



Exhibit Space Agreement/Application - BizExpo

Feb 9, 2018

Company Name: _____ Contact Person: _____

Address: _____

Billing Address (if different from above) _____

Phone: _____ E-Mail: _____

Please mark "X" or amount for items needed below

____ \$695 10x6 Corner Booth

____ \$595 10x6 Inline Booth

____ \$495 8x6 Inline Booth

____ \$595 8x6 Corner

____ \$35 Power

____ # Buffet Lunch x \$20 each = \$ _____

(\$50 Weblink Business Directory

Sponsorships & Multimedia Profiles:

____ \$4000 Platinum Sponsor (includes 20x6 booth)

____ \$1500 Gold Sponsor (includes 10x6 booth)

____ \$995 Silver Sponsor (includes 10x6 booth)

____ \$695 Bronze Sponsor (includes 8x6 booth)

____ \$200 Lanyard Sponsor

____ \$350 Banner Ad + Landing Page in BizExpo App

Grand Total \$ _____ Charge \$100 deposit _____ Charge full amount Total Due Jan 20th

Credit Card # _____ Exp. Date _____ V code _____

Make checks payable to IBL Events, Inc., PO Box 415, Meridian, ID 83680

This contract shall not be changed, modified or cancelled after signature by exhibitor. The exhibitor acknowledges full and complete understanding of the terms contained herein. Verbal agreements are not recognized. This contract is subject to final acceptance by the IBL Events, Inc. Performance delays resulting from any cause beyond IBL Events, Inc.'s control shall not constitute grounds for contract cancellation. Payment terms: Booth deposits are non-refundable. Balances due must be paid in full within 10 days prior to the event. If the above contracted amount is not paid-in-full by the opening of first day of the above stated event, a \$125.00 late fee will be applied to the unpaid balance. In the event the exhibitor becomes delinquent and payment is not made on amounts owing under the terms of this agreement, and the balance is placed with a licensed collection agency, the exhibitor agrees to pay the fees of the collection agency, which the amount is therefore agreed to be 40% of the outstanding balance at the time the account is placed for collections. The 40% collection agency fee will be calculated and added at the time the account is placed into collections. Make checks payable to: IBL Events, Inc., PO Box 415, Meridian, ID 83680.

Exhibitor/Company

IBL Events, Inc.

Signature

Signature

Date

Date

Please sign and fax to 208-375-2688

Space Contract

The application contract for exhibit space is enclosed. Your application for space will be based on a first come, first served basis, so an early check means your choice of the best spaces. Prompt application for space and full payment thereof, guarantees your booth space. Note: No booth will be reserved without a completed application. Consideration in the assignment of space will be the nature of the company and/or products to be displayed, as well as the amount of space available.

