



Exhibitor Agreement


Please complete this form and return ASAP

ABQ Home Shows LLC • P.O. Box 92800 • Albuquerque, NM 87199-2800
 Phone: (505) 850-8277 • Fax: (505) 888-1078 • Email: rena@abqhomeshows.com

Please select all shows that apply below:

Show #	Show Name	Location	Date
<input type="checkbox"/> #1	Albuquerque Home Remodeling & Lifestyle Show	EXPO New Mexico	September 23-24, 2017
<input type="checkbox"/> #2	Albuquerque Home Remodeling & Lifestyle Show	EXPO New Mexico	February 24-25, 2018

Please accept this request for exhibit space at the reserved show as indicated above. Execution and delivery of original or fax copy of this contract and a 50% (non-refundable) deposit shall constitute an agreement to reserve space indicated below at the aforesaid rate, subject to the Terms and Conditions of this agreement. Full payment is due payable within 30 days prior to the show. NM Tax rates apply.

Date:		Company*:	
Address:		City, State, Zip:	
Phone:		Email:	
Category/Product Names:			
 Authorized Signature:		Printed Name & Title:	
Booth(s) Cost:		\$	
Additional Costs:		\$	
Discount(s):		\$	
NM Gross Receipts Tax (7.5%):		\$	
Net Cost:		\$	
50% Deposit of Net Cost (Due with Booth Reservation):		\$	
Final Balance Due (30 Days Prior to Show):		\$	
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit Card			
*Credit Card Number		*Security Code:	
*Expiration Date:		Cardholder Name:	
*Statement Address and Zip Code:			
*Signature:			

All Credit Card Charges will appear on your statement as ABQ Home Shows LLC

For ABQ Home Shows Use Only

Sales Rep:	Booth Locations
Accepted by:	Electricity Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No

*Company name as shown will be used in all promotional materials

Make Checks Payable to: ABQ Home Shows LLC

Show Location

- Expo New Mexico, Albuquerque

Show Hours

- Saturday: 10:00am – 5:00pm
- Sunday: 10:00am – 4:00pm

Booth Rates

- \$775 - 10x10 Standard
- \$875 - 10x10 Corner
- \$1,400 - 10x20 Standard
- \$1,500 - 10x20 Corner
- \$2,100 - 10x30 Standard
- \$2,200 - 10x30 Corner
- \$2,800 - 10x40 Standard
- \$2,900 - 10x40 Corner
- \$3,000 - 20x20 Corner
- \$4,400 - 20x30 Corner
- \$5,800 - 20x40 Corner

*Ask About Special Size Options

Premium Locations

- Premium Booth Locations - 10% Additional

Additional Opportunities

- Premium Sponsor - \$1,945
- Digital Advertising Sponsor - \$395

Discounts

- Full Payment with Reservation 10% off
- Landscape Display 10x20 - \$900
- Marketplace Display 10x10 - \$450
Corners are \$50 extra

