



APRIL 5-7, 2019
KAY RODGERS PARK EXPO
FORT SMITH, ARKANSAS

Vendor Application/Contract for

Exhibit Space

P.O. Box 142, Huntington, AR, 72940
479-883-7126, 479-719-8385 or 479-719-3471
info@rivervalleyadventureexpo.com (email)
rivervalleyadventureexpo.com (web)

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Booth Choices: Interior: 1st: _____ 2nd: _____ 3rd: _____ Interior Bulk Space: Dimensions: _____ Outside Bulk Space: Dimensions: _____
Electrical needs: 20 amp 110v _____ 208V _____ (+\$50) 100 amp _____ (+\$50) 200 amp _____ (+\$50)
Outside: 30amp _____ or 50 amp _____ (Must bring your own cords for all services)

Exhibit Pricing

BOOTH SIZE EXHIBIT FEE

10X10 \$395

1. **Corner booth:** add \$100 for each corner booth.
2. **10x10 booth price Includes**, 110V outlet, pipe/drape, table and 2 chairs.
3. 30 x 40 or larger, or more than 6 spaces - indoor bulk rate, 10% Discount
4. Outdoor Bulk Rate: \$1.75 sq ft
5. Call for **Bulk Space** rates. Bulk space *does not* includes any pipe/drape.

PAYMENT SCHEDULE

1. Deposit of 50% of total fee (per 10x10) due with Application/Contract.
2. Full payment due March 8, 2019.
3. Delinquent payments after due date may cause cancellation of Application/Contract.

☐ By checking box at left, I authorize Show Management to process payment(s) on given Credit Card. Unless instructed, amount due will be automatically charged on appropriate date..

REQUIRED (Exhibitor Listing & Promotion)

List Products and/or Services In Your Exhibit _____

Company Name _____

CO. Name for Listing/Promotion _____

Contact Person _____

Email _____

Website _____

Address _____

City _____ State _____ Postal Code _____

Country _____ Fax _____

Phone _____ Mobile _____

PAYMENT

PAYMENT IN THE AMOUNT OF: \$ _____

CHECK: please make check payable to "River Valley Adventure Expo"(US Funds only). No post- dated checks will be accepted. Funds will be deposited upon receipt.

CREDIT CARD (check one): _____ AMEX _____ MC _____ VISA _____ DISC

CC ACCOUNT NUMBER (fill in blanks below)

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CARD-EXPIRATIONDATE _____ / _____ **CARDSECURITYCODE** _____

PRINTNAMEONCARD _____

CREDIT CARD SIGNATURE _____

Sign Here

DATE _____

I hereby apply for exhibit space in the 2019 River Valley Adventure Expo. I hereby agree to abide by the show terms, conditions and regulations printed on the reverse side of this form. If you agree: 1) Sign above and date; 2) Email, mail or fax the original to RVAE 3) If you mail this form with payment, remember to make a copy for your own records.

TERMS & CONDITIONS

1. Exhibitor Covenants

- a. The Exhibitor agrees to abide by all rules and regulations adopted by Show Management and contained in this Agreement.
- b. All matters not covered in these rules and regulations are subject to the decision of Show Management. Exhibitor agrees that Show Management shall have the final decision in any disputes between Exhibitor and the adoption of any rule or regulation deemed necessary prior to, during and after the show.
- c. Exhibitor agrees to abide by all rules, requirements and regulations of the official contractors serving the Facility and all rules, requirements and regulations of the Facility and the jurisdiction in which the facility is located.
- d. Management reserves the right, in its sole discretion, to: 1) determine the eligibility of Exhibitors and exhibits for show, 2) reject or prohibit exhibits or Exhibitors that Show Management considers objectionable, 3) relocate Exhibitors or exhibits when in Show Management's opinion such moves are necessary to maintain show's character and/or good order, and 4) should any rented space remain unoccupied on the opening day, or at any time thereafter, Show Management may rent said space to another Exhibitor, but this shall not be construed as affecting the obligation of the no-show Exhibitor to pay the full amount of the rental Agreement, whether or not said space is resold.
- e. An Exhibitor warrants it is properly licensed by the appropriate authorities to sell and operate the products and services it is offering the public at the show.

