

Holiday Wonders Shopping Expo Oshkosh Registration Form, Rules & Guidelines

Saturday, October 16th, 2010 at VFW Hall, Berlin, WI

Registration Deadline: Friday, October 2nd, 2010 \$20 late fee for any contract submitted or received after 10/02/2010. 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

____ booths x \$40 _____

____ extra chairs x \$ 2 _____

Total _____

Included in booth price

- I need electricity
- I need the table
- I need the chair

If the box isn't checked, you won't have it.

Describe the items that you will be selling

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 VFW Hall, Berlin, WI (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 \$40.00 for each booth space for contracts received or submitted before the registration deadline. You can rent up to three booth spaces. Two booth spaces is \$80.00 for contracts received or submitted before the registration deadline. Three booth spaces is \$120.00 for contracts received or submitted before the registration deadline. Exhibitor payments are non-refundable. 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 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, Iia Sophia, 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 5' and includes one undraped table and one chair, per rented booth space'. 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.

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.

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 excursion building 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: Set-up time starts two hours before the Event starts 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.

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

Please return the following by October 2nd, 2010:

Completed contract
Wisconsin Event Seller Form
Payment

Make checks payable to
L & K Productions

Mail to:

Kathy Joubert
Vice-President Sales
L & K Productions
920 W 9th Ave
Oshkosh, WI 54902

Pay be credit card: ____ Visa ____ MasterCard ____ Discover

Credit Card #: _____ - _____ - _____ - _____

Expiration Date ____ / ____ CSV ____

Name & Address Registered On The Card (if different from above)

Name _____

Address _____

City _____ State ____ Zip _____

Signature _____