



ATT EXPO MARKET
 BOOTH CONTRACT
 Email: Info@attexpomarket.com
 Fax: 630.320.6720
www.ATTE expoMarket.com

SHOW HOURS:

Friday, December 8th 10am – 5pm
 Saturday, December 9th 10am – 5pm
 Sunday, December 10th 10am – 4pm

Gonzales Holiday Market
 Lamar-Dixon Expo Center, Rev Center
 Gonzales, Louisiana

Total Booth Quantity: _____
 #1 Booth Choice: _____ #2 Booth Choice: _____ #3 Booth Choice: _____

Tier Pricing:

1 standard booth \$700 per 10x10 booth | 2 standard booths \$650 per 10x10 booth | 3+ standard booths \$600 per 10x10 booth | Corner fee \$50

BOOTH INCLUDES: Pipe, Drape and one sign.
CONTRACTOR SERVICES AVAILABLE: Drayage, Tables, Chairs, and Showcases. (AM EXPO @ 504.317.5508)
 Electrical Service (RC Electric @ 225.413.2999)
 Ascension Parish Security (Sgt Joseph Price @ 225.621.8828)

PRIMARY PRODUCT CATEGORY: Accessories Apparel Fashion Jewelry Fine Jewelry** Gifts General Merchandise Skincare
 Gourmet Items Handbags Shoes Silver Jewelry Other _____

** Fine Jewelry NOTE only: You are responsible for your own overnight security, Transport pickup/delivery and Showcase Rental during show

EXHIBITOR INFORMATION

Company Name _____ Contact _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Cell Phone _____ Fax _____
 Email _____ Website _____

Minimum 50% Credit Card payment required to reserve space. There will be a 4% credit card service fee applied. The fee will be waived with payment in full.

Credit Card # _____
 Exp. Date ____ / ____ / ____ Amount \$ _____ * CVS _____
 Cardholder Name _____

* Note if not paid in full - balance will be processed on 10/8/2023.
 If you would prefer a date sooner, please provide it here _____.

AEM USE ONLY:		Account # _____
Payment Date _____		Trans ID _____
Cash Check # _____		Amount Paid \$ _____
Credit Card _____		Balance Due \$ _____
<input type="checkbox"/> Payment in Full <input type="checkbox"/> 50% Paid		Balance Date _____

Payment Policy: Full payment or 50% of the total space rental is due with this application. Any balance remaining is due and payable no later than 60 days prior to the start of the event. Failure to pay the balance by the deadline will subject the exhibitor to cancellation of the contract and forfeiture of all monies paid, and exhibitor will remain responsible for full space rental fee. Full payment is due with all applications submitted within 60 days of the start of the event. Applications received without payment will not be processed. No refund will be made for a cancellation or reduction received within 60 days of the start of the event. The exhibitor is responsible for payment of all utilities and decorator items ordered and/or used. Payments are non-refundable and non-transferable. **Preferred Location:** Please choose booths from different areas of the Exhibit Hall. **Note:** Assignment is at the sole discretion of AEM and Preferred location may not be available, but a comparable location will be assigned.

Cancelled Space Policy: The Management reserves the right, should any rented exhibitor's space remain unoccupied on opening day, or should any space be forfeited due to no show, to rent said space to any other exhibitor, or use said space in any other manner. We understand that the show Director reserves the right to demand the release of booths at any time during the show for failure of ourselves or our representative to conform to the rules and regulations, and that our booth will be manned during all show hours.

We understand that we are obligated to pay full fees of cancellation and/or failure to show to exhibit for any reason.

All matters not covered in these conditions are subject to the decision of the show management and all exhibitors must abide by decisions made by the show management.

Advanced Tradeshow Technology, Inc./ATT Expo Market (AEM) reserves the right to change or modify the layout of the show and/or relocate exhibits or exhibitors; cancel in whole or in part the show due to an event of force majeure; or change the date, location and duration of the show without any liability to AEM.

