

# INTERWEAVE BEAD FEST WIRE



## 2010 BOOTH RENTAL CONTRACT

Event Dates: April 9, 10 & 11, 2010

Valley Forge Convention Center

1160 First Avenue, King of Prussia, PA 19406

Move-in: Thursday, April 8 (2PM - 9PM) vendor check-in until 7PM

Friday, April 9 (7:30AM - 9AM)

Move-out: Sunday, April 11 (5PM - 8PM)

**ALL FIELDS REQUIRED. Print CLEARLY using dark blue/black ink.** Contracts will be reviewed and are not binding unless/until approved by Interweave Press, LLC ("IWP"). An acknowledgement of contract receipt will be e-mailed to you (if not received within 3 DAYS please contact us). You will be notified of acceptance or rejection into the event. If accepted, the countersigned contract will be returned to you. **DO NOT SUBMIT WITHOUT DEPOSIT.** Deposits will be processed immediately upon acceptance without further notification. If not accepted, deposit will NOT be processed.

Exhibitor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**PLEASE NOTIFY US IMMEDIATELY OF ANY CONTACT CHANGES, ESPECIALLY EMAIL, AS THIS IS HOW WE COMMUNICATE UPDATES.**

<p>8' Artisan Table \$475.00/EACH</p> <p>QTY _____ x \$475</p> <p>= \$ _____</p>	<p><b>Corners = customer access on 2 sides</b></p> <p><input type="checkbox"/> One Corner*..... + \$225.00</p> <p><input type="checkbox"/> Double End Cap*..... + \$550.00</p> <p><input type="checkbox"/> Four Corners (Island)*.. + \$900.00</p>	<p><b>DEPOSIT amount \$ _____</b></p> <p>⇒ <b>Minimum 50% due with contract</b></p> <p>⇒ If submitting after 1/9/10 the full amount is due/charged.</p> <p>⇒ If submitting multiple IWP Event contracts simultaneously, &amp; no event is within 120 days, you may submit a check for initial deposits totaling 25%, and a 30 day later post-dated check for the remaining 25%. If using a credit card, the above percentages will be charged in the same fashion automatically. If you cancel the 50% total is still due.</p> <p>_____ Check enclosed</p> <p>_____ Charge credit card below</p> <p><b>BALANCE due on January 9, 2010:</b></p> <p>Please check one:</p> <p>_____ Charge balance on January 9, 2010</p> <p>_____ Card will be charged on 1/09/10 with no further notification.</p> <p>_____ Bill me for balance due.</p>
<p>10'x10' Booth \$925.00/EACH</p> <p style="text-align: center;"><i>if received before August 1</i></p> <p style="text-align: center;">\$975.00/EACH</p> <p style="text-align: center;"><i>if received on/after August 1</i></p> <p>QTY _____ x \$925/975</p> <p>= \$ _____</p>	<p><b>Booth/Table Total</b> \$ _____</p> <p><b>Corner Total</b> + \$ _____</p> <p><b>Upper Merion Twp Itinerant Merchant Tax License</b> + \$ <u>50.00</u></p> <p><b>Total Due = \$ _____</b></p>	

Name as it appears on Card \_\_\_\_\_ Visa/MasterCard/Amex # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

**Artisan's Table:** One 8' draped table (with minimum 3' body space behind table – no selling/attendees in this space), chair & wastebasket. 75% of the product sold must be created by hand by the applicant, who must staff the table. All work must fit on your tabletop that we provide, no freestanding displays. Only one Exhibitor per table. **Artisan Tables are limited.**

**Booths:** 10' x 10' with one 8' draped table, chair & wastebasket per booth (3 Booths = 3 of everything).

**Booth Sharing:** permitted without surcharge. One Exhibitor must write "main contact" on this contract form and will be solely responsible for payments/paperwork. Other(s) to write "sharing with" on their contracts, with nothing selected for size or cost. Maximum 2 Exhibitors per booth (4 Exhibitors in double booth, etc.)