2. Display & Products

- a. Exhibitor agrees to occupy the contracted space during the term of the show and to exhibit only the products described on the Agreement and approved by Show Management.
- b. Show Management does not guarantee in any way the attendance figures for any Event or the success of any Exhibitor.
- c. Show Management does not offer exclusivity for any products or services.
- d. Exhibitors are to have their booth set up and ready one hour prior to show opening unless Show Management gives prior written approval. Failure to occupy a leased space during all of the exhibition hours may be cause for Show Management to remove and replace the display with that of another Exhibitor.
- e. Exhibitor shall maintain a responsible individual or individuals in the leased space at all times during the designated exhibition hours. Exhibitor shall be responsible for the conduct of any employee, agent, visitor or guest of Exhibitor in the exhibit space.
- f. To enter show, all exhibitor working personnel must display credentials provided by Show Management. Credentials are nontransferable.
- g. Show Management reserves the right to cancel any transferred credentials or credentials used by any party other than the individual to whom they were issued.

3. Assignment and Subletting - The Exhibitor shall not assign any rights under this Agreement or sublet the space without the prior written permission of Show Management, whose permission may be arbitrarily withheld.

4. Indemnity – Exhibitor agrees to defend, indemnify and hold harmless Show Management from all third-party investigations, threats, claims, demands, lawsuits, arbitrations and judgments (collectively "Claims") against Show Management arising from, or related to, Exhibitor's actions. It is expressly understood that Exhibitor's actions are meant to include the actions of attendees interacting with Exhibitor, Exhibitor's staff and/or Exhibitor's exhibit at a show. Upon acceptance of Exhibitor's Indemnity Obligation, Exhibitor shall have the right to appoint counsel for Promoter and control the defense and/or resolution of all Claims.

5. Exhibitor's Property

- a. Although security service will be furnished for the show, all of the Exhibitor's property at the show shall be at the sole risk of the Exhibitor and neither Show Management nor the Facility assumes any responsibility for damage to, loss or theft of property belonging to Exhibitor, its agent, employees, business invitees, visitors or guests.
- b. All video and still photography of any show exhibit and/or exhibit staff taken by any agent of Show Management will remain the property of Show Management for use in promoting current and future events, or for use of any other purpose.
- c. Exhibitor agrees to remove its exhibit from show site by the final move-out time, or in the event of failure to do so, Exhibitor agrees to pay Show Management for any additional incurred costs. A breach of any conditions of this Agreement, which shall result in damages to Show Management, or a failure by Exhibitor to remove an exhibit or equipment at the time determined by Show Management, shall cause the Exhibitor to become immediately liable on any unpaid sums.

6. Building

- a. Exhibitor is liable for any damage caused to the building or to any property of Show Management, its agents, other Exhibitors or any other person or entity.
- b. Prior to displaying any firearm, exhibitor must sign a separate "Firearms Agreement" covering additional rules and regulations for the display and safekeeping of firearms while on facility premises. Operable firearms are not permitted in the show.
- c. Smoking is never permitted inside facility. Displays causing smoke or offensive odors must be approved by show management and provide an exhaust to outside of building.

7. Cancellation and Termination of Contract

- a. This Agreement may only be canceled if a written notice is received and accepted by Show Management prior to **December 1**. Upon acceptance of the cancellation of this Agreement, all sums paid in advance will either be refunded or credited to another show.
- b. If the Exhibitor cancels after **March 15th**, the Exhibitor is liable for full payment of the exhibit space rental, whether or not it has been paid in full as of that date. All sums paid and/or owed will be forfeited and retained by Show Management as liquidated damages.
- c. In the event the Exhibitor fails to make a timely payment or fails to comply in any respect with the terms of this Agreement, Show Management reserves the right to cancel this Agreement without notice and all rights of the Exhibitor hereunder shall cease and terminate.
- d. Failure to appear at the event does not release the Exhibitor from responsibility for payment of the full cost of the space rented.
- e. In the event the Exhibitor's check is returned by a bank due to insufficient funds, a **\$35.00** administration fee will be charged.

8. Cancellation or Curtailment of Show

- a. Should the premises where the show is being held become unavailable for occupancy, for "cause or causes" not within the control of Show Management, Show Management and sponsors will not be held responsible for any claims that might arise in consequence thereof. The "cause or causes" listed will include, but not be limited to, such items as: fire, lightning, flood, casualty, explosion, weather, epidemic, earthquake, acts of public enemies, acts of terrorism, riots or civil disturbances, strike, lockout, boycott or other Acts of God.
- b. Show Management reserves the right to cancel or postpone the Show before event's opening without any liability on the part of Show Management.

