

# EXHIBITOR AGREEMENT

## 2009 WING DING 31 EXHIBITOR APPLICATION AND CONTRACT

On behalf of GWRRA, thank you for participating in our production and celebration of GWRRA's 31st annual WING DING. Booths are assigned on a first-come, first-served basis. Upon acceptance, a duplicate copy of this agreement will be returned to you for your records. Applicants having other open accounts **must have their accounts current** before this application will be considered for approval.

Please complete and return the exhibitor agreement with your deposit, or payment in full, to:

**INB "Wing Ding", 1 W. Deer Valley Road, Suite 300, Phoenix, Arizona 85027-2133. Attn: Trade Show Coordinator.**

The undersigned, hereafter referred to as "Exhibitor", hereby submits application as an Exhibitor at Wing Ding 31, subject to the terms and conditions herein. Trade Show Management is not responsible for errors on signage or event program.

Company: \_\_\_\_\_ Web Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Print Company Name For Booth Signage: \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

**Products and Services Featured:** \_\_\_\_\_

Up to four complimentary Exhibitor armbands are available per contract. The armbands are your daily admission pass to the Trade Show and must be worn during setup and show dates. Without one, there will be no entry. (Additional armbands can be purchased @ \$15.00 each, maximum of four.) Print the name of each user below. Additional names should be printed on a separate sheet of paper.

- 1) \_\_\_\_\_ 3) \_\_\_\_\_  
 2) \_\_\_\_\_ 4) \_\_\_\_\_

Each booth is provided with one skirted table and 2 chairs. Please indicate total needed per display:

Tables  Chairs **Electrical Service (110V) \$25.00 per booth - Please indicate booth #'s** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Emergency Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Responsible Party Name/Title:** \_\_\_\_\_  
(Print or type)

**Agreement:** I have read all the terms and conditions of this agreement, **front and back**; I understand and will abide by them.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOOTH RESERVATIONS & DEPOSIT** (Subject to prior sale)

PLEASE NOTE: BE SPECIFIC ABOUT YOUR SPACE REQUIREMENTS. CONSIDER THE TONGUE OF YOUR TRAILER AND ANY SPACE YOU MAY NEED FOR ACCESS DURING THE SHOW HOURS. PENALTY OF \$100 PER LINEAR FOOT WILL BE ASSESSED FOR ALL DISPLAYS OVER PURCHASED BOOTH SPACE.

**AVAILABLE DISCOUNTS**

- **New Exhibitors** – 5% discount for payments received, in full, on or before **May 31, 2009**.
- **All Other Exhibitors** – 5% discount for payments received, in full, on or before **April 30, 2009**.
- **Wing Ding 30 (2008) Exhibitors** – an additional 5% discount for payments received, in full, on or before **April 30, 2009**.
- **Referral program:** For every new vendor you refer, \$100 will be deducted from your booth total.

Please reserve:

# of booth(s) \_\_\_\_\_ @ \$ \_\_\_\_\_ Total Booth Purchase Price \$ \_\_\_\_\_

# of premium end booth(s) \_\_\_\_\_ @ \$150.00 ea. = \$ \_\_\_\_\_

Booth Subtotal \$ \_\_\_\_\_

Less discounts (5% or 10%) \$ \_\_\_\_\_ = Total Purchase \$ \_\_\_\_\_

**(SEE AVAILABLE DISCOUNTS)**

SUBTOTAL \$ \_\_\_\_\_

Electrical Service \$ \_\_\_\_\_

Additional Exhibitor Armbands (maximum 4) \_\_\_\_\_ @ \$15.00 ea. \$ \_\_\_\_\_

Less Early Bird Deposit \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Less 50% deposit \$ \_\_\_\_\_

**Discounted Balance Due** (by April 30, 2009) \$ \_\_\_\_\_

(Full price balance due by May 31, 2009)

**2009 BOOTH RATES**

**TRADE SHOW (Indoors)**

# BOOTHS	(W x D)	(W x D)	(W x D)
	10'x10'	10'x15'	10'x20'
1	\$665 ea.	\$890 ea.	\$1090 ea.
2	\$590 ea.	\$835 ea.	\$1035 ea.
3	\$570 ea.	\$805 ea.	\$1005 ea.
4	\$555 ea.	\$780 ea.	\$980 ea.
5	\$540 ea.	\$760 ea.	\$960 ea.
6	\$515 ea.	\$705 ea.	\$905 ea.

