



## 2019 CABDA Midwest Bicycle Expo Exhibitor Terms and Conditions

All exhibits and exhibitors are subject to the following terms and conditions. The word “Management” refers to CABDA Expo, LLC acting through its officers and agents. The words “Exhibition” and “Expo” refer to CABDA Midwest Bicycle Expo. “Site” refers to the properties at which the Expo is taking place as detailed in the Exhibitor Registration and Information Sheet on the attached pages and “Premises” refers to the space used by the Exhibitor (the exhibit booth).

### 1. Eligibility, Payment and Pricing:

- a) Exhibitor’s participation in the Event is contingent upon Exhibitor paying in full the applicable fees set forth in the application. All cancellations must be made in writing to CABDA Expo Management. There will be a cancellation fee of 50% of monies paid prior to December 1st, 2018. After that date there will be no refunds. The deposit is nontransferable.
- b) All prices are in U.S. Dollars. Booths are sold in 100 sq foot (10’x10’) sections. Booth pricing is set at \$9.50/square ft for single booths, and \$8.00/square foot for multiple booths. Corner locations (when available) will also be charged a \$100 corner fee.
  - a) Booth fee includes Pipe and Drape (8’ back wall and 3’ side walls), standard listing in show program, and a printed sign displaying company name and booth number. Booth furniture, carpet, and electric are not included.
  - b) Booths come with three (3) exhibitor badges per 10x10 booth. Example: 10x20 booth includes 6 passes, 20x20 booth includes 12 passes. Additional exhibitor badges may be purchased.
  - c) Additional fees may apply to displays requiring vehicle spotting, sign/banner rigging, and/or water/compressed-air line installation.
- c) All Exhibitor registrations must include a 50% deposit. The remainder of the booth fees must be paid by December 1<sup>st</sup> 2018. After that date, booth space will not be reserved or guaranteed.
- d) Management has the sole discretion to determine the eligibility of any person to participate in the Expo and the decision of management is final and binding.
- e) In the event that Management changes the date of, or cancels, the Expo, the Exhibitor will have no right to compensation for any losses or costs related to the change or cancellation, other than booth deposits.
- f) No space will be assigned without proof of insurance and payment in full.
- g) Management reserves the right to alter the location(s) of booth(s) based on the general appearance and over all planning of the Exhibition. All signs and fixtures hung from rafters and/or ceiling must be placed by Convention Center staff. Additional fees may apply.

h) All electrical wiring and outlets shall be at the Exhibitor's expense. Electric must be booked directly through our Decorator, SourceOne.

## **2. Insurance & Indemnity:**

a) Each Exhibitor agrees that Management is not liable for any personal injury, property damage or economic loss (the "injuries") sustained by the Exhibitor, his/her officers, agents, or any member of the public if such injuries arise out of or are in any way connected with the Exhibitors use or occupancy of the Premises or participation in the Exhibition (the Exhibitors "Injuries") and exhibitors assumes all risk and agrees to hold harmless and completely indemnified against any and all losses, claims, suits, expenses, and demands which arise from the Exhibitor's injuries.

b) Any exhibitor using the services of an independent company assumes all liability for the acts of that company during the event.

c) Exhibitors are required to supply Management with proof of insurance before applicable deadline. Exhibitors will not be allowed to load-in to their assigned premises without proof of insurance.

## **3. Exhibits:**

a) The Exhibitors Premises will be arranged in a manner that does not interfere with other Premises and Management has the sole discretion of determining interference.

b) Aisles cannot be blocked. If demonstrations or participatory events are planned, exhibit space must be adequate to contain consumers involved.

c) Balloons, stick on badges, labels, bumper stickers, and spray painting are strictly prohibited.

## **4. Exhibitor Responsibilities:**

a) Permit Management to enter and inspect the Premises.

b) Comply with all laws pertaining to the Exhibition and the Premises

c) The Exhibitor agrees to supply their tax ID number on their application if they intend to sell merchandise at the show.

d) Conduct and manage his/her business in an orderly, lawful and professional manner so that no act or thing is done on the Premises which may cause damage, distress or annoyance to Management or members of the public.

e) Provide qualified personnel to staff the Premises at all times during the Expo schedule.

f) Exhibitor agrees that no display will be dismantled or goods removed during the Event, but will remain intact until the end of the final closing hour on the Event Day.

g) Exhibitor agrees to remove its display and equipment from the Event Facility by the end of the Event Date, and in event of a failure to do so, or failure to return the allocated space to the same condition as proved, the Exhibitor agrees to pay for any additional costs and expensed incurred.