All booth/table assignments are subject to availability/change due to unforeseen events. \* Corner payments will be refunded if not available as contract will be processed as without corners. **Phone, electric, and carpeting are extra and contracted through the facility.**

**PAYMENT TERMS:** 50% deposit due with signed contract. (Returning Exhibitor deposits are due by July 31, 2009 to secure approximate current booth location. Accounts must be in good standing to participate.) **DEPOSITS ARE NON-REFUNDABLE.** Final payment due January 9, 2010. If any unpaid balance is not paid by such date, the booth space may be cancelled by IWP without refund or relocated in the Expo Hall at IWP's discretion. Full payment required with contract if submitted after final payment due date. Please make checks payable to *Interweave Press, LLC*.

**CANCELLATIONS:** Cancellations must be made in writing and received by December 30, 2009. **NO REFUNDS/CANCELLATIONS WILL BE HONORED AFTER THIS DATE.** Downgrading is not permissible. You may not re-sell your space. Exhibitors not checked in 2 hours prior to Expo opening will forfeit their booth(s)/table. All Exhibitors must be set up by the time the doors open for business. Deposits are non-refundable. Full balance is due as of January 9, 2010. If IWP cancels the Event Expo, Exhibitors will have the option, as their sole recourse, to apply any monies paid pursuant to the Payment Terms for the cancelled Event to another IWP Event, or to receive a full refund thereof.

**BOOTH/TABLE MUST BE STAFFED AT ALL TIMES DURING SHOW HOURS: (SEE REVERSE FOR DETAILS/PENALTIES)**  
 Friday, April 9 (10AM - 7PM); Saturday, April 10 (10AM - 6PM); & Sunday, April 11 (11AM - 5PM)  
**PRODUCT INFORMATION MUST BE FILLED OUT FOR CONTRACT TO BE COMPLETE (PAGE 3).**  
**THIS PAGE & PAGE 3 MUST BE FAXED/MAILED WITH DEPOSIT.**

I have read and agree to the terms and conditions of this contract (as detailed above and pages 2 & 3) and will abide by all Expo, facility, and local regulations and requirements, including those as relate to retail sales taxes.

Exhibitor Name (Print) \_\_\_\_\_

Approved and Agreed to by: **Interweave Press, LLC**  
 By: \_\_\_\_\_  
 An Interweave Press, LLC Authorized Representative

Date: \_\_\_\_\_  
 Authorized Exhibitor  
 Signature \_\_\_\_\_

Date: \_\_\_\_\_

## BEAD FEST WIRE 2010 TERMS & CONDITIONS

This contract is between Interweave Press, LLC ("IWP") and the Exhibitor named on the front of this contract.

### ELIGIBILITY

IWP has the sole right to determine the eligibility or termination of any Exhibitor or product for inclusion in the Expo.

### ALLOTMENT OF SPACE

Booth space allotments will be made by IWP but, where practical in IWP's sole discretion, taking into account preferences and priorities of the Exhibitor concerning location and/or adjacency to competitors. IWP reserves the right to make reasonable shifts of booth location as necessary at any time.

### CONDITIONS TO SET UP BOOTH SPACE

Exhibitors not checked-in 2 hours prior to show opening will forfeit their booth(s)/table. **NO REFUNDS.** If an Exhibitor fails to install its product in its exhibit space within the time limit set for opening exhibits, or fails to pay the space rental at the times specified, or fails to comply with any other provisions concerning use of exhibit space, IWP will have the right to take possession of said space for such purposes as it sees fit and the Exhibitor will be held liable for the full rental price of said space. Exhibitor acknowledges that Exhibitor's failure to appear at the Expo does not release the Exhibitor from responsibility for payment of the full cost of the booth space rented. Exhibitor further acknowledges that if Exhibitor is overdue in any payment obligations to IWP, whether or not related to the Expo, IWP shall have the right to restrict Exhibitor from setting up the booth, without any refund obligation, until the overdue amounts are paid.

### LIMITATION OF LIABILITY

All property of Exhibitor is understood to remain under Exhibitor's custody and control, in transit to or from or within the confines of the exhibit hall, subject to the rules and regulations of the Expo. All merchandise shown or displayed by the Exhibitor in the exhibit hall shall be the sole responsibility of the Exhibitor. Under no circumstances shall IWP be responsible for any loss or damage to the merchandise or any other property of any Exhibitor.

