

ZONTA EXPO 2017 EXHIBITOR AGREEMENT

This agreement is entered into this _____ day of _____, 2017, by and between the Zonta Club of the Black Hills and _____ (“Exhibitor”). The parties agree as follows:

The Exhibitor will pay an Early Bird Special Booth Rental Fee of \$199.00 or a *Premier End-Cap Booth Rental Fee of \$224.00 to Zonta Club of the Black Hills on or before September 15, 2017 (**Less \$50 if you pre-booked at EXPO 2016**). **The Standard Booth Rental Fee is \$225.00 and the *Premier End-Cap Rental Fee is \$250.00 after September 15, 2017. After September 25, 2017, we cannot guarantee that your Booth will be listed in the EXPO published materials.**

In consideration for such payment the Zonta Club of the Black Hills will reserve a Booth Space for the 34th Annual Zonta EXPO that measures 10 feet wide by 10 feet deep, including carpet and pipe and drape. Electricity will be provided upon request at \$50.00 per booth. Two (2) Exhibitor Passes will also be provided (\$30.00 Value). Additional Passes may be purchased for \$15.00 each. Please include with your payment.

EXHIBITORS agree to complete set-up by 4:00 p.m. Thursday, October 5, 2017. It is also further understood that booths must be taken down that evening before 9:30 pm. Exhibitors must provide a person(s) in the booth at all times between 4:00 pm and 8:00 pm during the EXPO.

BOOTH DECORATING GUIDELINES: Car and Motorcycle exhibitors must have gas tanks taped and gas cannot exceed more than ¼ tank or five gallons. HELIUM BALLOONS and ALCOHOL ARE NOT PERMITTED IN BOOTHS.

We encourage exhibitors to decorate their booths in the “**Enjoy Your Ride**” western theme.

The Exhibitor agrees to conduct its activities on the premises in a manner that will not endanger any person. The Exhibitor also agrees to release from liability, to indemnify and hold harmless the Zonta Club of the Black Hills against any and all claims for loss, injury or damage to persons or property arising from the activities conducted by the Exhibitor, his agents, members, or guests. **Each exhibitor must provide a “Certificate of Liability Insurance” for no less than \$1,000,000 coverage with Zonta Club of the Black Hills named as the additional insured. This “Certificate of Liability Insurance” must accompany this Exhibitor Agreement. If you have questions about the need for insurance, please contact your insurance agent. He/She will explain how important this insurance is for everyone including home business owners! If your agent does not offer the coverage needed, we have made arrangements with Jodi Enderson of Jodi Enderson Agency to make every step of this process as easy as possible for our exhibitors. Her contact information is 605-718-7020 or jenderson@farmersagent.com. A one day policy is also offered through www.insurance4exhibitors.com.**

Check here_ if you have a booth preference and we will contact you to find out which space is your favorite. Limited space is available and the consideration paid by the Exhibitor is non-refundable. Booths will be assigned on a First-Paid basis, but every effort will be made put you into a space best suited to your needs/desires.

Check here_____ if you wish us to contact you about donating an item for the separate **Silent Auction** at the EXPO. This is a fantastic way to share your product while helping us to advance the status of women both locally and internationally. Donors are welcome to place brochures/cards by the items displayed at the auction table.

EXHIBITOR NAME (Please Print Clearly): _____

Address: _____ EMAIL: _____

City: _____ State: ____ Zip: _____

Contact Person: _____ Phone: _____ Cell: _____

I hereby certify that I have read the Exhibitor Agreement, that I understand said Agreement and that I agree to conform to all of the rules and regulations as stated, and further agree that my employees and/or agents will be informed of and comply with said rules.

Authorized Signature: _____

Title: _____

Date: _____

The Exhibitor, upon contracting to exhibit, expressly releases Zonta Club, or any of its officers, directors, employees, or committee members, or the owners, employees or representatives of the Rushmore Plaza Civic Center Board (acting as agent for the City of Rapid City, a municipal corporation, hereafter “Civic Center”), from any responsibility or liability for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor’s employees or property prior to, during or subsequent to the period covered by the Exhibitor’s contract, including but not limited to any responsibility or liability for injury, loss, or damage; and further the Exhibitor agrees to hold harmless and indemnify the Zonta Club and/or the Civic Center against any and all claims made against the Zonta Club and or the Civic Center, by any person, or entity, including but not limited to Zonta EXPO attendees, arising out of the Exhibitor’s acts or omissions. Exhibitor also understands no refunds or credits will be given in the event of a cancellation of this agreement for any reason.

EARLY BIRD SPECIAL BOOTH FEE <u>before 9/15/2017</u>	\$199.00	_____
STANDARD BOOTH FEE after 9/15/2017	\$225.00	_____
PREMIER END-CAP EARLY BIRD SPECIAL BOOTH FEE <u>before 9/15/2017</u>	\$224.00	_____
PREMIER END-CAP BOOTH FEE after 9/15/2017	\$250.00	_____
Electricity (if needed in booth)	\$50.00	_____
Additional Entrance Passes: (You receive two (2) Exhibitors Passes with your Booth Rental Fee)	\$15.00	_____

TOTAL AMOUNT DUE: \$ _____

PAYMENT BY CREDIT CARD: _____ **VISA** _____ **MasterCard** _____ **Discover**

CREDIT CARD Number: _____ Expiration Date: _____ Sec. Code _____

Signature of Cardholder: _____

I agree to pay the above total amount including any late fees according to card issuer agreement. My Signature constitutes guarantee of payment.

Name of Card Holder (Please Print Clearly) _____

Cardholder Address: _____

City _____ State: _____ Zip: _____

_____ Check Payment (Make checks payable to ZONTA EXPO)

Please sign and return Agreement with Payment and Certificate of Liability Insurance to:

Black Hills Receptions & Rentals
10400 West Highway 44
Rapid City, SD 57702
Phone: 605.342.8888