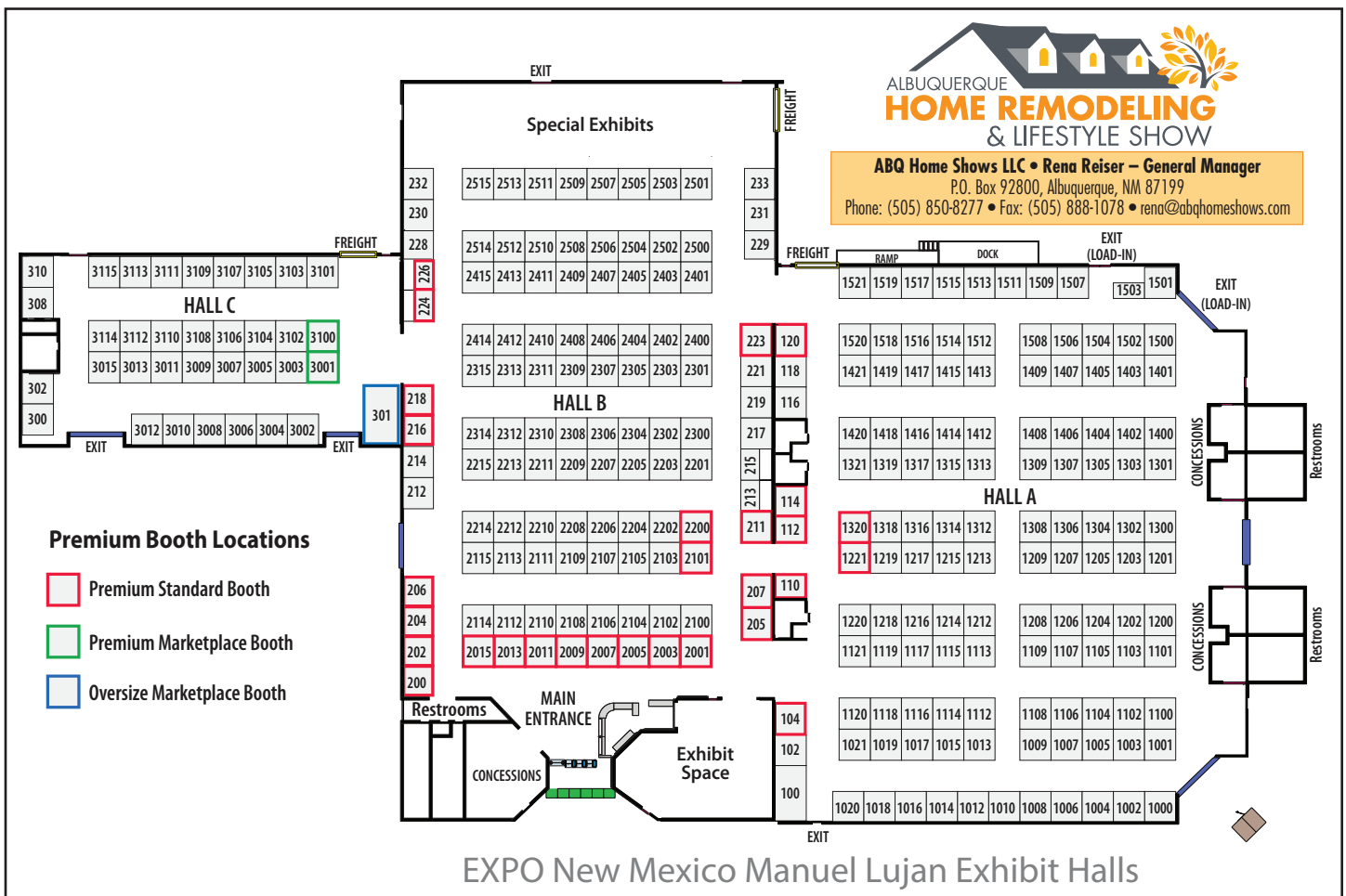
(To be eligible for a Marketplace booth, you must be an artist, make handmade items or have gourmet food related products)

- New Mexico Products Gallery 10x10 Hall C - \$250

(To be eligible for a New Mexico products gallery booth, you must meet the requirements of a Marketplace display, above, and be a New Mexico-based business)

Booth Package Includes

- 3' high curtained side dividers
- 8' high curtained backdrop
- Company Identification Sign
- Electricity for booth if needed:
500 watt duplex (110 power only)
per company. Additional power required will be at exhibitor's expense.



Agreement Terms and Conditions

1. BOOTH CONSTRUCTION

Each booth will be 10 feet x 10 feet or 8 feet x 10 feet with 3 ft. high curtain side dividers, 8 ft. contained backdrop (unless otherwise indicated). Electricity for booth available. Identification sign will be provided.

2. EXHIBIT INSTALLATION

Exhibitors may initiate booth construction after checking in at show office. SETUP HOURS: Thursday 8am – 7pm, Friday 8am - 9pm

3. FORKLIFT

If you plan to use your own forklift during show set-up or removal, you must notify Management at least 10 days prior. Current valid operator's license and proof of insurance must be provided. Management may direct your set-up or removal time for safety reasons.

4. LABOR

Exhibitors are responsible for providing or arranging all necessary labor in transporting, uncrating, erecting, dismantling and recrating of displays. These services, if desired, may be arranged with the official show decorator.

5. EXHIBIT STAFFING

All exhibits must be staffed during show hours by at least one person. Exhibitors must arrive at least 30 minutes prior to show opening. Staff must be 18 years of age or older.

6. BOOTH OPERATION

Products may be sold from exhibit space. The exhibitor shall hold harmless Management from any and all damages or theft of merchandise or materials from contracted exhibition space. All exhibits shall not extend beyond allotted space unless authorized in writing by Management.

7. EXHIBIT CARE

Contracted janitorial services will sweep and clean aisles and empty trash canister. Exhibitors are responsible for keeping exhibits clean and orderly. Trash must be placed in aisles for pick up at close of show each evening.

8. REMOVAL OF EXHIBITS

NOTHING WILL BE ALLOWED TO LEAVE THE EXHIBIT HALL BEFORE 4PM SUNDAY. REMOVAL HOURS: Sunday 4pm - 11pm and Monday 9am - 12pm. Any exhibits not completely dismantled and removed by the above hours will be removed and associated fees will be charged to the exhibitor at prevailing rates. Removing your exhibit prior to 4pm Sunday may result in forfeiting your preferred booth location in future shows.

