibitor listing: Upon deposit until Feb 15; upon full payment after that. *Last date for website listing: March 7.*
10. *Exhibitors are expected to occupy their booths during all show operating hours: Thursday & Saturday 9 am-5 pm; Friday 9 am-6 pm.*
11. **Separate Security Deposit (due by February 15, 2017):** Ag Expo will hold a $100 security deposit check to be returned uncashed, mailed within one week of close of Expo, to exhibitors who occupy their booths throughout the show, wait until after close of show to dismantle displays, and leave booth area clean upon departure. Ag Expo reserves the right to refuse space in future to any exhibitor not respecting this protocol.
12. **Liability insurance:** Exhibitor agrees to carry for the period of exhibitor's presence at the Four States Ag Expo policies of comprehensive Commercial General Liability Insurance and Contractual Liability Insurance specifically including but not limited to contractual liability, bodily injury, property damage and product liability, in an amount not less than $1,000,000 Single Limit and not less than $2,000,000 Aggregate Limit. Exhibitor will furnish certificate of insurance with final payment and without exception before move-in. Please call with any questions.
13. **Indemnification:** Exhibitor shall indemnify, defend, save and hold harmless Ag Expo, its directors, incorporators, officers, employees, volunteers, agents, consultants, and sponsors from any and all actions, causes of action, claims, demands, losses, damages, costs, attorney fees, judgments, liens, indebtedness and liabilities whatsoever in any form or on any basis, arising from or related to, directly or indirectly, the Exhibitor's presence at or participation in the Four States Ag Expo, whether caused by any act or omission of Ag Expo or some other cause, except for injury or damage caused exclusively by willful or wanton conduct of Ag Expo.
14. **Damages:** Exhibitor shall pay Ag Expo for any damages caused to Montezuma County Fairgrounds ("MCF") facilities and to any equipment, furnishings and materials belonging to, rented by, or in the care of Ag Expo. **Exhibitor is responsible for any damages caused while on MCF premises by the operation or parking of vehicles for which Exhibitor is responsible.**
15. Ag Expo assumes no responsibility for any illness, accident, injury or mishap which may befall Exhibitor, Exhibitor's employees or volunteers, or for any damage to or loss of Exhibitor's property or the property of Exhibitor's employees or volunteers. Ag Expo assumes no responsibility for disease outbreak or spread, illness, injury or death of livestock or other animals.
16. Security: The presence of security personnel does not constitute acceptance of any responsibility by the Ag Expo for security of the exhibitor's products but is merely to assist the exhibitors during the show. Ag Expo will not provide grounds security after close of show on Saturday.
17. MCF requirements: Exhibitor shall adhere to all requirements of the MCF Master Contract, except that when Ag Expo requirements are more stringent, Ag Expo's shall apply. A copy of MCF contract is posted at www.FourStatesAgExpo.com and is available upon request.
18. Montezuma County explicitly prohibits dogs at all times inside any Fairgrounds building without exception and on the grounds excepting only those participating in specific events. This ordinance is heavily enforced by MCF management. Dogs are not to be left in vehicle in parking lot.
19. Ag Expo makes no guarantee of sales or visitor volume or type, nor does Ag Expo offer any exhibitor the exclusive rights to sell or display specific merchandise or services.
20. Exhibitor is responsible for group members, booth staff and volunteers adhering to these terms and conditions.
21. Exhibitors are responsible for the behavior of any minors in their care; children should remain under adult supervision at all times.child lost station on site.
22. **Set up Wednesday, March 15 from 8 a.m.—8 p.m. <u>NO CHECK-IN AFTER 8 P.M.</u> Check in at designated location before unloading.** Exhibits must be in place by 8 pm Wed. or booth space and fees may be forfeited. Additional information will be sent to exhibitors by March 1.
23. Space is limited to area assigned; no set up allowed in un-numbered locations.
24. **<u>Pick up admission and parking passes at check-in</u>**. Beginning Thursday morning, everyone age 16 or over without an appropriate wristband or pass must pay admission to enter the grounds. This includes exhibitors and their personnel. Exhibitor shall distribute passes or wristbands acquired for others.
25. **After 8 p.m. Wednesday, no vehicles will be allowed in the main show area. ONLY livestock vehicles will be allowed grounds access, ONLY to the livestock areas and ONLY before 8:30 a.m. and after the close of show daily. At all other times VEHICLES MUST BE PARKED IN DESIGNATED LOTS. We take safety seriously, and there will be NO exceptions.**
26. No vehicle will have access to vendor parking without a vendor parking pass. Physical space limits the number of vendor parking passes to ONE per booth. Ag Expo does not guarantee space in Main Pavilion lot; overflow vendor parking lot is serviced by free shuttle.
27. Licenses / Permits: Exhibitor shall be responsible for obtaining any licenses, permits or approvals required under local or state law applicable to their activity at the Four States Ag Expo. Exhibitor shall be responsible for paying all taxes, license fees or other charges that may become due to any government authority in connection with their activities at the exposition.
28. ***The Four States Ag Expo reserves the final and absolute right to deny entry to or require removal without recourse or refund of any person, animal, personal property, sign, printed material or other thing for any reason deemed by the Four States Ag Expo, in its sole discretion, to be in the best interests of the Four States Ag Expo, its visitors and exhibitors.***