- 1) **BOOTH PERSONNEL** - Each company leasing a booth is required to remain within their leased space to educate guests on their products or services without written consent from Idaho Business League staff. Exhibitors are not allowed to obstruct the aisles. Soliciting guests or prospects in the aisles or common areas without written from the Idaho Business League is strictly forbidden. Networking among fellow exhibitors is permissible.
- 2) **ARRANGEMENT OF SPACE** - Exhibitors are required to arrange their displays so as to not obstruct the general view or conceal other exhibits.
- 3) **SIGNS** - No special signs, apparatus, etc., will be permitted to extend more than 8 feet above the floor, and no interference with light or space of the other exhibitors will be allowed. Illuminated signs must be placed against the back of the booth. No signs or banners are to be placed outside of the exhibit space assigned to exhibitor. All signs must be produced by a professional sign shop. Any exhibitor having signs which are amateurish in the opinion of Show Management, and detract from the overall dignity and professionalism of the show will be asked to remove said sign from his booth. Signs may not be hung from the ceiling or beams without permission.
- 4) **CANCELLATION POLICY** – Booth Deposits are non-refundable. If an exhibitor desires to cancel his contract at least 120 days prior to the show, his deposit, minus a \$200 cancellation fee, will be refunded. If no deposit has been made, a \$200 cancellation fee is due. If an exhibitor desires to cancel his contract after 120 days prior to the show, but before 90 days prior to the show, his contract will be voided, but no refund will be made. If an exhibitor cancels his contract within 90 days before an event, the full amount of the contract will be due and the exhibitor agrees to pay same to the management, unless the show is sold out, in which case deposit money will be refunded to the exhibitor.
- 5) **LITIGATION** - If a suit or action is filed regarding this contract, the exhibitor promises to pay the management costs and reasonable attorney fees in such a manner as set by the court.
- 6) **LICENSES** - Any and all licenses, city, county, state or federal, inspections or permits required by law of any exhibitor in the installation or operations of his display shall be the sole responsibility of obtaining by the exhibitor at his own expenses prior to the opening of the show.
- 7) **SELLING PRODUCTS IN BOOTH** - Cash and carry selling is permitted. Orders may be taken for merchandise or services to be delivered at a future date. All sales taxes are the obligation of the booth vendor.
- 8) **SOUND CONTROL** - All audio-video equipment or machinery that is of sufficient volume to annoy other vendors will not be permitted. Public address systems used to attract passersby attention in front of your booth will not be permitted.
- 9) **FIRE & SAFETY PRECAUTIONS** - All materials in the exhibit areas must be non-flammable and conform to Fire Dept. regulations. No combustible decorations such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping papers are to be removed from the floor and must be stored under the tables or behind the displays. All muslin, velvet or any cloth decorations must stand a flameproof test as prescribed by the Fire Dept. regulations. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense. Absolutely no use of propane or butane will be permitted as fuel or heat source. Minimal storage space is available on-site. Make arrangements prior to show opening for storage.
- 11) **GUARD SERVICE** - The exposition center will provide off-hours security, but neither the management of the show, nor their agents or assigns, will be responsible for any personal injury to the exhibitor or his agent, or for the safety of the exhibits against robbery, or for damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures, and precautions as necessary to protect itself, its agents, representatives, employees and guests, as well as exhibits, displays and property, against all possible injury, damage, loss, and destruction at the show and during the move in and out.
- 12) **SUB-LETTING SPACE** - No exhibitor shall assign, sub-let or apportion the whole or any part of the space allotted to him, or exhibit therein any other good, apparatus, service advertising signs, etc., than the manufactured/sold by the exhibitor in the regular course of his business, without the written consent of the Show Management. Violations of this rule shall be cause for eviction without refund. If it is necessary to use the equipment of another manufacturer, distributor, or dealer whose equipment should be displayed separately, then no advertising may be in evidence.
- 13) **LITERATURE/SOUVENIRS** - Printed advertising, souvenirs, etc., may be distributed by exhibitors from their booth space only or in Show Management approved areas. Any souvenir or advertising that is of an objectionable or undignified character, in the sole desecration of Show Management, will not be permitted. All such gifts are subject to the approval of the Management.
- 14) **CARE OF BUILDING & EXHIBITS** - Exhibitors will be responsible for any damage done to the building by them, their agents, or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor at the exhibitor's expense. Walls, woodwork, dividing partitions, and floor of the building must not be defaced or altered in any manner whatsoever. Tacking taping or nailing signs, banners, etc. to any permanent walls or woodwork, or dividing partitions, or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their booth displays neat and orderly, with due regard to the safety of the public throughout the show.
- 15) **RELOCATION OF EXHIBITS** - Show Management reserves the right to alter the location of the exhibitors, or of booths as shown on the official floor plan, if deemed in the best interest of the exposition; Show Management shall have the further right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, or any part of portion thereof, which in the judgement of Show Management is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but shall not be limited to all equipment, materials, displays, installations, and other items or things constituting part of or used in connection with any such exhibit.
- 16) **INSURANCE** - Exhibitor shall purchase at its sole cost and expense and maintain such insurance through the term of this agreement naming Idaho Business League Events, Inc. as additional insured, as will protect said business from claims which may arise or result from the activities of the Exhibitor. Exhibitor shall have Broad Form Comprehensive General Liability Insurance of not less than \$500,000, and deliver to Idaho Business League Events, Inc., upon request, a certificate to such insurance with a 30-day cancellation clause, and payment of the premiums thereon. Neither Management nor the Facility shall be responsible for loss or damage occurring to the exhibit or sustained by the Exhibitor from any cause; such additional insurance covering loss or damage, if desired, must be obtained by the Exhibitor.
- 17) **LIABILITY** - Neither The Idaho Business League, Inc., the employees thereof, nor its agents or assigns, nor the management of the show, nor its committee will be responsible for any injury, loss, or damage that may occur to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract; and the exhibitors signing the contract expressly release the foregoing Association, its agents or assigns and the show committee members from any and all claims for such loss, damage, or injury. It is understood that consignment of goods is entirely at the risk of the exhibitor.
- 18) **NON-EXHIBITOR CANVASSING PROHIBITED** - The show is limited to registered attendees of the Trade Show, as well as registered representative of the business firms, manufacturers, professional organizations, and dealers who have contracted and paid for space assignments.
- 19) **EVENTUALITIES** - In case the exposition center shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for the management of the show to permit the contracted space to be occupied by the exhibitor, then the lease shall terminate and the exhibitor shall waive any claim for damage or compensation except of the pro rata return of the amount of the booth rental fee.



