

# Source Room Contract

## Senior Portrait Artists

Hotel Del Coronado 1500 Orange Avenue Coronado, CA 92118 800-468-3533

spa dates: January 3-6, 2010

Source Room Dates: January 4-5, 2010

### Application and Contract for Exhibit Space

#### Important Instructions:

1. Please print carefully.
2. A deposit check, payable to Senior Portrait Artists, equal to 50% of the total booth rental cost **must** accompany this application. **Booth space will not be assigned if application is received without the minimum 50% deposit.** Payment in full must be received no later than **November 1, 2009. If payment is not received by November 1, 2009, an assessment of 10% of the total booth cost will apply.**
3. A strict **cancellation policy** will be enforced. Please refer to **Article 4** in the Official Regulations.
4. Booths are assigned: First by **level of sponsorship**, second by **returning vendors** and lastly by signed booth rental contract and **payment.**

5. Mail this **application and payment** to: Jon Read  
1800 42<sup>nd</sup> Street NE  
Cedar Rapids, IA. 52402  
319-393-0547 fax 319-378-4481

Company Name \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Name badges will be provided for each booth. Names for badges:

1. \_\_\_\_\_ 2. \_\_\_\_\_

### *Source Room Rates*

Source Room will be open January 4<sup>th</sup> and 5<sup>th</sup>. Hours will be posted at a later date and will not interfere with lunch and dinner hours.

8x10 Booth - \$1000 Additional Booth: \$950

An additional charge per booth is required for electrical service

*A 50% Deposit in required prior to booth assignment.*

The original contractor must occupy all booths.

Number of booths requested \_\_\_\_\_ Total cost \$ \_\_\_\_\_

**US EXPO and Convention Services will be in charge of shipping, handling and electrical service.**

1859 W. Grant Rd. Suite 107 Tucson, AZ. 85745 520-573-3200 [www.usxpo.com](http://www.usxpo.com).

Vendor Packet and Instructions will follow from U.S. Expo

**We agree to abide by all rules and regulations governing the Trade Show as printed on the reverse side hereof and which are part of this contract. Acceptance of this application by the Senior Portrait Artists constitutes an official contract.**

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Amount enclosed \$ \_\_\_\_\_

**Please ask about our vendor sponsorships. There are exclusive opportunities available**

**Official Regulations  
Senior Portrait Artists (spa) Source Room**

**1. Contract for Space**

This completed applications along with a formal notice of space assignments by SPA and a full payment of rental charges together constitute a contract for exhibit space at the trade show conducted in conjunction with spa Event 2010 to be held January 4-6, 2010 at the Hotel Del Coronado in Coronado, CA. (Dates and times of setup, trade show hours will be announced at a later date.)

**2. Assignment of Space**

Space assignment will be made by SPA in keeping with preferences requested by exhibitors on a first-come, first-served basis.

**3. Space Rental and Payment**

An 8x10 standard booth shall be \$1,000. Booths will be furnished with one 8' table. Payment in full MUST be received no later than December 1, 2009. If payment in full has not been received by December 1, 2009, an assessment of 10% of the total booth cost will apply.

**4. Cancellation Policy**

Any cancellation received prior to 60 days before the scheduled event, a 50% refund of your payment will be issued. Any cancellation received after 60 days prior to the event, no refunds will be issued.

**5. Installation and Dismantling of Exhibits**

It is explicitly agreed by the exhibitor that in the event he/she fails to install the exhibit in the assigned booth space within the time specified or fails to comply with the other provisions concerning use of exhibit space. SPA shall have the right to take possession of the said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. All exhibits must be complete and ready for business by 11:00am Monday, January 4, 2010. Booths must be manned during all exhibit hours. The trade show Chair, on a case by case basis, will address exception to this regulation. No exhibitor shall commence dismantling or packing his/her exhibit prior to 12:00pm, Tuesday, January 5, 2010. Crates will not be delivered to the exhibit booths prior to that hour. All property is to be shipped PREPAID to and from the Official Service Contractors by each exhibitor.

**6. Arrangements of Exhibits**

All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others.

**7. Exhibitors Admittance**

Representatives of exhibiting companies will not be permitted to enter the exhibit area earlier than two hours before opening time each day and must leave one hour after closing each day, with the exception of setup and tear down hours.

**8. Limitations of Liability**

All property of the exhibitor is understood to remain under his custody and control in transit to and from within the confines of the Hotel Del Coronado are required to carry floater insurance to cover exhibit material, person or property of others. Exposition insurance policies do not extend to cover liabilities of exhibitors.

**9. Security**

Every reasonable precaution will be taken to protect during installation show and removal periods. However, neither SPA, officers of SPA, service contractors, nor the management of the Hotel Del Coronado are responsible for the safety of exhibitors from theft, damage by fire, accident, vandalism, or other causes.

**10. Promotions of Sales Schemes**

Canvassing or attempting to make sales in the exhibit hall (outside of the assigned booth or authorized demo area) by anyone representing or connected with an exhibiting or non-exhibiting company is strictly forbidden and any person so doing will be promptly removed.

**11. Advertising and Promotion Noisemakers**

Must be limited to the confines of the booth of each respective exhibitor. Distribution of noise making devices of any kind is prohibited. SPA reserves the right to ban objectionable premiums or novelties and to prevent the sale or distribution of any articles which it believes might endanger the health or safety of those attending the convention. Sounds objectionable to other exhibitors may be banned from the Trade Show.

**12. Sound Devices, Movies, TV, Video Monitors**

The use of sound devices, megaphones, loudspeakers or undignified methods of attraction are prohibited. Written approval must be obtained from SPA for the operation of radio or television sets/video monitors receiving broadcasts from outside the exhibit hall.

**13. Light Restrictions**

Exhibitors of lighting equipment and special photographic apparatus must limit the height of the equipment to 10' display use.

**14. Labor**

The handling, placing, or setting of merchandise that is to be displayed does not require union labor and may be done by the exhibitor.

**15. Amendments**

Any and all matters or questions not specifically covered by the preceding rules and regulations may be amended at any time. All amendments shall be binding on exhibitors equally with the foregoing rules and regulations (10) ten days after notice thereof by SPA

**16. Force Majeure**

In the event that the operation of SPA Event should be curtailed as a result of a strike, lockout, labor controversy, fire, fuel or water shortage Act of God or the elements of other causes beyond the control of SPA, shall be relieved from the obligation to provide services as set forth during The period that such a disability continues, and there shall be no penalty assessed against Senior Portrait Artists, it's Officers or Trustees.