**DEMO AREA**

**Outside (80' x 20') \$4200**  
**Limited electric available—**  
**additional charge may apply.**

**Pinstripers 20' x 20' (W x D) \$890 ea.**

**Additional charge per premium end booth (shaded booths)—\$150**

Please reserve \_\_\_\_\_ booth(s)

Location numbers: 1st choice(s) \_\_\_\_\_

(see floor layout) 2nd choice(s) \_\_\_\_\_

3rd choice(s) \_\_\_\_\_

I am a new vendor. I was referred by: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: INB "Wing Ding"**

OR charge\* (check one):  Visa  Mastercard  AmEx  Discover

Credit card # \_\_\_\_\_ CSC# \_\_\_\_\_

(Located on back of card)

in the amount of \$ \_\_\_\_\_ Exp. date \_\_\_\_\_

Signature \_\_\_\_\_  initials

Please charge balance in the amount of \$ \_\_\_\_\_ on the due date.

\*Credit card charges will be listed as *INB Communications* on your statement.

**MAIL TO:** INB "WING DING", Attn: Trade Show Coordinator,  
 1 W. Deer Valley Road, Suite 300, Phoenix, Arizona 85027-2133  
**Information & Reservations:** 623-581-5900 Ext. 234 • e-mail: jodi@inb.net  
 • Fax: 623-516-7832      • **RETURN ALL COPIES** •

FOR OFFICE USE ONLY	Confirmed Booth # _____ Date _____
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# TERMS AND CONDITIONS OF EXHIBIT SPACE CONTRACT

## TRADE SHOW SCHEDULE

### Expo Square

4145 E. 21st Street, Tulsa, OK 74114

#### Tuesday—June 30, 2009

Large Rig Setup  
8:00 a.m. - 12:00 p.m.

Vendor Setup  
12:00 p.m. - 5:00 p.m.

#### Wednesday—July 1, 2009

Vendor Setup  
8:00 a.m. - 5:00 p.m.

#### Thur. - Sat—July 2-4, 2009

Show Hours  
9:00 a.m. - 6:00 p.m.

#### Sunday—July 5, 2009

Show Hours  
9:00 a.m. - 2:00 p.m.

Closing Ceremonies  
2:00 p.m. - 4:00 p.m.

Tear Down  
2:00 p.m. - 9:00 p.m.

### VENDOR PACKAGE INCLUDES:

8' High Draped Back Wall, 3' High Side Rails  
1 - 8' Skirted Table and 2 Chairs, per booth  
1 - Single-line Company Sign

### CANCELLATION & REFUND POLICY

Cancellations received in writing prior to April 3, 2009, will receive 100% refund. Cancellations (postmark dated) — April 6, 2009 - June 1, 2009, will receive 50% refund. Cancellation after June 1, 2009, will receive no refund. (A \$50.00 handling fee will be assessed to all cancellations.)

### EXHIBITOR AGREES TO THE FOLLOWING

#### FEES:

All fees must be paid by June 1, 2009. Booths not paid in full by that date are subject to cancellation with no refund. Note: All payments to be made in US funds. There is a \$35 administration charge for returned checks.

#### EXHIBIT SPACE ASSIGNMENT & ALLOCATIONS:

Exhibit space will be assigned by the trade show coordinator according to the date on which the application is received. **Management reserves the right to relocate exhibits as a result of changes in floor plan, or in the interest of optimum traffic control and exhibit exposure, or to avoid having competitive firms adjacent to or opposite each other. Due to the nature of the entryway into and/or space limitations at some facilities, extremely large trailer rigs may be reassigned space at the discretion of management. Management will do everything in its power to ensure this space is in a highly visible, high traffic area.** Management's decision with respect to assignment of exhibit space is binding to all parties. **Management reserves the right to decline, adjust, prohibit or expel an exhibit or exhibitor, which, in its judgement, is in conflict with the character of the exhibition; this judgement is all-inclusive as to persons, things, printed matter, product, conduct, sound level, etc.**

#### PET REGULATIONS:

Each vendor is liable for their pets. All pets must be secured and kept in the exhibitor's booth. NO pets allowed in food serving areas.

#### SUBLETTING OF SPACE:

The Exhibitor shall **not** assign, sublet or apportion any part of the space assigned to them or have a representative, equipment or material from firms other than their own in their assigned exhibit space without the written consent of event management.

#### PERMITS, LICENSE, TAX:

Exhibitor will be responsible to abide by any State, City or County law. All Exhibitors are required to remit the 8.517% sales tax as directed. Further information will be in the confirmation packets.

