

21st Annual Women's Day
Decatur Civic Center
September 17th, 2011, 9a.m. – 2p.m.
EXHIBITOR CONTRACT

Please print clearly!

Business Name: _____

Representative: _____

Address: _____

E-Mail _____

City _____ State _____ Zip _____

Daytime Telephone () _____ Fax () _____

Brief description of business, products and/or services (only one business per exhibit permitted)

If your company has any restrictions, you need to let me know in advance.

The above named firm hereby rents from the Decatur Civic Center Authority _____ Booth(s) for the 2011 Women's Day.

Booth cost: \$165.00 per 10' x 10' exhibit booth

Booth will include:

1. 10' wide x 10' deep space
2. 8' tall back section with 3' tall side sections
3. House lights, climate controlled
4. Exhibitor sign on back section of booth
5. 2 exhibitor badges
6. One 8ft. banquet table topped and skirted

The above named exhibitor shall abide by the rules and regulations of the 2011 Women's Day, the Decatur Civic Center Authority, and local fire and law enforcement agencies.

SHOW HOURS: Saturday, September 17th, 2011 9a.m. – 2p. m.

In order for every paying attendee to experience this show in its entirety, along with the fact that the Decatur Civic Center advertises the show hours from 9:00am-2:00pm, every exhibitor is required to remain for the entire show!! PLEASE do not tear down before 2:00pm.

We thank you in advance for your consideration in this matter.

SHOW RULES

- 1. All exhibitors agree to provide a door prize (minimum \$25.00 value) to be given away during show hours. This **excludes discount gift certificates**. Exhibitors are responsible for their own door prize. **Exhibitors must have their own door prize registration forms and collect the door prize registrations at their own booth. It is the exhibitor's responsibility to see that door prize registration slips are given to the emcee for announcement. You may have your door prize winner announced any time during the event. We will be announcing the winners on the quarter of every hour.****
- 2. The Decatur Civic Center will announce drawing winners during the show. The vendors will be responsible for contacting the winners of any unclaimed prizes; the Decatur Civic Center can no longer be responsible for unclaimed door prizes.**
- 3. We encourage product sales and complimentary sampling and/or gifts at Women's Day! They are enthusiastically received by patrons and can attract the attention of your new customers!**
- 4. The Decatur Civic Center Authority is not responsible for lost or stolen items, nor shall it be responsible to the exhibitors or their employees for loss or injury.**
- 5. MOVE IN PROCEDURES: Exhibitors may move in Friday, September 16th, 2011, from 9 a.m. until 8 p.m. and Saturday, September 17th, from **6 a.m. – 8 a.m. No move in will be allowed after 8 a.m. NO EXCEPTIONS!** All move in will be done through the east side service door located on Jackson Street. **Move in can no longer be allowed through the main entrance of the building.****
- 6. MOVE OUT PROCEDURES: all exhibits must remain set-up until the 2 p.m. closing time. NO EXCEPTIONS, PLEASE!** All exhibits are to be removed from the Civic Center no later than 5 p.m. on Saturday, September 17th, 2011.
- 7. SHOW OFFICE: Will be located at the side of center stage in the arena.**

8. **EQUIPMENT RENTAL:** If you need additional tables or electricity, they are available for a rental fee; equipment should be ordered **no later than one week prior to the show**. Please refer to the equipment rental form for details. **All equipment must be requested prior to move-in. No electricity will be added during move-in or day of show.** Exhibitors requiring telephone hook-ups are requested to contact AT & T Customer Service for the necessary arrangements: 1-800-660-3000, minimum of two weeks to pre-order. Exhibitors are welcome to use their own equipment. Exhibitors are **not** allowed to use pins or tape on the booth curtains. S-Hooks will be available during move in.
9. **EXHIBITOR PARKING:** Exhibitors may park in the Civic Center parking lot at no charge. You must park in the designated area located in the south or east end of the lot.
10. **FOOD & BEVERAGE:** Individuals may **not** bring food or beverages into the building. A concession area is provided for your convenience. Sampling of products must be approved by Management prior to the show.
11. **CANCELLATION OR FAILURE TO OCCUPY:** Since failure to perform as advertised is damaging to the reputation of the Civic Center, it is agreed that all advance deposits shall be forfeited if terms of contract are not met.
NO REFUNDS.

If the above terms meet with your approval, please sign below and return this contract along with your specific exhibiting fees. Make all checks payable to the Decatur Civic Center. This contract is not valid until countersigned by an authorized Decatur Civic Center representative.

Exhibitor

Decatur Civic Center

EQUIPMENT RENTAL

EQUIPMENT RENTAL MUST BE REQUESTED NO LATER THAN
ONE WEEK PRIOR TO THE SHOW!

