

Three Page 2010 Exhibitor Contract & Booth Space Reservation Form



Please check which event you are applying for:

- Syracuse, New York** July 17-18, 2010
OnCenter Complex 800 South State Street Syracuse, NY 13202
- Las Vegas, Nevada** October 30-31, 2010
Cashman Center 850 Las Vegas Boulevard North Las Vegas, NV 89101

Fax or Mail All Contracts and Make Checks Payable to:
Specialized Events, Inc.
P.O. Box 6921
Apache Junction, AZ 85178
Fax Application to: 480-288-2000

Exhibitor Move-In:

12:00 Noon to 9:00 p.m.

Show Hours:

Saturday: 9 a.m. to 6 p.m. Sunday: 11 a.m. to 4 p.m.

Exhibitor Information

Mr. Mrs. Miss Ms. _____
Full Name

Company: _____

Address: _____

City, State: _____ Zip: _____

Phone: (____) _____ Toll Free: (____) _____

Fax: (____) _____ Cell Phone: (____) _____

E-mail: _____@_____ Web: _____

Note: Each booth size includes 2 8' foot tables, 2 chairs and pipe/drape backdrop at no additional charge. Each table ordered at the expo on on-site (set-up day) is \$20.00.

Please Reserve:

| | ON-TIME PAYMENT | PAYMENT WITHIN 45 Days of Show Date | |
|---|--------------------|--|----------|
| <input type="checkbox"/> 10' x 10'..... | 600.00 | 700.00 | \$ _____ |
| <input type="checkbox"/> 10' x 20'..... | 900.00 | 1000.00 | \$ _____ |
| <input type="checkbox"/> 10' x 30'..... | 1275.00 | 1375.00 | \$ _____ |
| <input type="checkbox"/> 10' x 40'..... | 1400.00 | 1500.00 | \$ _____ |
| <input type="checkbox"/> 20' x 20'..... | 1400.00 | 1500.00 | \$ _____ |
| <input type="checkbox"/> Phone Line (Call for Price)..... | | | \$ _____ |
| <input type="checkbox"/> Wi-Fi (Call for Price)..... | | | \$ _____ |
| <input type="checkbox"/> Electricity 500 watt outlet \$75.00 (optional)..... | | | \$ _____ |
| <input type="checkbox"/> Corner End Cap Booth Premium \$100.00 | | | \$ _____ |
| <input type="checkbox"/> Waste Basket 15.00..... | | | \$ _____ |
| <input type="checkbox"/> We do not require <input type="checkbox"/> Tables <input type="checkbox"/> Chairs. | | | |
| <input type="checkbox"/> City of Las Vegas Exhibitor Permit \$15.00 (Required for Las Vegas Show Only) | | | \$ _____ |
| <input type="checkbox"/> Additional Tables Requested _____ X \$15 if ordered in advance. | | | \$ _____ |
| <input type="checkbox"/> Additional chairs are available at \$3.00 each. # Requested _____ X \$3..... | | | \$ _____ |
| TOTAL AMOUNT DUE (U.S. dollars) | | | \$ _____ |
| Less Deposit Enclosed (\$200.00 non-refundable) deposit required with contract. | | | \$ _____ |
| PLEASE NOTE: Final Payment due 45 days prior to opening show date: BALANCE DUE: | | | \$ _____ |

Payment Information (Please include payment with registration form; make checks payable to Specialized Events, Inc.)

Company Check Cashier's Check/Money Order Debit Card MasterCard Visa

Please charge any balance due to the credit card below 45 days prior to the Show:

Credit Card Number: _____ Exp. Date: _____ VIN# on reverse side of credit card: _____

Cardholder's Name (please print): _____ Authorized Signature _____

Exhibitor:

2010 Exhibitor Participation Rules and Regulations



*The Nation's
Leading Eco-Friendly
Consumer Show*

THE APPLICANT (Show Exhibitor) Agrees to hold harmless Green Today Expo, a division of Specialized Events, Inc. (SEI) from any and all claims, demands, suits, damages, liability, loss, expenses and attorney fees which may arise out of any action of failure to act of the applicant (**EXHIBITOR**) or any of its employees, representatives, or assignees including but not limited to, claims of damages or loss of property, injury, harm or death to the person or any of the **APPLICANTS** or any of its employees, representatives or assignees **EXHIBITORS**. Exhibitors are encouraged to insure themselves against all loss and claims and hold SEI harmless from all claims and liabilities. Additionally, the applicant, agent, employee, or assignee shall not hold SEI or Show Venue or Show Location Staff or Management accountable for or liable in the case of fire, water, earthquake, venue utility disruption and other acts of God or any accident or loss.

APPLICANT PAYMENT REQUIREMENTS: a NON-REFUNDABLE DEPOSIT in the amount of \$200.00 must be included in the form of a check, money order or credit card. Complete credit card information must include: account number and associated required information ie. Account Number, Security Number (Back of Card), Complete Statement Billing Address (If different from address provided) and Authorized Signature. Booths will NOT be secured without all required information and/or payment. Balances for all fees are due 45 days prior to the first event show date. If you pay by credit card you agree to not dispute the charge against your credit card for the amount listed in your contract including a \$10.00 processing fee. By providing a required signature, you are authorizing the charge against your credit card for the requested deposit and balance. A late entry fee (see page one) of \$20.00 will apply if final booth fees are not paid 45 days prior to first show date. Any refund is at the discretion of SEI.

CANCELLATION: A management administrative processing fee of \$100.00 will be assessed for each booth cancellation after Exhibitor Contract approval. **NO REFUNDS WILL BE MADE 45 days or less prior to first show date.** Cancellation request must be submitted in writing.