Exhibitor agrees to abide by all terms, conditions and regulations set forth on both sides of this contract*.**

Exhibitor's Signature _____ Date: _____

*** By completing the information above, exhibitor agrees to receive advertisements and announcements from AEM by mail and/or email.

AEM EXHIBITION RULES & REGULATIONS

All matters not covered in these conditions are subject to the decision of the show management and all exhibitors must abide by decisions made by the show management.

1. ASSIGNMENT & RELOCATION OF BOOTH

The exhibitor understands and agrees that AEM has sole discretion on the assignment of booths. AEM is under no obligation to assign Exhibitor any of the booths preferred by Exhibitor. AEM reserves the right to alter Exhibitor's assigned location at any time in its sole discretion if deemed in the best interest of the exhibit program, AEM will notify Exhibitor of these changes.

2. BOOTH RESTRICTIONS

All signs must be approved by show management before they are displayed in the booth. There will be no handwritten signs allowed. Booth signs must be front facing towards the aisle assigned.

Booth walls cannot exceed 8' in height and side walls cannot extend more than 5' from back wall. If an exhibitor's merchandise exceeds the allotted booth space, the exhibitor will be charged at the rate of \$100.00 per sq. ft.

Setup time, exhibit hall hours and tear down time are listed in the Exhibitor Kits. Each exhibitor must deliver and erect and display all equipment, goods, materials, etc. within these time limitations. Work will be strictly prohibited after that time.

The contracted booth space must be fully staffed during the entire exhibit show.

No exhibitor will be allowed to borrow or exchange any booth equipment which has been paid for by another exhibitor. All unused booth equipment will be recovered by the equipment company.

Space may not be sublet without show managements' prior consent. Subletting without consent will result in penalties.

Any changes to the booth's set-up must be sent directly to the equipment company at least two (2) weeks prior to show. Onsite booth changes may result in additional fees.

Exhibits will not be permitted to be packed or removed from the building at any time after installation until the final closing of the exhibit hall unless special permission in writing is obtained from AEM. Failure to comply will result in a \$300 fine.

3. PRODUCT EXCLUSIVES

AEM will not offer exclusive rights to any exhibitor.

4. MUSIC

Any music (or noise) coming from your booth must be kept to a minimum and will not interfere with any surrounding exhibitors. We do not encourage the use of music sound systems as we find that they are distracting to other exhibitors and attendees.

The use of music licensed under ASCAP, BMI or any other licensing agency is prohibited. This includes the most popular music. These agencies have imposed fines and legal fees on exhibitors using licensed music. Any fines or resulting legal fees from this misuse of licensed music will be the sole responsibility of the exhibitor.

5. USE OF SPACE

All promotional material must be distributed from within the confines of the Exhibitor's own contracted space. Materials bearing any name or form of advertisement may not be displayed outside the Exhibitor's own contracted space.

It is hereby agreed that the Exhibitor will not use any prerecorded or live music in demonstrations of their products or services. Radios, videos, or photographic equipment will not be allowed. No loudspeakers will be permitted or broadcasting of any kind. Any light that produces motion/movement of any kind is prohibited.

6. PAYMENT

The cost of rental space is shown in the contract. A minimum of fifty percent (50%) of the exhibit fee must accompany this application as a deposit, with the balance due no later than October 8, 2023. All applications received after this time must be accompanied by full payment. Requests for space will be considered only after a signed application and deposit have been received. Exhibitors will not be allowed to set up their booths if they have a balance.

Exhibitors with unpaid invoices will not be allowed to exhibit and a 1.5% per month finance charge will be assessed on all invoices in arrears. The exhibitor will be responsible for any/all collection or legal fees, if applicable.

7. CANCELLATION/REDUCTION OF SPACE

If the Exhibitor cancels participation in the exhibit or requests to reduce exhibit space, Exhibitor shall promptly notify AEM in writing. If the cancellation or reduction is received by AEM before October 8, 2023, 50% of the full exhibit price or full price for the space relinquished, will be retained by AEM. No refund will be made for a cancellation or reduction received after October 8, 2023, and full payment of any unpaid balance is required. Upon cancellation, the Exhibitor loses all right to space and AEM reserves the right to reassign that space to another Exhibitor. In addition, the exhibitor loses the right to use any complimentary exhibitor badges.