Quantity		Total
_____	10' x 10' Booths at \$165.00 each	_____
_____	8' Banquet Tables at \$5.00 each	_____
_____	8' Banquet Tables Skirted at \$15.00	_____
_____	110 V Electrical Outlet at \$15.00 each (Limit one per exhibitor)	_____
	TOTAL PAYMENT ENCLOSED	_____

Door Prize to Be Given Away _____

Please remember that exhibitors must collect door prize registration entries at their own booth!

Please note: Only 2 tables fit comfortably per booth. *One skirted table is included in booth cost.

Return completed contract and payment to:

Decatur Civic Center
P.O. Box 380
Decatur, IL 62525

1. Location, Dates and Hours of Exhibit: Refer to front pages of the contract.
2. Installation and Dismantling: Refer to front pages of the contract.
3. The Show Management may change location of space assigned to an Exhibitor to affect a balance against congestion, to avoid confusion in firm names, to solve competitive conditions or similar reasons. An Exhibitor may not share or sublet space without permission of Show management.
4. General Regulations: Loud speaking sound displays are not permitted and the Show management reserves the right to refuse any exhibit that does not, in their judgment, conform to the general tenor of the Show. All exhibits, backwalls and decorations will be limited to 8' in height except actual equipment that in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from the Show management.
5. No soliciting for business shall be permitted in aisles or in other Exhibitor's booths. Exhibitors may only distribute samples, catalogues, pamphlets and publications strictly within the confines of their own booths. No Exhibitor will be permitted to conduct any extreme promotional stunts without first obtaining permission from Show management.
6. Utility Services and Booth Furnishings: Exhibitor shall have no authority to incur, and will not incur any expenses, cost or liability as, for, or against the Decatur Civic Center. The exhibitor will pay all costs and expense whatsoever in connection with his exhibit, including moving in and moving out. Exhibitor shall be liable for any and all damages that he may cause to the building or otherwise in connection with his exhibit.
7. All exhibit and booth material, particularly drapes, curtains, table covers, etc., must comply with Federal, State and City Fire Laws, Insurance Underwriter and Hotel safety regulations and must be flameproof. All packing containers and similar materials must be removed from the exhibition area upon completion of the booth arrangement. The Exhibitor is restricted in materials used to those which pass fire inspection.
8. Removal of Goods: No exhibit, or portion thereof, may be removed during the exhibition without the prior written consent of the Decatur Civic Center.
9. INSURANCE: If required by law, exhibitors must carry Workmen's Compensation, comprehensive general liability, including products and completed operations, independent contractors, personal injury, and blanket contractual liability. Exhibitor, by signing this contract, warrants they have the coverages required. It is very strongly recommended that Exhibitors also carry insurance to cover loss of, or damage to, their exhibits or other personal property while such property is located at, or is in transit to or from the exhibition site. While the Decatur Civic Center may provide security guards, this is solely as an accommodation to Exhibitors and the Decatur Civic Center assumes no responsibility for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The Exhibitor expressly agrees to save and hold harmless the Decatur Civic Center, the management, agents and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with Exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of the Decatur Civic Center.
10. The Show management will cooperate fully, but cannot take responsibility for damage to Exhibitor's property, lost shipments either coming in or going out, or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor will be nevertheless responsible for booth rent and no refund will be made. Exhibitors should carry insurance against these risks.
11. Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives or both will subject the Exhibitor or his representatives to dismissal from the exhibit area, in which event it is agreed that no refund shall be made, and further, the Decatur Civic Center will not be liable for any damages or expenses incurred as a result of said dismissal.
12. Exhibitors, or their agents, must not injure or deface the walls or floors of the Building, the booths, or the equipment at the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.
13. If the Exhibitor fails to occupy the space contracted for, the Decatur Civic Center is entitled to the full amount of the space rental. If booth space is not occupied before Show opening, the Show management will have the right to use such space as it sees fit to eliminate blank spaces in the Show. In the event that the Show is not held for reasons beyond the control of the Decatur Civic Center, the Decatur Civic Center will return to the Exhibitor all monies paid for space rental, less the Exhibitor's pro rata share of the Decatur Civic Center out-of-pocket expenditures incurred for the production of the Show. In the event the Show is not held or any other reason, all monies previously paid by the Exhibitor will be refunded. In either of the aforementioned events, the Exhibitor does hereby waive any claim of damage, compensation or refund of money paid to the Decatur Civic Center, except to the extent of such reimbursement.
14. Miscellaneous: The serving of alcoholic beverages and/or foods by Exhibitors in any part of the Show premises is not permitted, unless permission is given by Show management, in advance.

Each Exhibitor must name at least one person to be its representative in connection with installation, operation and removal of exhibit.

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject to the decision of the Show management.

Authorized Signature: _____

Decatur Civic Center: