



2016 N.E.W Small Business Expo

Wednesday, August 30, 2016 • 12:30pm - 5:00pm
(time subject to change)

Stadium View • www.NewSmallBusinessExpo.com

Ralph@ProDataIV.com • 920-498-9808

Mailing Address: 1600 Shawano Ave • Suite 200 Green Bay, WI 54303

Event Address: 1963 Holmgren Way • Green Bay, WI 54304

Company name & phone number will be listed in directory exactly as it appears on application

Company Name: _____

Contact Person Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ Email: _____

Confirmations and show information will be sent via email, if you would prefer US Postal Mail check here (____)

Category your business should be listed under (1 per vendor): _____

Booth Size: 100 Sq. Ft. (10x10)

Booth Cost: \$75.00

Standard Equipment Included in all booths:

1 skirted table

2 chairs

1-110 electric plug-in optional ()

PAYMENT DUE WITH SIGNED CONTRACT Total Amount \$75

Make Checks Payable to Green Bay BNI Founders

Mail to:

Pro Data IV

1600 Shawano Ave

Suite 200

Green Bay, WI 54303

SIGNATURE: _____

Date: _____

Signature on application binds the Exhibitor to rental space indicated, subject to rates as indicated and to rules and regulations noted on the back side of this application. The Show Director reserves the right to make the floor plan and booth location adjustments, which may be deemed necessary for the successful operation of the show.

PLEASE FILL OUT THIS FORM COMPLETELY, OR IT WILL BE RETURNED TO YOU.

NOTE: ONLY TWO BOOTHS WILL BE ALLOWED PER BUSINESS PROFESSION. THIS IS A FIRST COME FIRST SERVED UPON RECEIPT OF CHECK TO DETERMINE WHO IS FIRST. WE WILL DO OUR BEST TO NOT INTENTIONALLY OVERLAP PROFESSIONS AND IS IN THE SPIRIT OF KEEPING FOCUS ON THOSE WHO ARE PARTICIPATING AT THIS SHOW.

- 1) **CONTRACT:** This contract for space constitutes a contract between the Exhibitor and the Sponsor, and in addition to its terms, shall included and incorporate the Exhibitor's Rules and Regulations printed on this application.
- 2) **LICENSE AND TERM:** The license given hereunder shall be solely for the use and occupation of the space allocated to the Exhibitor. This shall be for the period commencing at the move-in start time and ending at the conclusion of the move-out, including the installation and the removal of exhibits.
- 3) **INSURANCE:** Full insurance coverage during the entire duration of the Exhibition including move-in and move-out must be obtained by the Exhibitor. The Exhibitor must be prepared to furnish Certificate of Insurance to Sponsor upon request. Bakeries and Caterers are required to provide a copy of their Food License and Certificate of Insurance.
- 4) **QUALIFICATIONS TO EXHIBIT:** All Exhibitors must refrain from creating obnoxious odors or operating any machine to project sound at a level which might be objectionable and might interfere with the overall success and enjoyment of the show by those in attendance or neighboring vendors. The Sponsor reserves the right to decline or prohibit any exhibits or parts of an exhibit, which in its opinion is not suitable to or in keeping with the character of the exhibition. Exhibitor must provide any safety guards, shields or precautions to prevent possible injury to spectators. Exhibitor must comply with State, County, Town or City Ordinances, which govern operation of public events and to refrain from consuming or dispensing beer or liquor or other intoxicating beverages in the facility.
- 5) **LOCATION OF EXHIBIT:** Sponsor reserves the right to relocate an exhibitor, as it shall deem necessary to the proper conduct of the Exhibition. Booth location is not guaranteed.
- 6) **SUBLET OF SPACE:** The Exhibitor shall not sublet, transfer, or share any part of its allotted space, shall not exhibit nor permit to be exhibited in its space any merchandise NOT a part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products exhibited except as specifically approved by the sponsor. BOOTH SHARING IS NOT ALLOWED. Booth display must not block the view of neighboring booths.
- 7) **NON-DELIVERY OF THE BUILDING:** The Sponsor will not be liable for failure to provide space in the event of the building becoming unavailable through fire, act of God, public enemy, strikes, the authority of the law, or any other cause beyond its control.
- 8) **DAMAGES:** The Sponsor shall not be liable for any theft or damages, loss or injury; whether direct, indirect, general, special, consequential or otherwise to the Exhibitor, its agents and employees or visitors to its exhibit whether occasioned by Sponsor, its officers, agents or employees, or by another Exhibitor. Security is not maintained after close of show. Any properties, literature, etc. must be boxed, labeled and secured if left in the building after the close of the show and the Sponsor assumes responsibility for safe-keeping.
- 9) **CANCELLATION BY SPONSOR:** In the case the Exhibition shall not be held for any reasons whatsoever, then and thereupon the license of the space to the Exhibitor shall be terminated. In such case, the limit of the claim for damage and/or compensation by the Exhibitor shall be returned to the Exhibitor of the amount received by the Sponsor from the Exhibitor for license of the space.
- 10) **EXHIBIT SPACE RENTAL INCLUDES:**
 - Standard draped booth, including one draped table, two chairs and one electric plug-in.
Listing in official program subject to deadline.
All other requirements and furnishings are the responsibility of the exhibitor.
- 11) **PAYMENT OF SALES:** Exhibitor is responsible for calculation and payment of all taxes applicable to any and all sales. The Sponsor will not assume responsibility for taxes or their payment.
- 12) **CANCELLATION OF CONTACT:** Contracts can not be cancelled.
- 13) **BOOTH DISPLAY:** Exhibitor is responsible for assembling and dismantling its booth. Exhibitor agrees to have booth set-up 30 minutes prior to show start and will not dismantled booth or remove goods until conclusion of the Show, but agrees to remove its display and equipment by the conclusion of move-out hours. Booth display must not block the view of neighboring booths. Exhibitor is liable for any damage to booth materials, walls, floor or any other part of building. Booth must be manned during all show hours. Non-compliance is subject to penalty fees and possible exclusion from future shows.

The Exhibitor further agrees to abide by any other rules that are deemed necessary to the successful conduct of the above event. Any other matters not expressly provided herein shall come under the jurisdiction of the Chief Operating Officer.