

Live Green Live Healthy Expo Registration Form, Rules & Guidelines

Saturday 4/7/18 & Sunday 4/8/18 at Sunnyview Expo Center on Winnebago County Fairgrounds, Oshkosh, WI

Registration Deadline: Wednesday, January 31st, 2018. Please fill in all information below & sign the bottom of page 2.

Sponsorship Packages

Premium \$1,000

Select \$ 750

Classic \$ 500

Giveaway \$ 100

See sponsorship page for details

Each booth is 10' x 10' and includes
1 skirted table, 2 chairs and booth sign

Booth Packages

_____ Booth(s) X \$300 _____

Preferred booth # _____

Program Ads – Each ad is ¼ page & full color

_____ Ad(s) X \$ 25 _____

I Need Electric X \$ 10 _____

Subtotal _____

Register Before 11/30/17 for
\$50 Early Registration Discount _____

Total _____

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

Website _____

Describe the items & services that you will be selling or presenting _____

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 Live Green Live Healthy Expo (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 \$300.00 for each booth space. Exhibitor payments are non-refundable. You can rent up to four 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.

To prevent direct sales exhibitors from competing against each other, there will only be one exhibitor from each direct sales 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' and includes 1 skirted table, 2 chairs, booth sign and listing on www.landkproductions.com . Electricity is available by request. Up to four booth spaces can be rented per business / company. If your preferred booth is unavailable, L & K Productions will assign you a booth space on a first come, first serve basis using the date each contract is received and need for electricity. Special requests will be considered, but not guaranteed.

Program Ad: Up to 3,000 Programs will be handed out to visitors coming into the show. Ad space is ¼ of an 8.5"x11 page and will include 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.**

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

Mail to:

L & K Productions
920 W 9th 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.