

# Winter Round Up!

March 7, 8 & 9, 2008

Cloverdale, Indiana

## RESERVATION / EXHIBIT CONTRACT

PLEASE TYPE ALL INFORMATION OR PRINT CLEARLY

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_

Fax Number (\_\_\_\_\_) \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Description of Product (s) and/or Merchandise to be Exhibited / Displayed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Only those items listed will be permitted in your booth)

Size Booth Requested \_\_\_\_\_ Booth Fee \$ \_\_\_\_\_

Corner Fee (\$50.00 per 10 x 10 corner space) \$ \_\_\_\_\_

\_\_\_\_\_ Exhibitor's Tickets x \_\_\_\_\_ Days = \_\_\_\_\_ total tickets @ \$5.00 each \$ \_\_\_\_\_

(only applies to additional tickets needed to cover booth employees)

Additional fees if needed \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ deposit (50% due with contract – non refundable)

The balance of \$ \_\_\_\_\_ will be paid no later than February 20th

I have read and understand all of the Rules & Regulations & Guidelines set forth by the Round Up Events LLC in regard to participation in this event. By affixing my signature below, I agree to abide by each of those Rules, Regulations & Guidelines.

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

**Make all checks payable to: Round Up Events LLC (credit cards not accepted)**

**Mail to: Round Up Events LLC**

3315 Old State Road 37 N

Martinsville, IN 46151

317 507 4455

Email: don@winterroundup.com www.winterroundup.com

### OFFICE USE ONLY

Date Rec'd. \_\_\_\_\_ Amt. Pd \$ \_\_\_\_\_ Pymt. Method \_\_\_\_\_ Ins. Rec'd

Date Rec'd. \_\_\_\_\_ Amt. Pd \$ \_\_\_\_\_ Pymt. Method \_\_\_\_\_

Booth # \_\_\_\_\_

# Winter Round Up!

March 7th, 8th, 9th, 2008

## Rules, Regulations & General Information

1. All charges for exhibit space must be paid in full with US funds by the date specified on the contract/application. Exhibitors not complying will not be allowed to move in.
2. No refunds will be made if spaces paid for are not used or used part time.
3. Round Up Events LLC reserves the right to decline or prohibit any exhibit, exhibitor or proposed exhibitor, which in the Management's opinion is not suitable to and in keeping with the character of the Winter Round Up.
4. No exhibitor spaces shall be sublet. Those exhibitors found to be subletting space or providing space to items or persons not normally in your business on a full time basis, will be ordered closed and to move off the premises immediately if the items are not removed.
5. Display of merchandise will be permitted only by official exhibitors. Exhibit materials are restricted to the purchased space only. Distributors of advertising matter by representatives of organizations who are not Official Exhibitors is strictly forbidden without the consent of the management.
6. The management at its discretion, reserves the right to assign exhibitors to the best space available, and to make shifts in location for the benefit of the exhibitor or the betterment of the total event.
7. So that the aisles are unobstructed, exhibitors must arrange product so that they are totally within their allotted space. Ample space must be provided within your area for all personnel. Exhibitors planning to build or install their own exhibit backgrounds must limit their height to 8 feet, unless your space is on a perimeter wall then you may go as high as 10 feet. Otherwise, exhibits must conform to size of the space and must not be of such character or arrangement to obstruct the view or interfere with the display of others. No noisy or obstructive work will be permitted during open hours of the exhibition, nor will noisily operated displays, nor exhibits producing objectionable odors be allowed. All decorations must be made of flameproof materials or to be made flameproof. All packaging materials and containers must be removed from the display floor. No damage of any nature may be done to anyone's booth structures nor to any part of the exhibit halls. Exhibitors will be held responsible for all damages done by them or their personnel. Displays are subject to inspection and approval for safety.
8. Liability for loss, theft, property damage or destruction and personal injury:
  - a. Security will be hired and in place for the evening hours after closing until opening the following day
  - b. Exhibitor hereby waives any and all claims against the Winter Round Up, Round Up Events LLC, and Crossroads Arena resulting from loss, theft, damage or destruction to its property, or from personal injuries to the exhibitor, its agents, employees, visitors, guest or animals.
9. **Insurance:** Each exhibitor agrees to obtain insurance coverage during this event. Said insurance should cover (but not be limited to) theft, public liability, and property damage. The Winter Round Up! nor the facility are responsible for damage to exhibitor's property, lost shipments or moving costs. Damage to inadequately packed property is the exhibitor's own responsibility. Each exhibitor must provide evidence of liability insurance, naming the Round Up Events LLC as additional insured's along with the application or the final payment. Recommended coverage, one million dollars.
10. Only registered exhibitors will be admitted to the exhibit areas. All attendees must register to enter, present official pass, or purchase admission ticket, where applicable. The management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of those persons, the exhibitors, property or animals. Pets of any kind (excluding approved demonstration animals and actual assist dogs) are prohibited at the Winter Round Up.
11. Your organization, its representatives or agents shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees, charges and any violation of these Rules and Regulations.
12. All exhibitors are required to comply with all applicable federal, state and local laws, rules and regulations and to obtain any applicable licenses and /or permits (including but not limited to sales taxes, raffle permits and others). Exhibitor agrees to hold harmless this event, its sponsor, agents and employees against any and all claims, charges and liabilities arising out of the activities of the exhibitor and to defend, at its own expense, any and all such claims and charges including the cost of defense for any claim filed against the Winter Round Up or Round Up Events LLC.
13. The Winter Round Up management shall rule upon any questions, disputes or problems which may arise pertaining to matters not specifically covered and agreed upon in the foregoing paragraphs of this agreement and such rulings shall be binding upon all interested parties.

