



# EXHIBIT SPACE APPLICATION AND CONTRACT

## Wood Pro Expo™

Charlotte Convention Center • Charlotte, NC

**Expo Dates: February 15 - 16, 2018**

**INSTRUCTIONS:** Print this application and complete all sections. Sign & return this application with a payment made payable to Wood Pro Expo, CCI Media, LLC, PO Box 873, Des Moines, IA 50304 and fax a copy to 630.434.1216. **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 8/15/17	After 11/15/17 (full amount due)
100 - 399 SQ FT	\$16.50 / SQ FT	\$17.50 / SQ FT
400 - 799 SQ FT	\$15.00 / SQ FT	\$16.00 / SQ FT
800 SQ FT and above	\$13.50 / SQ FT	\$14.50 / SQ FT

A 50% deposit of the total space rental charges must be enclosed with this application. 2<sup>nd</sup> payment of 50% to total due November 15, 2017. Applications received after November 15, 2017 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 **November 15, 2017**, the exhibitor will be eligible for a full refund minus a \$300 processing fee for each 100 square feet of booth space canceled in the Expo. **No refunds will be made after December 15, 2017.**

Please specify booth numbers for your choices of exhibit space in order of preference. Select different areas of the show floor.

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

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
SIZE OF BOOTH TOTAL AMOUNT DUE

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

**On or after 11/15/17 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

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

- Woodworking Equipment  Software  
 Hardware & Accessories  Wood Components  
 Other \_\_\_\_\_

### 5. PAYMENT

All payments must be made by check payable to 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 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 \_\_\_\_\_

## Wood Pro Expo • Exhibit Rules and Regulations

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 November 15, 2017, 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 canceled in the Expo. Under no circumstances will a refund be made if cancellation occurs after December 15, 2017. If the Expo is canceled 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 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 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 served by 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.

**ADMISSION:** Admission is open to adults affiliated with the industry served by the Exhibition. No one under 16 years of age will be admitted to WPE. Management shall have sole control over admission policies at all times.

**PHOTOGRAPHY:** The taking of photographs at WPE is strictly prohibited except for booth photography contracted through the Official Show Photographer and accredited members of the press. An Exhibitor or Attendee may not photograph or video tape the exhibits or products of other Exhibitor without their written permission. Photographs, images and photographic devices will be confiscated and those individuals in violation of this rule may be escorted from the Show and their show credentials revoked. Exhibitor wishing to make their own arrangements for photographing of their exhibit must notify Show Management in advance of the show and whose permission shall not be unreasonably withheld.

**INSURANCE:** Exhibitor shall purchase commercial general liability insurance, placed with the financial stable insurance carrier, which insures Exhibitor's operations and obligations under this agreement. Said policy shall have limits of no less than \$1,000,000 per occurrence. Exhibitor shall cause Management to be named as an Additional Insured under the foregoing policy. The foregoing insurance is a minimum requirement and shall in no way limit the liability of Exhibitor. Exhibitor shall furnish evidence satisfactory to Management that Exhibitor has secured and in maintaining the foregoing insurance policy.

**ELECTRICAL SAFETY:** All wiring for displays and fixtures must conform to the applicable standards established by various government agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and /or such other seals of official approving agencies as may be required at the site of the exhibition.

**SAFETY & FIRE LAWS:** All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Wrong must comply with local fire department and underwriters rules. Crowding will be restricted. Aisles and fire exits must not be blocked by exhibits. No decorations of paper, pine boughs, leafy decoration, or tree branches are allowed. Acetate and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.

**SOUND LEVEL:** Exhibitor are required to provide on request hearing protection devices to booth personnel, surroundings Exhibitors and visitors to their booth. Mechanical or electrical devices, which produce sound, must be operated in a manner to minimize any disruption to other Exhibitor. Management reserves the right to determine the acceptable sound level in all such instances and to require that corrective action be taken.

**LOTTERIES CONTESTS:** The operation of games of chance or lottery devices, or the actual or simulates pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and on the written approval from Management. No Exhibitor shall conduct any presentation of awards or prizes during the WPE that relates to competition by students, professionals, or manufactures for furniture design and/or machinery or supplies that are technically innovative, without written approval of Managements.

**ALCOHOLIC BEVERAGES:** No alcoholic beverages may be served from any exhibits space.

**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.