AEM reserves the right to treat Exhibitor's reduction of booth space as a cancellation of the original contract and an offer to purchase new booth space. Exhibitors may be required to move to a new location.

8. INSURANCE

The exhibitor agrees to procure and maintain adequate insurance coverage during the dates of the AEM exhibit, including move-in and move-out days, and be prepared to furnish a certificate(s) of insurance to AEM if requested. Exhibitor bears the risk of loss due to inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by Exhibitor, AEM, or the Convention Center. AEM shall not in any event be liable to the Exhibitor for any damages.

9. SAFETY AND LIABILITY

The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor.

Exhibitors must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitor undertakes and agrees to indemnify and hold harmless AEM and its officers, directors, members, employees, agents and affiliates from any and all claims for damages, booths, etc., by any person by reason of negligence of the Exhibitor, its agents, representatives, or employees.

Exhibitor agrees to release and to indemnify and hold harmless AEM from any and all claims for damages, suits, etc., for injuries to themselves or their employees and for damages to property in their custody, owned or controlled by them, which claims for damages may be incidental to, grow out of, or be connected with their use or occupation of space contracted; however, nothing herein shall release AEM from any liability for claims, damages, suits, etc., that are the result of the negligence of AEM.

Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless the exhibit facility, AEM, and their representatives for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the exhibit program.

AEM will not be liable in any instance for any unforeseen expenses incurred by Exhibitor due to the terms of the lease that AEM has with the exhibit facility.

10. SECURITY

AEM will provide general perimeter security. Exhibiting companies are responsible for the security of their booth and all materials related to their booth. Any company wishing to employ additional security may do so through the official convention security company.

11. EXHIBITOR CODE OF CONDUCT

- No selling in the aisle, all business to be conducted in your booth.
- No yelling or hawking at customers from your booth.
- No disturbing other exhibitors or their customers.
- No touching buyers and/or exhibitors without their consent.

12. EXHIBITOR BADGES

Appropriate badges will be furnished to Exhibitors and their employees by AEM upon proper registration. Exhibitor badges give Exhibitors access to exhibit floor. Each company is entitled to 6 complimentary worker badges per 10'x10' contracted space. Additional badges are \$20.00 each. Exhibitor badges must be always worn to gain access to the floor.

13. TAX AND LICENSING

Exhibitors assume full responsibility for securing licenses and collecting all applicable fees and taxes. The exhibitor will comply with all federal, state, and local laws as well as the rules and regulations of the host venue. Exhibitors will be liable for all obligations resulting from noncompliance and will indemnify and hold harmless AEM from all costs and/or expenses (including counsel fees) involved in addressing or defending any matters arising in whole or in part from Exhibitor's sale of products or services.

14. SERVICE INFORMATION

All services customarily required by exhibitors will be available and must be obtained through the official service contractor. No other contractors will be permitted. Complete shipping instructions and information regarding furniture rental, electrical, labor and dismantling, drayage, etc. will be available to exhibitors in advance. A service desk will be maintained in the exhibit area.

15. VIOLATIONS

Any violations of these terms and conditions and/or the rules and regulations contained in the prospectus on the part of any Exhibitor will nullify Exhibitor's right to occupy space. Such Exhibitor will not be released from liability and will forfeit to AEM all monies that have been paid. In case of any violation of the terms and conditions and/or the rules and regulations on the part of the Exhibitor, right is hereby given to AEM, at its option, to terminate the agreement to occupy space, and AEM may enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's own risk.

16. AMENDMENT TO TERMS AND CONDITIONS

All matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of AEM show management. AEM may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes, amendments, or additions shall be binding on Exhibitor equally with the other terms and conditions contained herein.

Initials: _____