14. A down payment of 50% is due with the return of the signed agreement. The balance of the booth space is due and payable by February 10. Space will be assigned on a first come, first serve basis, with priority given to returning exhibitors. No exhibitor will be allowed to set up at the Winter Round Up without payment received in full. In addition to all other damages which may be recoverable by Round Up Events LLC additionally be entitled to recover all of its attorneys fees, and any other reasonable costs of collection with regard to any monies due it and not paid in accordance with the terms of this agreement, or which may be incurred by the Round Up Events LLC or in order to enforce any other term or provision of this agreement which has been breached by any other party or parties signatory hereto.
15. Choice Of Law: The parties signatory hereto stipulate and agree that this contract shall be governed by the laws of the state of Indiana and any suit by either party to enforce any term or provision of this agreement, or for breach of this contract must be filed in a court of general jurisdiction located in Morgan County, Indiana.
16. **Exhibitor space will be available beginning at 10:00 AM on Thursday March 7th. Check in at the event office immediately upon arrival.** All displays must be removed from the grounds by 12:00 PM on Monday, March 10th.
17. Exhibits must be completed and ready for showing no later than one hour prior to when doors officially open to the public on Friday and must remain open until the doors officially close on Sunday. All exhibitors must check in on Thursday, and have all merchandise/ display materials moved in by Friday by 1:00 PM. Exhibitors may complete displays on Thursday morning, but may not move in materials so the building may remain secure. Admission Thursday with official tickets/passes only. Exhibits must be properly staffed at all times during exhibit hours. **Partial or complete dismantling of displays before closing Sunday is prohibited. Failure to follow these guidelines can result in denial of space at the Winter Round Up in future years.**

18. Booth Sizes and Fees:

Booth Size	Price on concrete	Tickets/Passes*	Corner Locations add
10 x 10	\$250	2 per day	\$50 per 10 x 10
10 x 20	\$450	3 per day	
10 x 30	\$650	4 per day	
10 x 40 or 20 x 20	\$850	6 per day	
<b>Bulk inside on arena floor</b>		<b>6 per day</b>	
1000 sq ft – 2000 sq ft	\$0.75 per sq foot	Bulk next to show pens frontage – add \$100	
2000 sq ft plus	\$0.65 per sq foot		

- Additional admission tickets for booth workers may be purchased at half price of \$5.00 per person per day. Limit 10 per day. Tickets must be ordered and paid in full by February 20<sup>th</sup>. Everyone without a ticket will pay full price at the door.
- All booths will be furnished with corner marking only. No tables, chairs or other display materials are provided. Bring your own tables, drapes and signs.
- Electricity is not provided and must be ordered separately.
- Phone lines if need are at vendors expense

