



Cabinets & Closets Conference & Expo

Wood Pro Expo Charlotte

Charlotte Convention Center • Charlotte, NC

Expo Dates: March 7 - 8, 2019

Exhibit Space Application & Contract

INSTRUCTIONS: Print this application and complete all sections. Sign & return this application with a payment made payable to Cabinets & Closets Expo/Wood Pro Expo, CCI Media, LLC PO Box 873 Des Moines, IA 50304. **Applications must include a payment as noted in Item 1 below.** Upon assignment of space, a booth space confirmation will be returned to you.

Company Name _____

Contact Name _____

Title _____

Address _____

City/State/Zip _____ Country _____

Phone _____

E-mail _____

Website _____

Marketing Contact (name, if different than above) _____

Title _____

Phone _____

E-mail _____

1. EXHIBIT SPACE RENTAL

Size	Before 10/13/18	After 10/13/18
100 - 399 SQ FT	\$20 / SQ FT	\$21 / SQ FT
400 SQ FT and above	\$17 / SQ FT	\$18 / 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 **December 3, 2018**. Applications received after December 3, 2018 must include **full payment**.

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 **December 3, 2018**, the exhibitor will be eligible for a full refund minus a \$300 processing fee for each 100 square feet of booth space cancelled in the Expo. **No refunds will be made after December 3, 2018.**

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

_____ deposit _____ 50% balance

On or after 12/3/18 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

We prefer to locate our booth in the

Cabinets & Closets Wood Pro Expo area of the exhibits.

For booth assignment purposes, please indicate your product:

- Woodworking Equipment Board Products & Overlays
- Software Closet Organization
- Hardware & Accessories Garage Organization
- Wood Components Home Office
- Machinery Running Machinery
- Other _____

5. PAYMENT

Would you like to reserve an ad in the Directory for \$750?

yes no

All payments must be made by check payable to Cabinets & 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.

FOR OFFICE USE ONLY

Date Received _____ Check # _____

Space Assigned _____ Sq. Ft. _____

Accepted By _____ Date _____

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

CCI Media, LLC, the Cabinets & Closets Conference & Expo/Wood Pro Expo and their authorized representatives are hereinafter 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 December 3, 2018, then Expo Management shall refund to the exhibitor an amount equal to the amount the exhibitor has already paid less a \$300 processing fee for each 100 square feet of booth space cancelled in the Expo. Under no circumstances will a refund be made if cancellation occurs after December 3, 2018. If the Expo is cancelled or postponed by reason of an Act of God, catastrophe, or other occurrence beyond the control of Expo Management, exhibitor shall be refunded that portion of its payment which has been made for the Expo.

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, sidewalls 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 CCCE@HEIEXPO.COM or WoodPro@HEIEXPO.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.