

# Exhibit Space Application and Contract

February 8, 9 and 10, 2019

*This contract indicates our acceptance of all regulations in this prospectus.*

*(Please print or type)*



COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PERSON (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

LIST PRODUCT OR SERVICE \_\_\_\_\_

BOOTH(S) REQUESTED \_\_\_\_\_

Will you need a Forklift for Booth Set Up or Tear Down?  Yes  No

Will you need to use the Loading Dock?  Yes  No

*PLEASE INCLUDE PROOF OF LIABILITY INSURANCE WITH YOUR CONTRACT*

## COST:

\_\_\_\_\_ Booth(s) @ \$730 per booth . . . . . = \$ \_\_\_\_\_

\_\_\_\_\_ Non-member fee @ \$295 (if applicable). . . . . = \$ \_\_\_\_\_

**TOTAL** = \$ \_\_\_\_\_

Amount enclosed - at least 50% of total required to hold booth . . . . . = \$ \_\_\_\_\_

Amount remaining - due by December 1, 2018 . . . . . = \$ \_\_\_\_\_

## PAYMENT CHOICES:

### ENCLOSED PAYMENT -

\_\_\_\_\_ I am enclosing a check for \$ \_\_\_\_\_

\_\_\_\_\_ I am paying by credit card. (complete area below)

MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Amount to be charged \$ _____ Credit Card Number _____ Exp Date _____ V Code _____ Signature _____
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### DELAYED PAYMENT - Only when company check is not immediately available

\_\_\_\_\_ I am enclosing a personal check. Please hold until company check is received.

\_\_\_\_\_ I am enclosing a credit card #. Please hold until company check is received.

**(If company check is not received by 10/01/18, personal check or credit card will be used)**

PLEASE RETURN TO:

**Rochester Area Builders, Inc.**

108 Elton Hills Lane NW • Rochester, MN 55901

Phone (507)282-7698 • Fax (507)282-6351

Email RAB@RochesterAreaBuilders.com

**DEPOSIT MUST ACCOMPANY CONTRACT TO RESERVE SPACE.**

## Payment

Cost of booth Space for RAB members:  
10' x 10' Booth Space \$730

Cost of booth Space for non-RAB members:  
10' x 10' Booth Space \$730

Companies who are not members of Rochester Area Builders pay an annual non-member fee of \$295.00.

A deposit of half the total cost must accompany the signed contract. If a corporate check cannot be attained in time for our deadline, a personal check will be held until the corporate check is received. Visa, MasterCard, and Discover are also accepted for payment, or to hold booth space.

Balance is due December 1, 2018. Contracts received after December 1, 2018, must include payment in full. **Exhibitors who have not paid in full will not be allowed to set up.**

## Cancellations/refunds

- ◆ Must be made in writing
- ◆ If received by November 30, 2018, will receive a 50% refund of all money paid
- ◆ If received after December 1, 2018, there will be NO REFUND even if space is resold.
- ◆ No refund will be made for space that is unused during the Show.

## Booth Regulations

- ◆ No subletting of booth space - only your company can occupy your space. The booth will be advertised by the name that is signed on the contract. If your company is a RAB member, it must be the same name as your membership name. You are allowed to co-market with other companies who have a direct business relationship with your company. If you have questions, contact the RAB office.
- ◆ Some type of floor covering MUST cover your entire booth space in **arena**. There will be NO aisle carpeting. NO floor covering allowed in the **ballroom**.
- ◆ Side walls cannot exceed 8 feet high and extend further than 6 feet.
- ◆ Any exhibit over 8 feet in height must be approved by the committee.
- ◆ Video games, radios, amplifiers, and any other device that may interfere with other exhibitors are not permitted.
- ◆ We do NOT allow the following to be given away: shelled peanuts and popcorn because of housekeeping problems. Helium balloons are not allowed by the Rochester Area Builders Association.
- ◆ Signs and displays must be kept within the confines of each booth. The dimensions of multiple booths will be taped off prior to set-up.
- ◆ There can be no soliciting, setting literature displays, or signage outside your designated booth space.
- ◆ All sides of your booth exposed to the adjacent booth or to the public must be finished by Thursday evening or you will be charged by Brede Exposition the cost of having the walls draped!
- ◆ Nothing can be removed from your booth or your booth dismantled before Sunday, February 10th at 4:00 PM.
- ◆ Exhibitors must have a representative in their space at least half of the time the exhibits are open to the public.
- ◆ Exhibitors who violate booth regulations may lose their rights to exhibit in future shows.

## Electrical Service/WiFi

Arrangements for electrical power/WiFi are contracted with **Mayo Civic Center**. Forms will be enclosed in our mailing in early January. Please note that rates for electrical service are set by the Mayo Civic Center. Please send forms and payment for electrical service/WiFi directly to the Mayo Civic Center. **Do NOT send them to Rochester Area Builders or to the service contractor.**

## Service Contractor

The official service contractor for this show is:

### Brede Exposition Services

2211 Broadway Street NE, Minneapolis, MN 55413

612-378-6541

Although we would appreciate your use of their service if you need booth furniture, there is no obligation to use them. The service contractor will email to confirmed exhibitors a complete information packet in **mid-December**. A representative will also be available during the Show's set-up time.

The Show colors for this year are White. There will be NO aisle carpeting.

## RAB Rights & Liabilities

Rochester Area Builders reserves the right to refuse any exhibit, exhibitor, or employee which, in the opinion of the Association, is not in the best interest of the Show.

Rochester Area Builders, Brede Exposition Services, Mayo Civic Center, and the City of Rochester do not guarantee the Exhibitors against loss, damage, delay, or theft of any kind during the course of the show including move in and move out. The Exhibitor shall indemnify and hold blameless the aforementioned entities from any cause or claim whatsoever.

The Exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations, which may be established by Rochester Area Builders. All matters and questions not covered by this prospectus will be subject to the final judgment and decision by Rochester Area Builders, Inc. Any violations by the exhibitor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space and forfeiture of any monies paid.

This contract shall be construed in accordance with the laws of the State of Minnesota. The parties agree and consent that in the event of any legal action, the venue shall be the District Court for Olmsted County, Minnesota or the Conciliation Court of Olmsted County, Minnesota if the amount of the dispute is within the latter courts jurisdictional limits.

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