#### EXHIBITORS' ADMISSION ARMBAND:

Each Exhibitor will be required to wear an Exhibitor armband during the setup and show dates. Up to four complimentary armbands will be supplied per Exhibitor Contract. Exhibitor is required to list the names of their personnel who will be using the armbands on the front of this contract. A maximum of 4 additional Exhibitor armbands may be purchased at \$15.00 each, only during the time of contracting.

#### SECURITY & LIABILITY:

Security guards will be on duty from closing to opening times each day of the show and move-in periods. Exhibitor is responsible for security in the booth(s) during show hours. Management does not assume any responsibility for losses which might be incurred from pilfering or in any other manner. **Exhibitor assumes total and complete responsibility for any customer's motorcycle or accessory left in Exhibitor's care for service or installation during show.**

Management will employ competent guards and will take reasonable precautions to safeguard the Exhibitor's property during closed hours. **However, management will not be liable for loss or damage to the property of the exhibitor or his employees from theft, fire, accident or any other cause beyond its control.** Exhibitor agrees to hold the exhibit hall owners, its agents and employees and Wing Ding management, its agents and employees, free and harmless of any kind from all claims, demands, damages and liability whatsoever, asserted by any person or persons on account of damage to property, or injury to or death of any persons occurring upon or about the leased premises arising out of the use of the leased premises by Exhibitor.

#### INSURANCE:

Exhibitor must have \$1,000,000 liability insurance and provide proof of insurance certificate showing Gold Wing Road Riders Association as additional insured. Please contact your agent to assure you have adequate coverage during the dates of this show.

#### SOUND SYSTEMS:

The use of sound systems and air horns are permissible, provided they are not audible more than 2 feet into the aisle or into neighboring booths. The sound should be directed into the Exhibitor's booth or vertically. Management shall have absolute control over this regulation, the intent of which is that sound systems & air horns shall not be audibly objectionable to neighboring Exhibitors.

#### EXHIBITOR USE OF SPACE:

The Exhibitor is to make use of his/her exhibit space only. All installations and service must be handled within purchased booth space. **Exhibitors may not use aisles for service or products.** All exhibits, to include trailer tongues, must be within the purchased booth space. Exhibitor will not insert nails, hooks, screws or other similar items in the walls or floors of any structure, nor stakes in black top. Each Exhibitor will be held responsible for any damage caused by his employees or agents.

#### PHOTOGRAPHY:

Exhibitors may not take photographs of any other exhibitor's display without authorization of the vendor's booth manager.

#### FIRE REGULATIONS:

Each Exhibitor agrees to comply with local, city and state laws, ordinances and regulations including those of the exhibition hall covering fire, safety and health. All exhibit material and equipment will be reasonably located and protected by safety guards and devices where necessary. Only fireproof materials shall be used in displays, and necessary precautions will be taken by Exhibitors in regards to vehicles. Vehicles used for display purposes **must** have less than 1/4 tank of gas, gas caps taped or locked and batteries disconnected. No propane, butane, helium, LP gases or welding will be permitted. **The facility is a designated non-smoking building.**

#### UNOCCUPIED SPACE:

Should any part of an Exhibitor's space remain unoccupied after 5:00 p.m. July 1, 2009, or should any space be forfeited due to failure to make proper payment, management reserves the right to rent said space, or use said space as deemed necessary.

#### CLEANING AND MAINTENANCE:

Exhibitors are responsible for the cleaning and maintenance of their booth space(s). Facility maintenance will sweep aisles nightly, but will not clean exhibit spaces. **Disposal of materials such as tires, oil, etc. is the responsibility of the Exhibitor and must comply with all federal, state, local and facility regulations.**

#### INABILITY TO PERFORM:

If management is prevented from holding the exposition by any cause beyond its control, or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, management will refund to the Exhibitor all amounts paid, and management shall have no further obligation or liability to the Exhibitor.

#### AVAILABLE SERVICES:

Expo Square will be the only provider for service requiring an electrician, communications, plumber and carpenter. Event 1, Inc. will be the provider for any additional decorator needs. Decorator information will be available online. The Expo Center shipping address is: 4145 E. 21st Street, Tulsa, OK 74114; (918) 744-1113. Also include this information on any package or mail:

Wing Ding 31 ATTN: Company Name & Booth #

Exhibitors should arrange with their shipping company not to deliver goods to the Expo Square **prior to June 29, 2009.**

#### AMENDMENTS:

Management shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such amendments hereto and such further rules and regulations as it considers necessary for the proper conduct of the Exhibition.