SEI has the right to cancel an EXHIBITOR CONTRACT & BOOTH SPACE RESERVATION form in the event of any violation of specific rules and regulations, WITHOUT REFUND. A fee of \$25.00 will be assessed for any returned checks.

EXHIBITOR SET-UP/EXHIBITOR MOVE-OUT: Instructions for exhibitor set-up and move-out will be available on show management web site at: greentodayexpo.com Information can be found by clicking the EXHIBITOR INFO link. No information is mailed.

SALES TAX: (Where applicable)

Sales Tax must be collected on all items sold. Exhibitors must have valid licenses prior to show and for payment of all applicable taxes and fees. Floor selling or soliciting is prohibited except from inside exhibitor booths.

EXHIBITOR REGISTRATION: All exhibitor employees and other authorized representatives must register and obtain an exhibitor badge before entering show floor. Exhibitor Badges must be worn during show set-up and during all show hours. No exceptions.

EXHIBITOR RESPONSIBILITIES:

Displays inside exhibitor booths must be attractive, neat, and orderly displayed during all show hours. Exhibitors shall not display products and or items for sale inside cardboard boxes. **EXHIBITOR must** protect the show venue and property from damage done by the Exhibitor, its employees, staff and agents. Nothing may be tacked, taped, stapled or nailed in any way attached to facility property. Repair costs will be assumed by the exhibitor.

PROHIBITED: Balloons, Paint and Spray Cans.

FLAMMABLE MATERIALS: No combustible decorations or drape materials shall be used inside show venue. All materials must be flame-retardant. As directed by the fire ordinance in all state and city municipalities.

ARRANGEMENT OF EXHIBIT BOOTHS: Must be confined within the perimeter of booth space rented. Exhibitor personnel and or staff may NOT work the aisles. Back drops must not exceed 8 feet. Booth designs shall not interfere or obstruct with the exhibits of others. Exhibits will not exceed or extend beyond the 10 foot depth of assigned booth space. No exhibit shall lean or rest against an adjacent booth.

EXHIBITOR ITEMS NOT COVERED HEREIN: SEI shall rule upon all matters or issues not covered herein regarding disputes, or problems which may arise pertaining to issues not specifically covered and/or agreed upon in the foregoing content of this contract, and such ruling, when made, shall be binding both on the EXHIBITOR and SEI.

VERBAL MARKETING: Verbal marketing which extends beyond rented booth space is strictly prohibited.

SMOKING: Always prohibited in or near the exhibit building.

TEAR DOWN. Exhibitors may not under any circumstances begin dismantling booths prior to the close of the show. Exhibitors must await the "OK" from show management that the public has 100% vacated the show venue in order to open any large overhead doors and OK the use of carts, wagons, power jacks etc.

DOOR PRIZE(S) Exhibitors are required to contribute \$25.00 to \$50.00 (retail value) to be given away as door prizes.

ELECTRICAL. Exhibitor understands that each electrical outlet is limited up to 500 watts. It is advised to check electrical items being used to avoid any power outages.

PARCELS/SHIPMENTS. It is advised that parcels & shipments arrive on Exhibitor Set-Up Day. Exhibitors are responsible for charges to hold, store or deliver to an exhibitor booth.

LIQUIDATION, SALE, CLOSE-OUT BOOTHS: Prior consent must be received by Specialized Events, Inc. if exhibitor booth exceeds more than 30% of liquidation, sale or close-out product. If prior consent is NOT received. Exhibitor may forfeit all deposits and booth fees. **DEEP DISCOUNTING of MORE THAN 30% OFF THE "ACTUAL" MSRP REQUIRES SHOW PROMOTER APPROVAL.**

THREE PAGE EXHIBITOR APPLICATION. Incomplete Exhibitor Applications will not be accepted. Exhibitor Application must be completed (all three pages).

Authorized Signature

I have read and agree to abide with all "Exhibitor Rules and Regulations".

SIGNATURE: _____



A Division of Specialized Events, Inc.

Specialized Events, Inc. invites you to participate in the 2010 Green Today Expo. 2010 marks SEI's 11th year of producing the finest consumer trade shows across the United States.

WHEN SUBMITTING EXHIBITOR APPLICATIONS, BE SURE TO:

- * Complete ALL THREE PAGES with SIGNATURE(s). Please retain a copy for your files.
- * Include a \$200.00 non-refundable deposit utilizing one or multiple checks MADE PAYABLE TO: Specialized Events, Inc.
- * Exhibitor Applications accepted by fax or by mail.
- * Final Payment is due 6 weeks prior to the first show date(s)
- * On-time payments will avoid a \$100 late fee and forfeiture of booth space.
- * A secure credit card on-file with Specialized Events, Inc. is recommended.

EXHIBITOR APPLICATION DEADLINE and BOOTH ASSIGNMENTS BEGIN September 15, 2010

- * Exhibitor Application Contracts are accepted on a "first come – first served" basis.
- * Booth Space will be assigned from the "front" of shows to the "rear" based on the receipt date of Exhibitor Applications.

IMPORTANT:

It is very important to complete and return the Three-Page Exhibitor Application(s) prior to the due date.

Specialized Events, Inc. reserves the right to refuse any submitted or any accepted Exhibitor Application Contract.

Submit all Exhibitor Materials to:

**SPECIALIZED EVENTS, INC.
P.O. Box 6921
Apache Junction, AZ 85178**

24 Hour FAX: 480-288-2000

www.greentodayexpo.com

E-Mail: info@greentodayexpo.com

Exhibitor Line: 602-625-3000