9. Insurance - Exhibitor acknowledges that Show Management and facility in which exhibits are housed do not maintain insurance covering Exhibitor's property or persons, and that it is the sole responsibility of each Exhibitor to obtain business interruption, property damage, extra territorial, personnel, public liability and any other related insurance.

10. Limitation of Liability – In addition to the specific provisions in this Agreement, Show Management shall have no liability whatsoever arising out of, or related to, indirect, special, incidental, punitive or consequential damages. This includes damages for loss of business, loss of profits, litigation or the like, whether based on breach of contract, breach of warranty or tort (including negligence), even if advised of the possibility of such damages. Exhibitor agrees that in no event shall recoverable damages exceed the amounts paid by Exhibitor under this agreement.

11. Terms and Conditions of this agreement are applicable to all shows produced and managed by Show Management.

12. Complete Contract

- a. This Agreement is not accepted by **RVAE** nor final and binding until approval by **RVAE** show management. **RVAE** show management will contact exhibitor to confirm approval.
- b. This Agreement, together with any attachments provided by Show Management, constitute the complete Agreement between Show Management and the Exhibitor. This Agreement supersedes all previous or contemporaneous negotiations, arrangements or understandings between Show Management and the Exhibitor with respect to the subject of this Agreement. Exhibitor agrees it is not relying on any other statements, representations or omissions made by Show Management, its agents, employees and representatives, prior to this Agreement, and/or not contained in this Agreement, in its decision to enter this Agreement and participate as an Exhibitor.
- b. No modification of this Agreement shall be valid unless approved in writing by Show Management.
- c. This Agreement shall be construed under the laws of the State of Arkansas and all obligations hereunder shall be performable in Arkansas. All legal actions brought to enforce rights under this Agreement shall be instituted in the courts of Sebastian County, Arkansas.
- d. This Agreement shall not be construed against either party.



Exhibitor Information: April 5-7, 2019 - Exhibitor Requirements

Payment

Payment in full for all exhibit space is required by March 8th. No exhibitor credentials will be issued at registration unless full payment has been made.

Terms & Conditions of Exhibiting

The Terms and Conditions on the Application/Contract for Exhibit Space will be enforced. Please review and contact Show Management if you have any questions.

Local Laws and Regulations

To ensure public safety, exhibitors must follow local and facility regulations. We are required to comply with all federal, state and municipal laws and administrative rules, including but not limited to those relating to licenses and permits, property protected by copyright, work hours, work conditions, safety standards and payment of wages and taxes.

Booth Staffing

- Staffing your exhibit during all public show hours is a requirement in the terms and conditions of your exhibit space contract.
- Exhibits must remain in place until 5pm on Sunday.
- Any unstaffed exhibits or removal of exhibits before 5pm on Sunday may result in the loss of exhibit space at future shows.

Animal Policy

Animals that are necessary to exhibit space must be confined to the exhibit space or kept in a portable kennel. During transit, animals must be on a leash or rein. No pets are allowed.

Child Safety

For safety purposes, we request children under the age of 15 not participate with show move-in and move-out.

Alcohol Consumption

Alcohol distribution to the public is state license controlled and not permitted by exhibitors. Consumption of alcohol in exhibit space is prohibited.

Building Security Staff

Security staff are employed to protect exhibitor property and to ensure show rules are enforced. Adequate security staff is scheduled during the hours that the building can be accessed; please observe these hours.

Security

Show security is provided for the operating hours of the event. Show Management and Facility Management are not responsible for losses of any kind. Exhibitors are responsible for carrying general liability insurance for their exhibit and business.

Potential theft can be greatly reduced by:

- Avoid leaving small items of value in booths.
- Cover display with a flameproof drop cloth overnight.
- Run wire or cable through exhibit and lock at night.
- Report any theft immediately to Show Management Registration/Information staff.

Emergency Procedures

- Please do not call 911. Emergencies are responded to by Facility Emergency Services Staff.
- In the event of an emergency please contact Show Staff on the floor or at the RVAE Registration/Information desk. We will direct services to the location of the emergency.

