

# EXHIBITOR CONTRACT

## SPARK AWARD APPLICANT PRICING

### kimbentley FITNESS EXPO

Saturday, September 21, 2019, YMCA Sports Center, Eau Claire, Wisconsin

#### Business Information

**Business Name:**

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(THIS IS HOW YOUR NAME WILL APPEAR ON PRINT MATERIALS)

**Contact Legal Name:**

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**Address:**

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**City and State:**

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**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Please Complete this Form

Item	Cost	X Quantity	Total
SPARK Award Exhibitor 10'x10' Booth	\$299.00*	1	\$299.00
8' Table	No Charge - Please Circle quantity needed	No table One Table	0
Chairs	No Charge – Please Circle quantity needed.	No Chairs 1 Chair 2 Chairs	0
<b>OPTIONAL USE FEES</b> for items provided by YMCA Sports Center below.			

1-110V Electrical and cords	\$20.00		
Describe equipment requiring power:			
WIFI connections	\$10.00		
Additional 8' Table	\$15.00		
Table Linen Rental	\$28.00		
Additional Exhibitor Bands	\$6.00 (2 Included)		
Additional Guest Passes	\$6.00		
Additional Booth(s)	\$325.00		
<b>Total</b>			

## Your Logo

Your Logo MAY also be used. Please email your new or updated logo to:

[expo@kimbentley.fitness](mailto:expo@kimbentley.fitness) Subject line: Logo

## Agreement

I have read the Exhibitor Contract in its entirety and agree to the Terms and Conditions stated herein.

**Business Name:**

\_\_\_\_\_

**Signature by Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Upon receipt of your completed contract and payment in full, additional information will be emailed to you regarding EXPO. Payments must be made by check only.

Make check payable and mail to:

**kimbentley, LLC,  
2809 East Hamilton, #315  
Eau Claire, WI 54701**

\*kimbentley, LLC reserves the right to choose at its sole discretion businesses that are given the opportunity to participate.

-Please make a copy of this Contract for your records

**Thank you for participating in the FIT EXPO 2018!**

-----OFFICE USE ONLY -----

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Amt Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Balance Due: \_\_\_\_\_

#### Social Media

Company Social Media Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Company URL's and Social Media Handles

Website: \_\_\_\_\_

Facebook: [www.facebook.com/](http://www.facebook.com/)

\_\_\_\_\_

Instagram: [www.instagram.com/](http://www.instagram.com/)

\_\_\_\_\_

Twitter: [www.twitter.com/](http://www.twitter.com/)

\_\_\_\_\_

#### Event Activity

Indicate the type of activity you intend to engage in at this event. Please check One.

\_\_\_\_\_ Selling Taxable Merchandise or Service

\_\_\_\_\_ Display Only

\_\_\_\_\_ Selling Exempt Merchandise or Service

\_\_\_\_\_ Exempt under

Occasional Sales Rule

\_\_\_\_\_ Direct Sellers, Company Name \_\_\_\_\_

\_\_\_\_\_ Nonprofit Organization

#### Tax Information

WI Tax Account Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Social Security Number:       XXX – XX - \_ \_ \_ \_

Federal ID Number (FEIN):   XX-XXX \_ \_ \_ \_

#### Insurance

Please email a copy of your current Certificate of Liability Insurance. Exhibitors providing consultations, or medical/health screenings should also provide Professional Certificate of Liability Insurance.

### CONTRACT TERMS AND CONDITIONS

#### BOOTH INFORMATION:

Standard Booths are approximately 10' x 10' piped and draped. Exhibitors will receive 2 staff Exhibitor Bands. Although we recommend that exhibitors be creative with booths that are fun and interactive an 8' table and up to two chairs are also provided at N/C. **To maintain the professionalism of this event all tables must be covered with a full-length table linen (this can be your own or rented from kimbentley, LLC). Additional items may also be available upon request at additional cost, such as electric, WIFI, phone lines, IDS lines, additional electrical power, etc. Arrangements MUST be made prior to event. We cannot guarantee availability of items not requested on this contract.** EXHIBITORS will receive Exhibitor Bands upon arrival to the event. An informational packet will be placed at your booth. Sponsors and Exhibitors will also receive EXPO information and updates leading up to the event date via our Exhibitor newsletter. If you do not receive newsletters please contact us!

**IF YOU ARE INTERESTED IN SPACE FOR PRESENTING A 30-MINUTE CLASS OR WORKSHOP Contact EXPO@kimbentley.fitness Please use Subject line: Classes** Classes must be approved and are not guaranteed. First options for classes are given to **EXPO Sponsors.**

#### GIVEAWAY ITEMS AND DOOR PRIZES:

kimbentley, LLC reserves the right to approve any and all giveaway items which an Exhibitor may offer. This includes (but is not limited to) such items as: door prizes, pens, note pads, balloons, etc. Approval of any giveaway item should be secured before orders are placed. The purpose of this restriction is to eliminate potential public hazard and nuisance. EACH EXHIBITOR WILL DONATE ONE OR MORE DOOR PRIZES TO BE GIVEN AWAY DURING THE EXPO AT THE EXHIBITORS BOOTH. Each booth will handle it's booth drawing and distribution of its individual prize but must inform EXPO of the name of winners. EACH PRIZE SHOULD HAVE A MINIMUM VALUE OF \$25.00. Sponsored Major Giveaway prizes and

a large selection of door prizes given away will help draw a large continuous crowd to EXPO. Describe EXPO Booth Giveaway/Door Prize(s) and **VALUE:**

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**GIVEAWAY SPONSOR:** \$500 minimum value: Please describe if non- monetary and list value:

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**GIVEAWAY SPONSOR:** \$1,000.00 minimum value: Please describe Giveaway and value:

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GIVEAWAY DONORS names will be recognized in EXPO brochures and at GIVEAWAY registration booths as well as through pre-event giveaway marketing.

