

Dear Exhibitor:

The HOME, LAWN & GARDEN EXPO will be held at the Decatur Civic Center on March 16, 17, 18, 2012. This year will be our 31st anniversary and we are making plans for another great show.

The Home, Lawn & Garden Expo provides the homeowners of Central Illinois many opportunities to “meet the experts” in everything to make their home, lawn, or garden complete. This event is a great way to promote your business to thousands of your potential customers in just three days! In the past, we surveyed our vendors and 80% of their responses stated that new business was generated from the Expo.

This year’s show hours will be as follows:

Friday, March 16	5:00 p.m. – 8:00 p.m.
Saturday, March 17	10:00 a.m. – 6:00 p.m.
Sunday, March 18	11:00 a.m. – 4:00 p.m.

Enclosed are two copies of the contract. Rental for this three day event is \$285.00 for the first 10' x 10' booth space, additional booth spaces will be \$250.00 each. To assure your booth space in the Expo, please return one completed copy of the contract by November 18th, 2011. Keep one copy of the contract for your file. There are two places on the contract that you will need to sign. Exhibitors will be placed on the floor plan as received; location assigned upon availability.

This show is filled on a first come, first served basis.

Our goal is to have each show be even more successful than the last. In an effort to provide more variety and excitement for our patrons, the Civic Center reserves the right to limit same industry/product vendors.

We are also very excited to be able to offer the following special:

Enhance your Marketing Efforts: Meet Your Prospects At the Door!

Qualified Home Lawn and Garden Vendors may purchase additional outdoor “On the Lawn” spaces at the rate of \$12.50 per 10x10 space, or they can make the biggest impression by booking space on the front door concrete pad at just \$15 per 10x10 space.

Overflow “On the Lawn” space for Vendors on the *waiting* list is \$100 per 10x10 space and will only be made available when the show sells out and there is no booth space available indoors.

As an added bonus, we urge exhibitors to join our staff for a pre-show reception in their honor on Friday, March 16th from 3:00 p.m. – 6:00 p.m. in the Decatur Civic Center Meeting Room. We will be celebrating another show and all of our wonderful exhibitors!

If you have any questions or would like more information, please contact Kimmy Werren or Mike Pritchett at (217) 422-7300. We look forward to the 2012 Home, Lawn & Garden Expo and hope to see you there!

Note: The Decatur Civic Center reserves the right to change, cancel, substitute and/or offer additional services to any programs described above.

Sincerely,

Kimmy Werren
Show Manager

Enclosures

2012 HOME, LAWN & GARDEN EXPO

Decatur Civic Center
March 16,17,18, 2012
EXHIBITOR CONTRACT

Please print clearly!

Business Name _____

Representative _____

Address _____

City _____ State _____ Zip _____

Phone: () _____ Fax: () _____

Email Address

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

The above named firm hereby rents from the Decatur Civic Center Authority _____ booths for the 2012 Home, Lawn & Garden Expo.

Booth cost: \$285.00 first 10' x 10' exhibit booth

Additional 10 x 10 booth space \$250.00 each

- Booth will include:
1. 10' wide x 8' high back drape
 2. 10' wide x 3' high drapes on each side
 3. Houselights, heat/air-conditioning
 4. Exhibitor sign
 5. 4 exhibitor badges

The above named exhibitor shall abide by the rules and regulations of the 2012 Home, Lawn & Garden Expo, the Decatur Civic Center Authority, and local fire and law enforcement agencies.

<u>SHOW HOURS:</u>	Friday, March 16	5:00 p.m. – 8:00 p.m.
	Saturday, March 17	10:00 a.m. – 6:00 p.m.
	Sunday, March 18	11:00 a.m. – 4:00 p.m.

THE DECATUR CIVIC CENTER REQUIRES ½ OF THE TOTAL DEPOSIT DUE WITH THIS SIGNED CONTRACT. FINAL PAYMENT MUST BE RETURNED NO LATER THAN FEBRUARY 16th, 2012 PRIOR TO THE EXPO!!!

****The deadline to reserve last year's 2011 booth space for Home, Lawn, & Garden 2012 is November 18th, 2011.**

****Booths will not be reserved until a signed contract is received**

1. All exhibitors agree to provide a door prize (minimum \$25.00 value) to be given away. **This excludes discount gift certificates.** The exhibitor will give said door prize away and will be responsible for contacting the winner. **Vendor will hold drawing at vendor's own booth. The door prize space must be filled in on the Equipment Rental sheet when this contract is returned.**
2. 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 (other than from the Authority's negligence).
3. MOVE IN PROCEDURES: Exhibitors may move in Thursday, March 15 from 9:00 a.m. to 9:00 p.m. Friday, March 16 from 8:00 a.m. to 3:00 p.m. **No move in will be allowed after that time—sorry no exceptions.** All move in will be done through the east side service door located on Jackson Street. **Move in will not be allowed through the Civic Center lobby.**
4. MOVE OUT PROCEDURES: **All exhibits must remain up until the Sunday 4:00 p.m. closing time.** All exhibits are to be removed from the Civic Center no later than 8:00 p.m. Sunday, March 18th, 2012. Vehicles are not allowed near the building for move out until Civic Center staff has closed the show. **To be fair to our patrons, move out will not be allowed through the Civic Center lobby.**
5. EXHIBITOR PARKING: Exhibitors must park in the Civic Center parking lot at no charge. Large vehicles or trailers must park at **east end of lot.**
6. SHOW OFFICE: Will be located at the ticket taking entrance. During show hours callers may leave messages at (217) 422-7300.
7. EXHIBITOR HOSPITALITY AREA: The Civic Center Meeting Room will be available during the show and will offer coffee and water.
8. EQUIPMENT RENTAL: If you need tables or electricity, they are available for a rental fee; equipment, including electrical outlets, should be ordered **no later than two weeks prior to show.** Please refer to the equipment rental form for details. Exhibitors requiring telephone hook-ups are requested to contact Ameritech for the necessary arrangements. Order must be placed no later than two weeks prior to show. Exhibitors are welcome to use their own equipment. **If you request a "walk-thru" set-up for your booths, please indicate on your contract as you must be on the end of an aisle.**
9. FOOD & BEVERAGE: Individuals may not bring food or beverages into the building. The Civic Center reserves all rights to food and beverage sales.
10. PRODUCT SOLICITING: Only the product described in contract by USER can be sold in booth. No exceptions. NO MICROPHONES or portable PA systems allowed in

booth.

11. CANCELLATION OR FAILURE TO OCCUPY: Since failure to perform as advertised by the exhibitor 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.

12. CLEANING OF EXHIBITS: The Show Management will arrange for sweeping out of aisles. Exhibitors must, at their own expense, keep their space clean, dusted, and in good order.

13. SMOKING: In compliance with the Illinois Clean Indoor Air Act, smoking is not permitted in the Decatur Civic Center.

14. ON THE LAWN: Contracting for "On the Lawn" outside exhibition space is conducted separately from this agreement. Please contact the Civic Center at (217) 422-7300 for details.

15. The Decatur Civic Center will charge a \$25.00 fee to any vendor who wishes to distribute any food item(s) to the patrons of the Home, Lawn, & Garden 2011.

If the above terms meet with your approval, please sign below and return this contract along with your specified exhibiting fees. Make all checks payable to the **Decatur Civic Center**. When countersigned, this contract is valid.

X _____
Exhibitor

X _____
Decatur Civic Center Authority

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: _____