Exhibitor agrees to make no claim: a) for any reason whatsoever against IWP or service contractors for loss, theft, damage or destruction of goods; b) for any damage of any nature, including damage to its business, by reason of failure to provide space for its exhibit; c) for any action of any nature of IWP; and d) for failure to hold the Expo as scheduled.

Any rights and remedies referred to herein shall be considered reasonable and shall be in addition to any and all remedies available to and damages sought by IWP hereunder in the event of or on account of any breach of this contract by the Exhibitor.

Exhibitor assumes all liability with respect to any liability to any Performing Rights Society, ASCAP, or other organization with regard to any live and/or recorded music at the Exhibitor's booth.

### INSTALLATION, EXHIBITING, DISMANTLING

Exhibits are to remain open and staffed at all times during Expo hours. Exhibitors shall not dismantle their display or begin tear down prior to the close of the Expo. Any violations will result in a **\$250 penalty fee and incur risk of losing booth space** and/or position at any or all future events. This fee may be drawn from deposits received for future events, which would impact the balance due for those events.

Hours and dates for installation, exhibiting and dismantling will be those specified by IWP. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Expo floor at the time specified by IWP.

### STORAGE OF PACKING CRATES AND BOXES

Exhibitors are required to store all packing crates, boxes and booth material within the confines of their booth space. For storage of large crates or containers off of the Expo floor during the Expo, contact IWP in advance.

### RESTRICTIONS IN OPERATIONS OF EXHIBITS

Exhibitor assumes all responsibility for compliance with all Expo rules and applicable ordinances, regulations and codes of local, state and federal government authorities concerning fire, safety and health and business license(s)/and or permits needed to sell at the exhibition hall, as well as with the rules and regulations of operators and owners of the property and facility in which the exhibit is held.

**NOTHING (No tables, chairs, displays, etc.) can extend into the aisles.** Any Exhibitor not complying with rules, ordinances, regulations or codes shall be required to dismantle its exhibit and shall vacate the premises forthwith. In such

event, no refund will be given to Exhibitor, and IWP shall not be responsible for any damages, costs or losses suffered by the Exhibitor.

Booth display height cannot exceed 8 feet and must conform to published rules and regulations of the exhibit hall, which will be provided prior to the Expo.

Alcoholic beverages in exhibit booths are prohibited.

Storage batteries (wet cell) are not permitted inside the exhibit hall. Smoking is not permitted in the exhibit hall.

Amplifiers, stereos and other sound generating equipment must be operated at levels that will not interfere with other Exhibitors or cause excessive noise in the exhibit hall. IWP reserves final determination as to whether an Exhibitor is in violation of this policy.

All demonstrations, sales activities, distribution of sales materials, etc. must be confined to the limits of the Exhibitor's booth area.

All other local fire and facility rules and codes must be followed and will be provided prior to the Expo.

**WHOLESALE:** Wholesale transactions are to be conducted only with qualified buyers with proper tax resale licenses. **Exhibitors are not allowed to sell wholesale to the general public.** IWP can terminate this contract and take possession of Exhibitor's booth space without refund if Exhibitor sells wholesale to the public.

**PRODUCTS:** Products offered for sale by Exhibitor must be identified as completely and accurately as possible, describing age, origin and materials. Cultural artifacts must have been legally obtained and must be documented. Contemporary merchandise that includes materials from protected species, such as ivory, may not be offered for sale. Expo officials will review all booths and reserve the right to require Exhibitors to remove from display any items that cannot be documented to conform to these requirements. Exhibitor cannot change the products specified to be sold on page 3 of this contract without prior written notification to and approval by IWP. IWP can terminate this contract and take possession of Exhibitor's booth space without refund if Exhibitor breaches these provisions.

**SIGNAGE:** Booth signage advertising across-the-board discounts are not allowed. Exhibitors may price merchandise as they wish, but may not have signage advertising sales or discounts.

Signs involving the use of neon or similar gasses are prohibited.

