

# Holiday Wonders Shopping Expo & Craft Fair Registration Form, Rules & Guidelines

Saturday, November 10<sup>th</sup>, 2018 at Sunnyview Expo Center on Winnebago County Fairgrounds, Oshkosh, WI

**Registration Deadline: Friday, October 26<sup>th</sup>, 2018.** \$20 late fee for any contract emailed, submitted or postmarked after 10/26/2018. Please fill in all of the information below & sign the bottom of page 2.

\_\_\_\_\_  
Individual's Name

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

Describe the items that you will be selling \_\_\_\_\_

_____ Booth(s)	x	\$75	_____
Show Directory Ads (each ad is 2" x 2")			
_____ Black & White Ad	x	\$ 5	_____
_____ Color Ad	x	\$10	_____
<i>Sign up before 8/1/18 for a FREE B/W Ad (while space is available) - Ads unavailable after registration deadline</i>			
			Total _____
_____ I Need Electric			
<b>Booth is a 10' x 10' space</b>			
<b>NO table or chair provided.</b>			

**Liability and Insurance:** The exhibitor agrees to indemnify and hold harmless Digital Documents, LLC. and its subsidiary L & K Productions, its employees and its officers (heretofore referred to as L & K Productions) from claims arising out of its participation in the Holiday Wonders Shopping Expo & Craft Fair (heretofore referred to as the Event) at the Sunnyview Exposition Center on the Winnebago Fairgrounds, 500 Sunnyview Drive, Oshkosh, WI 54901 (heretofore referred to as the Venue), including claims caused by the negligence, errors or omissions of L & K Productions. L & K Productions will take all reasonable precautions to protect exhibitors from such loss. L & K Productions will not be liable for injuries to, or loss or damage to the property of, the exhibitor, its employees, agents, guests, or attendees, arising out of the Event, including but not limited to injuries, losses or damage due to theft, vandalism, fire, smoke, water from any source, electric failure or defects in booths, tents, tables, chairs or other equipment. Such indemnification shall include, but shall not be limited to, indemnification for all legal fees and costs that may be incurred by L & K Productions in connection with the defense of any claim brought by any third party relating to or arising from the event that is the subject of this agreement or in connection with L & K Productions' enforcement of this provision.

**Cost & Cancellation:** Rental is \$75.00 for each booth space for contracts received or submitted before the registration deadline. **Exhibitor payments are non-refundable.** You can rent up to three booth spaces. Should L & K Productions find it necessary to cancel, L & K Productions agrees to refund all money paid by the exhibitor within 30 days of such cancellation. L & K Productions reserves the right to change the start time, end time, format and location of the event without notice.

Any contract received through the mail by L & K Productions or submitted on-line at [www.landkproductions.com](http://www.landkproductions.com) after the registration deadline will be charged a late fee of \$20. Any contract received after the registration deadline without the late fee payment included will be held by L & K Productions for one week. L & K Productions will notify the exhibitor of the late fee payment due. The exhibitor has one week to arrange for the payment of the late fee. If the exhibitor does not respond within one week the contract, along with the payment, will be returned to the exhibitor. No booth space will be reserved for the vendor until the late fee has been paid.

To prevent exhibitors from competing against each other, there will only be one exhibitor from each company allowed in the Event, first come, first served. For example, only one exhibitor from Tupperware, Pampered Chef, etc. will be allowed. Duplicate registrations for any company will be returned along with the payment.

**Booth Space:** One business / company per rented booth space. Booth rental is a 10' x 10'. NO tables or chairs are provided. Electricity is available by request. Up to three booth spaces can be rented per business / company. L & K Productions will assign booth spaces for all exhibitors on a first come, first serve basis using the date each contract is received and need for electricity. Any special requests will be considered, but not guaranteed.

**Show Directory Ad:** The Show Directory contains ads from vendors and sponsors of this show. The Show Directory will be handed out to shoppers coming into the show with a suggested \$1 donation to charity. Up to 1,000 Show Directories can be printed for this show.

Ad space is 2" x 2", including your company name and booth number listed at the top of the ad. A proof of your ad will be emailed to you for your approval. Once you approve your ad changes cannot be made.

**Payment:** Booth payment is due in full with this completed application. Incomplete applications will be returned and exhibitor booth space will not be reserved. No exhibitor shall sublet, assign or share any part of the space allocated to the exhibitor without the prior written consent of L & K Productions. Checks will not be accepted for any contract received after the registration deadline, only credit card or cash payments will be accepted.

No person, firm or organization not assigned to the Event, by either renting booth space or advertising in the Event materials will be permitted to solicit business, display or demonstrate any products, processes, or services, solicit orders, distribute business cards or advertising materials within the Event or venue without L & K Productions prior written approval. This also pertains to persons manning booths during the Event hours. Any violation must be reported to a representative of L & K Production immediately. All businesses shall serve the interest of the Event and its attendees, and shall be operated in a way that will not detract from other exhibits, exhibitors, exhibition space, or the show as a whole. L & K Productions reserves the right to request the immediate withdrawal of any exhibit and exhibitor which L & K Productions believes to be injurious to the show. L & K Productions reserves the right to deny any contract received by any exhibitor which L & K Productions believes to be injurious to the show, or L & K Productions, based on prior experience with the exhibitor.

**Sales:** You may have, and are encouraged to have, over the counter sales that involve the exchange of currency for goods received during the Event. Each exhibitor must provide L & K Productions with a completed Wisconsin Event Operator and Seller Information with the signed contract and payment. **Promotional give-aways and drawings at your booth are permitted and highly encouraged.**

**Set-Up, Staffing, Tear-Down & Use:** Set-up time starts at 8:00 am the day of the Event and must be completed no later than 15 minutes prior to the start of the Event. Tear-down shall be done after the Event closes and must be completed no later than two hours after the Event closes. Exhibitor's staff must be in their booth 15 minutes prior to the start the Event. Booths must be staffed at all times. No smoking is allowed in the Venue. No children under the age of 15 are allowed to participate in the set-up, staffing or tear-down of any booth space. L & K Productions reserves the right to request the immediate withdrawal of any exhibit and exhibitor having children under the age of 15 in or around their booth space. Exhibitors must surrender the booth space occupied by the exhibitor in the same condition it was received at the beginning of use. This includes removal of tape residue or other materials used to secure items to the floor and walls. Trash should be put in trash cans and not left for L & K Productions or the Venue to clean up.

**Parking:** Exhibitors should park in the back of the parking lot. The front of the parking lot is reserved for visitors. Exhibitors are allowed to unload on the fire lane in the back of the building but are not allowed to park there.

By signing this contract, the undersigned warrants that he or she has read its terms and agrees to be bound thereby.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**WI Temporary Event Information**

(Required by the state of WI)

WI Tax Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (last 4 required)

FEIN \_\_\_\_\_ - \_\_\_\_\_

Exempt Reason: (check one)

- Exempt Merchandise
- Direct Sellers
- Occasional Sales
- Exempt Service
- Display Only
- Non-Profit

*Mail to:*

L & K Productions  
920 W 9<sup>th</sup> Ave  
Oshkosh, WI 54902

- Check Enclosed (Payable to L & K Productions)
- Email PayPal Invoice (Registration **NOT** confirmed until payment received).
- Credit Card (Fill out information below)

Your credit card statement will read Digital Documents, LLC  
Pay by credit card:  Visa  MasterCard  Discover

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ CSV \_\_\_\_  
Credit card must be the same name & address as above.