InfoNet

Hand-deliver your Company message to each and every prequalified BizExpo attendee from small, medium and large Idaho businesses.

InfoNet, the OFFICIAL Program for the 27th Annual Idaho Business & Technology Expo - Feb 9, 2018

PLACEMENT RATES

BACK PAGE	\$795.00	7 x 9	(Color)
INSIDE FRONT COVER	\$575.00	7 x 9	(Color)
INSIDE BACK COVER	\$575.00	7 x 9	(Color)
FULL PAGE	\$475.00	7 x 9	(Color add \$75)
1/2 PAGE	\$325.00	7 x 4	(Color add \$75)
1/4 PAGE	\$225.00	3 1/4 x 4 3/4	(Color add \$75)
1/8 PAGE..(Business Card Size).	\$ 115.00	3 1/4 x 2 1/4	(Color add \$75)

AD CONTRACT

Name/Title: _____ Date of Contract: _____

Business Name: _____ Ad Size / BW or 4 Clr*: _____

Amount Due:\$ _____

Phone: _____

Method of Payment _____ Check

Credit Card # _____ Exp: _____ V-Code _____

Camera-ready art must be turned in by January 20th

Minimum resolution of 300 dpi. Please email to annamarie@ibleventsinc.com in PDF, jpeg, or tiff format. (No Bleed)

Ads must be in camera-ready art form. Layout and design services are a minimum of \$50. If alterations are necessary, IBL Events assumes no liability for any loss or damage caused by error or omissions. Maximum liability is limited to a free ad in the next issue of the publication. If the advertiser contracts and then fails to provide information by the deadline, the full contracted amount indicated above is due in full. This contract shall not be changed, modified or cancelled after signature by the advertiser. The advertiser acknowledges full and complete understanding of the terms contained herein. Verbal agreements are not recognized. This contract is subject to final acceptance by IBL Events, Inc. Performance delays resulting from any cause beyond IBL Events, Inc.'s control shall not constitute grounds for contract cancellation. Payment terms: Balances due must be paid in full within 10 days after notification of publishing. In the event of default by the advertiser, in the performance of any of the terms and conditions hereof, IBL Events may thereupon proceed to collect from the advertiser any fees associated with the collection of the amount due. A late fee of \$125 will be added to the amount past due. A finance charge of 1.5% per month (18%APR) will be charged on all past due accounts over 30 days. *Make checks payable to:* IBL Events, PO Box 415 Meridian, ID 83680, 208-376-0464, 208-375-2688 fx, annamarie@ibleventsinc.com e-mail.

Mail or Fax to: IBL Events, Inc. PO Box 415 Meridian, ID 83680
Questions: Ph 208-376-0464, Fax 208-375-2688