

**INSTRUCTIONS:** Complete all sections of this contract. Sign and return this application to laurel.didier@woodworkingnetwork.com. You will then be assigned an exhibit space according to the contract and will be invoiced 50% which is due immediately. Please submit your payment made payable to Closets Expo/Wood Pro Expo, CCI Media, LLC PO Box 873, Des Moines, IA 50304

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Country \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Marketing Contact (name, if different than above) \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### 1. EXHIBIT SPACE RENTAL

Size	Standard Rate
100-399 SQ FT	\$25 / SQ FT
400 SQ FT and above	\$22 / SQ FT

All booths include show color carpet.

A 50% deposit of the total space rental charges must be enclosed with this application. Remaining deposit of 50% of total due by Thursday, January 19, 2023.

**CANCELLATION POLICY:** All requests for cancellation of booth space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If

Expo Management receives a written request of cancellation of space on or before **January 19, 2023**, the exhibitor will be eligible for a full refund minus a \$375 processing fee for each 100 square feet of booth space cancelled in the Expo. **No refunds will be made after January 19, 2023.**

Please specify booth numbers for your choices of exhibit space in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
SIZE OF BOOTH SQ.FT. TOTAL AMOUNT DUE

\_\_\_\_\_ 50% deposit \_\_\_\_\_ 50% balance

**On or after 1/19/23 submit application with Total Amount.**

### 2. Locate our exhibit NEAR (list company names):

### 3. Locate our exhibit AWAY from:

### 4. BOOTH LOCATION

Do you prefer location over a corner?  yes  no

Do you want to be placed in the "Running Machinery Pavilion"?

yes  no

Do you want to be placed in the "Machinery & Tooling Pavilion"?

yes  no

*For booth assignment purposes, please indicate your product:*

- Woodworking Equipment & Tooling (if yes, will your machines be running?)  yes  no  
 Software  Closets &/or Garage Organization  
 Power Tools  Hardware & Accessories  
 Wood Components  
 Board Products, Overlays or edgebanding  
 Other \_\_\_\_\_

### 5. PAYMENT

**Would you like to reserve an ad in the Directory for \$895?**

yes  no

All payments must be made by check payable to Closets Expo/Wood Pro Expo

Amount enclosed: \$ \_\_\_\_\_

**6. WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPO AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE CABINETS & CLOSETS EXPO/WOOD PRO EXPO CONSTITUTES A CONTRACT.**

Authorized Signature (Exhibitor) \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATIONS RECEIVED WITH OUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED.**

If full payment is not received by due dates outlined in this contract, your signature authorizes CCI Media to charge the payments to your credit card on file.

By signing this contract, the exhibitor agrees to receive materials by email, and U.. Mail from CCI Media and its representatives and agents.

#### FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Check # \_\_\_\_\_

Space Assigned \_\_\_\_\_ Sq.Ft. \_\_\_\_\_

Accepted By \_\_\_\_\_ Date \_\_\_\_\_

# Closets Conference & Expo/Wood Pro Expo • Exhibit Rules and Regulations

CCI Media, LLC, Closets Conference & Expo/ Wood Pro Expo and their authorized representatives are herein- after referred to as "Expo Management."

Exhibitor agrees to use and occupy said space at the rental provided and for the purpose of exhibiting, subject to the conditions set forth herein, and to Expo rules and regulations between Expo Management and the convention center, which are hereby expressly incorporated herein by reference as though set forth herein in full.

**CANCELLATIONS AND REFUNDS:** Except as expressly set forth in this paragraph, Expo Management shall make no refunds of monies paid pursuant to Item 1. If an exhibitor's written notice of cancellation is received by January 19, 2023, then the Expo Management shall refund to the exhibitor an amount equal to the amount the exhibitor has already paid less a \$375 processing fee for each 100 square feet of booth space canceled in the Expo. Under no circumstances will a refund be made if cancellation occurs after January 19, 2023.

**CHOICE OF LAW/VENUE:** This agreement shall be governed by and construed in all respects in accordance with the laws and regulations of the State of Iowa, without reference to choice of laws principals. All legal actions made regarding this agreement or the terms thereof shall be made in the federal or state courts located in Linn County, Iowa..

**PRODUCTS DISPLAYED:** Products or services exhibited must be for use in or related to the Woodworking, Closet, Cabinet, or Furniture Supply industry. Expo Management reserves the right to refuse space and will act as the sole judge of applicability and fitness of exhibits.

**SPACE ASSIGNMENT:** All or any of the space herein above designated is subject to reassignment and rearrangement by Expo Management for any reason.

**REJECTION PERIOD:** Exhibitor, upon notice of definite space assignment, has ten (10) days to reject said space in writing. The ten-day rejection period shall not apply to space assigned within 30 days of the Expo.

**USE OF SPACE, SUBLETTING OF SPACE:** No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Expo Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

**EXHIBITOR REPRESENTATION:** Exhibitor agrees to appoint a duly authorized representative to have responsibility for and be in attendance at its exhibit during Expo hours. No one under 16 years old will be admitted to the Expo at any time.

**REASONABLE SIGHTLINE RULE:** For a 10' x 10' booth, side-walls or any other object or projection may not extend out from the backwall at the 8' height for more than 5' from the backwall.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Expo Management Office for approval at least 60 days prior to the conference. Any questions concerning the regulations should be e-mailed to Expo Management at [kim.lebel@woodworkingnetwork.com](mailto:kim.lebel@woodworkingnetwork.com)

Expo Management reserves the right to require an exhibitor to alter the exhibit before the expo or on site. Necessary changes are to be made at the exhibitor's expense and are subject to the approval of expo management.

**MANAGEMENT LIABILITY:** Neither Expo Management nor convention center, their agents or employees, shall be liable for any damage to property or loss of business to exhibitor or any person using its allocated space, or for loss by theft or other means.

**INDEMNIFICATION:** Exhibitor on behalf of its employees, agents, servants, customers and guests will protect, indemnify, and save harmless Expo Management, convention center, and their agents, against and from any penalty or damage imposed for any violation of any laws or ordinances occasioned, caused, or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitor on behalf of itself, its employees, agents, servants, customers and guests, will at all times protect, indemnify and save harmless Expo Management, convention center, and their agents, against and from any and all loss, cost, claim, liability, damage or expense arising out of or from any accident or other occurrence in connection with the use or occupation by exhibitor of said space, causing injury to any person or property whomsoever, occasioned, caused or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitors must maintain a liability policy at the minimum of \$1 million with Expo Management, convention center and their agents listed as additional insured.

**DEFAULTS:** If exhibitor defaults in any of its obligations under this agreement, including any rule or regulation promulgated pursuant to this agreement, Expo Management may, without notice, terminate this agreement; retain all monies received on account of rental as liquidated damages, and remove said exhibitor, its employees, agents, or servants and all of its merchandise and personal property from space contracted for and from the Exposition Hall.

**BINDING OF CONTRACT:** This agreement shall not be binding until accepted by Expo Management. Exhibitor shall not be entitled to exhibit unless the space rental has been paid in full.

**RETAIL SALE OF GOODS & SERVICES:** Retail sales may be permitted in the hall, but it is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold Expo Management, and the convention center harmless with respect to such compliance.

**LABOR:** Exhibitors are required to observe all contracts in effect between Expo Management, service contractors, hall and the labor organizations involved.

**CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or expo equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**OTHER REGULATIONS:** These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit. Expo Management reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.

**ENTIRE AGREEMENT:** This agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and it superseded all prior oral or written agreements, commitments, or understandings with respect to such matters.