Display Regulations & Limitations

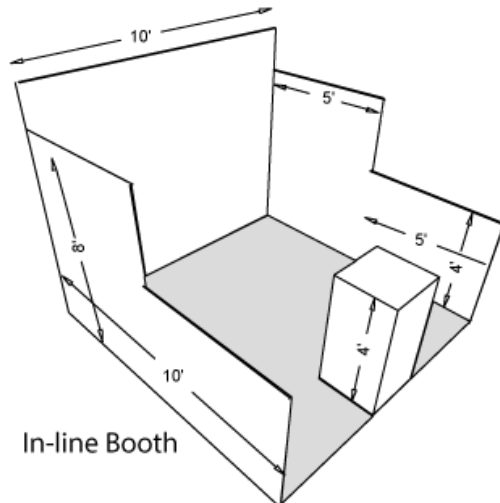
In-line Exhibit Space Amenities

- Assigned booth location
- Drive-in and drive-out setup and teardown
- Scheduled move-in and move-out
- 8-foot-high backdrop and 3 foot side-rail drape
- Up to 500 watts of electricity (standard booths only)
- Exhibitor credentials
- Guest passes
- Online exhibitor listing

In-line Booths

Exposed to aisle on the front side with neighboring booths to left, right and typically behind.

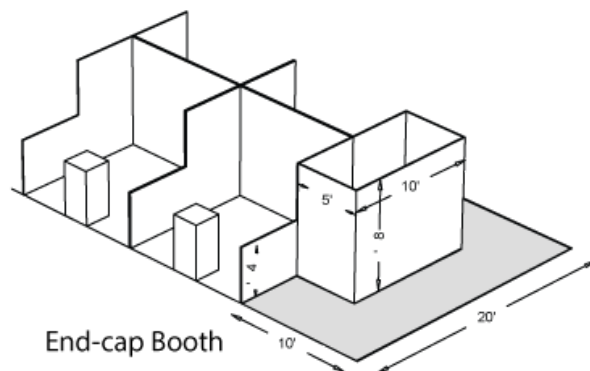
- Maximum height of 10 feet in back of booth.
- Maximum height of 4 feet for front of booth.
- No rear facing signage. Signs should only be viewable from the aisle in front of booth. No canopies or canopy frames allowed.
- Do not hang items on or damage drape fabric.
- Merchandise must be hung on a solid back wall or stand.
- All displays are subject to management approval.



Endcap Booths

Exposed to aisles on three sides and composed of two standard in-line booths.

- Maximum height of 10 feet in back center of booth and within 5 feet of the two side aisles. (See diagram.) Maximum height of 4 feet for front of booth.
- No rear facing signage. No canopies or canopy frames are allowed.
- All displays are subject to management approval.



Bulk Space

Indoor/outdoor space with no drapes, dividers or electricity provided - exhibitor must order.

- Maximum height of 4 feet within 3 feet of the aisle.
- No canopies or canopy frames that impede or block line of sight.
- All signage must be hung securely. When secured to building, signs must be approved by RVAE.

Fire Marshal Summary of Rules

- RVAE and all exhibitors are required to follow the event facility Fire Marshal rules.

Electrical Cord Requirements

- All extension cords must be of heavy-duty three-wire construction.
- All power cords must be kept behind display with nothing placed on top of cords.
- All exhibitors must supply their own cords.

Aisles, Exits and Obstructions

- Aisles must be kept clear of all displays and equipment.
- Entrance and exit doors are required to remain unobstructed at all times.
- Facility fire extinguishers and firehose cabinets are required to remain visible and accessible at all times.

Sound

- Maintain audio volumes that are not disruptive to other exhibits.

Firearm Display Requirements

- All gun displays of any type must have prior written approval from RVAE.
- All firearms must be deactivated by removal of the firing pin or other alteration so they are rendered incapable of firing. Firearms must be secured with a lock. Locks must remain installed for the duration of the show.

Promotional Tools:

- In Emails to Consumers
- In Television and Radio Commercials
- On Website
- On Facebook, Instagram and Twitter
- Have you liked the River Valley Adventure Expo page? When you like a business page on social media, you establish a connection with that business in a way potential customers can see. Your updates and creative content can touch thousands of followers. As we grow, so will your exposure.
- Provide guest passes to your customers or potential customers, face to face selling remains the most cost-effective marketing techniques.

**For more information call Stephanie Stipins at 479-883-7126 or Chad Jones at 479-719-3471
or email: info@rivervalleyadventureexpo.com**