### CARE OF PREMISES

Exhibitor is liable for any damage caused to the exhibit building, floors, walls, columns, standard booth equipment (table, carpet and draping) or other Exhibitors' property. Application of labels, tape, paint, lacquer, adhesives or other coatings to the exhibit buildings columns, floors, walls or standard booth equipment is strictly prohibited. Exhibitor agrees to pay promptly for any and all damage to the exhibit building or its equipment, incurred through carelessness or otherwise, caused by the Exhibitor or its employees, agents, contractors, invitees or representatives. Exhibitor acknowledges that IWP does not maintain insurance covering damage, destruction or loss of Exhibitor's property. Accordingly, it is the sole responsibility of the Exhibitor to obtain fire, theft, liability, business disruption, property damage and/or other insurance covering such and other losses and to name IWP as an additional insured. Exhibitors are encouraged to secure small and valuable exhibit material each night. It is expressly understood by Exhibitor that neither IWP nor its employees, agents or representatives shall be liable for damage or injury to the Exhibitor, including Exhibitor's guests, invitees, employees or agents, whether to person, business or property, as a result of robbery, fire, theft, accident or any other cause whatsoever.

### RELEASE

The Exhibitor releases and forever discharges IWP, its employees, agents, officers and its parent company and affiliates from all and any manner of actions, liabilities, suits or claims (including attorney's fees) which may arise out of or relate to the use or occupancy of any exhibit space or services provided to the Exhibitor under this contract.

### ENTIRE AGREEMENT

The terms and conditions herein set forth, including those on the front of this contract, constitute the entire agreement between the Exhibitor and IWP, and such agreement may not be modified except in writing. If any provision is invalid or unenforceable under applicable law, it is to that extent deemed omitted and the remaining provisions will continue in full force and effect. This contract will be construed in accordance with the laws of the State of Colorado, without regard to principles of conflicts of laws and regardless of the location of the exhibit or Exhibitor, and any claim, action or proceeding shall be commenced in the appropriate State or Federal courts in the State of Colorado. This contract shall be binding upon the successors and assigns of the parties hereto, provided that Exhibitor may not assign the contract without the prior written approval of IWP.

ALL FIELDS ARE REQUIRED. Please print clearly and use dark blue/black ink; incomplete/illegible applications will not be processed. Contracts will be reviewed and are not binding unless and until approved by Interweave Press, LLC ("IWP"). An acknowledgment of contract receipt will be emailed to you. You will be notified of acceptance or rejection into the event, and if accepted, the countersigned contract will be returned to you. Deposits are due with contracts and will be processed immediately upon acceptance without further notification. PLEASE BE CERTAIN TO FAX OR MAIL PAGES ONE(1) AND THREE(3) WITH DEPOSIT.

Exhibitor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Please check which event this pertains to. You may check more than one ONLY IF (1) you are submitting contracts (page 1) for more than one event simultaneously AND (2) you will be selling the same products at each event for which the contracts are being submitted.

Bead Fest Santa Fe (March 18-21, 2010)

Bead Fest Wire (April 9-11, 2010)

What will you be selling?

Mark all that apply for THIS SHOW ONLY/ALL SHOWS BEING APPLIED FOR AT THIS TIME IF MORE THAN ONE IS INDICATED ABOVE)

If various products are being sold at different shows YOU MUST submit a different product form for each show.

You may not change products being sold without prior written notification to, and approval from, IWP.

Antique/Ancient Beads, Artifacts

PMC/Art Clay

Bone/Horn

Polymer Clay

Crystals

Porcelain/Clay Beads

Findings

Publications (books, magazines, etc.)

Gemstones (precious)

Resin/Lucite

Gemstones (semi-precious)

Seed Beads

Glass Bead Making Supplies

Shell

Glass Beads, Handmade Artisan

Silver

Glass Beads, Mass-Produced/Imported

Tools

Gold

Videos/CDs (instructional or software)

Jewelry

Wire/Stringing Supplies

Kits (not mass-produced)

Other \_\_\_\_\_

Pearls

\_\_\_\_\_

Pendants

\_\_\_\_\_

Pewter

How many post cards (or similar class promotional piece) would you like for distribution to your customers?

\_\_\_\_\_

How many complimentary class catalogs would you like for distribution to your customers? \_\_\_\_\_

When exhibitor kits are available a link will be emailed to you for online access.

Please check here if you need an exhibitor kit mailed. \_\_\_\_\_

PLEASE BE CERTAIN TO FAX OR MAIL PAGES ONE (1) AND THREE (3) WITH DEPOSIT.