9. BOOTH ASSIGNMENT

While initial booth reservation is mutually agreed to by the exhibitor and Management, final assignment is the proprietary right of Management. Every attempt will be made to locate the exhibitor in the booth he or she has reserved, but in extenuating circumstances, the booth can be re-assigned without approval of exhibitor. The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials other than his own in the exhibit space without written consent from Management.

10. BOOTH MUSIC

Live or taped music is prohibited as part of an exhibit or display without written permission from an appropriate music licensing source (i.e. BMI, ASCAP). Evidence of such an agreement must be available for review upon request. In the event written confirmation cannot be documented, the vendor agrees to cease playing the music.

11. NOISE CONTROL

The use of sound equipment is prohibited unless approved by Management. Any electronic equipment or machinery which is determined to be distracting to other exhibits will not be permitted.

12. SECURITY

Security will be provided to patrol the show and after show hours until 12pm Monday. The exhibit hall must be vacated within 30 minutes after show closing. Exhibitors will be allowed to enter the exhibit hall upon presentation of a properly signed exhibitor pass only. While ample security is available during show move-in and move-out hours, along with show hours, it is always wise and prudent to man your booth (at least one person) at all times during the complete run of the show to ensure protection of equipment and valuables. Management is not responsible for theft or damage of property.

13. INSURANCE

Insurance will be purchased by Management as required. Insurance coverage does not include exhibitor areas and the exhibitor holds management harmless from all claims arising within the contracted exhibit areas.

14. BOOTH CONTRACT

The exhibit space contracted and nonrefundable payment upon receipt by Management shall constitute a valid and binding contract. If, due to circumstances beyond the control of Management, the show should be cancelled, the contracted Exhibitor shall waive any claims for damages or compensation.

15. COLLECTION

If suit is instituted to collect past due amount, Exhibitor agrees to pay actual costs and expenses of collection in addition to court costs and reasonable attorney fees and interest at the maximum prevailing rate.

16. UNOCCUPIED SPACE

In the event an exhibitor has failed to occupy the space contracted at least one hour prior to opening, on the first day of the show, Management shall have the right to utilize such space in any manner it chooses. This will in no way release the contracted Exhibitor, nor shall a refund be in order.

17. CANCELLATION AND LATE PAYMENTS

If payment in full is not received by the Management 30 days prior to the event, Exhibitor risks forfeiture of the contracted space. If prior arrangements have been made with Management for a later payment, only cash, money order or cashier's check will be accepted.

18. NON GUARANTEE

Management shall remain free of harm of product sales, attendance, exclusive privileges or Exhibitor success.

19. REGULATION COMPLIANCE

Exhibitor shall utilize the premises in an orderly manner and in compliance with all present and future applicable Federal, State, and local statutes, ordinances, rules and regulations.

20. RIGHT TO REFUSE

Management reserves the right to review and reject any application for exhibit space without prejudice.

21. REPRESENTATION

No representations are/have been made unless in writing.

22. EXHIBITOR INSURANCE

Exhibitors shall carry and maintain during the period of any show in which he/she exhibits, including move-in and move-out days, and at his or her sole cost and expense, personal injury, theft, and property damage coverage under a policy of general public liability insurance. Exhibitor warrants that by signing this contract he or she has complied with the insurance requirement of this contract.

23. FAILURE TO PERFORM

Should the Exhibitor fail to observe any of the terms of this agreement or any of the rules and regulations as set forth by Management and its subsidiaries, he or she may be prevented from exhibiting with forfeiture of exhibit space rental. Management shall not be responsible to Exhibitor for any financial loss arising out of Exhibitor use of the venue, or facility policy including power interruptions, utility failures, terrorism, bomb threat or undue "acts of God" (e.g. flood, fire, or earthquake). If Management is unable to open the Show as herein provided, or is compelled to postpone, cancel or relocate said Show for causes beyond its control, then it shall not be in any manner financially liable to Exhibitor. All Exhibitor funds collected from the cancelled or postponed show will be refunded to Exhibitor or applied to the next available show.

24. SALES LICENSES

Exhibitors who plan to sell merchandise on the premises in a cash and carry fashion are responsible for complying with City and State licensing and tax requirements. Information can be obtained prior to the show by contacting the proper licensing agency.

25. AMENDMENTS

The Management retains the full power to interpret and amend these rules and also to rule on any and all situations which may arise that are not explicitly outlined in the terms defined herein.