**STAFFING AND BOOTH HOURS:** All Exhibits must be open and staffed at all times during EXPO hours on Saturday, September 21, 2019 from 11:00 a.m. to 4:00 p.m.

**SET-UP TIMES:** Set up will begins at 7:30 a.m. Saturday, September 21, 2019. **A Fifteen minute Exhibitor meeting will begin Turf side of the venue at 10:00 am.** All exhibits/materials must be completely set up prior to EXPO opening at 11:00 a.m. \*NO exhibitor may setup display booth until all Fees are paid in full before the EXPO.

**REMOVAL DISMANTLE TIME (4:00 p.m. – 7:00 p.m.):** Exhibits must be maintained in their entirety until 4:00 p.m. No dismantling of booth shall begin prior to 4 p.m. NO EXCEPTIONS will be permitted. **The kimbentley FITNESS EXPO reserves the right to refuse participation in future EXPOS to any exhibitors that dismantle their booths prior to 4 p.m.** All booths must be dismantled and cleaned PRIOR to 7:00 p.m. on day of event.

**NO SUBLETTING/ASSIGNMENT:** Exhibitors are expressly prohibited from assigning, subletting or apportioning any part of the space allotted to such Exhibitor, nor shall Exhibitors display or advertise goods/services other than provided, manufactured or sold by such Exhibitors in the ordinary course of business unless approved in writing by kimbentley FITNESS EXPO.

**MISCELLANEOUS:**

Merchandise, signage, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls or ceilings. **No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space.** No signs or advertising devices shall be

displayed outside exhibit space or project beyond limits of exhibit space so as to interfere with any neighboring exhibit. Use or operation of machinery or equipment which is of sufficient volume to interfere with neighboring exhibitors will NOT be permitted. Any interference with the light and space of other exhibitors is prohibited. Display material exposing an unfinished surface to neighboring booths is NOT permitted and must be finished at the expense of the exhibitor. FIT EXPO reserves the right to have such finishing done, billing the exhibitor for charges. All materials used in the decoration must be flame resistant. Combustible materials or explosive are NOT permitted. FIT EXPO reserves the right to remove any Exhibitor displays or materials that are deemed offensive or obnoxious, in FIT EXPO's sole discretion, to other Exhibitors or guests of the event.

Each Exhibitor is fully responsible for its allotted display area and booth. Exhibitors are required to remove all trash and supplies from their respective areas. A fee will be imposed to Exhibitors if additional cleanup is required by event staff.

Plywood squares must be placed under any **object weighing more the 50 pounds** to help with weight distribution. Squares will be available at the Sports Center during set-up. Please make arrangements prior to event. Request:\_\_\_\_\_

**NO ALCOHOL:** Exhibitors are expressly prohibited from distributing alcohol at EXPO.

**CANCELLATION: NO REFUNDS** will be made under any circumstances. If booth space is not occupied by 11:00 a.m. on day of event, FIT EXPO reserves the right to use such space as it sees fit. FIT EXPO will not be responsible for FIT EXPO cancellation due to fire, accident, acts of nature or any other cause whatsoever. **PERMITS:** All Exhibitors selling product at FIT EXPO shall maintain a copy of their Company Sellers Permit or ID Number within their booth area. **INSURANCE/LIABILITY:** Each Exhibitor should insure its exhibit against loss or damage of any kind. All property of an Exhibitor is understood to remain in its care, custody and control. Exhibitor agrees to maintain fire and extended coverage insurance on the contents located within the exhibit booth. FIT EXPO, kimbentley, LLC YMCA Sports Center, and EXPO Sponsors assume NO responsibility for the safety of the property of any Exhibitor from theft, damage, accident or any other cause whatsoever, and Exhibitor expressly agrees to save and hold harmless EXPO, kimbentley, LLC, YMCA Sports Center, other EXPO Sponsors/Exhibitors, and their respective officers, agents, representatives and employees from any and all liability resulting from injuries and damage to Exhibitor, its agents, employees, guests or attendees person or property in connection with the Exhibitor's use of the exhibit space. EXPO, kimbentley, LLC, YMCA Sports Center and EXPO

Sponsors/Exhibitors, their members, employees, agents nor representative will not be responsible for any injury, loss or damage that may occur to the Exhibitor or its employees or property from any cause whatsoever.

**LOCATION OF EXHIBIT AND REGISTRATION:** An Exhibitor Map will be part of the Day of Event Brochure (all measurements shown on the Map will be approximate). kimbentley, LLC reserves the right to make any and all modifications necessary and reserves the right to make floor plan and booth location adjustments which may be deemed necessary for the successful operation of the EXPO.

**AUTHORIZATION:** Signature on signature page of this Contract binds Exhibitor to the participation level noted above, booth space at EXPO, and to the terms and conditions of this Contract. To guarantee a booth, the signed Contract and appropriate booth/sponsor fee must be received per the deadlines stated herein. Failure to submit full booth payment and signed Contract by this date will subject Exhibitor to forfeiture of any priority booth location, and Exhibitor will be required to submit additional fees. No Exhibitor may set up its display booth at the EXPO until all booth/sponsor fees are paid in full.

**If you have any questions, please call 715-829-5048 or email:**  
**[expo@kimbentley.fitness](mailto:expo@kimbentley.fitness)**