

# EXHIBITORS CONTRACT

Quad Cities Earth Week Coalition

“Earth Week Fair”

April 16<sup>th</sup> & 17<sup>th</sup>, 2010

Whereas, there is scheduled to be held at the QCCA Expo Center, Rock Island, Illinois, the Quad Cities Earth Week Coalition “Earth Week Fair”, operated, regulated and governed by the Quad Cities Earth Week Coalition, and:

Whereas, \_\_\_\_\_ (name of exhibitor) desires to participate as an exhibitor, subject to the terms and conditions outlined in this contract, and:

Whereas, the Quad Cities Earth Week Coalition is desirous of allowing Exhibitor to participate subject to Exhibitor’s compliance with the terms and conditions hereof, the parties agree as follows:

- 1. CONTRACTS FOR SPACE:** All persons, firms, companies or associations must enter into this contract with the Quad Cities Earth Week Coalition, and each exhibitor must furnish the appropriate signature so as to make the contract binding upon the exhibitor. The Quad Cities Earth Week Coalition is a 501 (c) (3) non-profit organization that works through partnerships to promote environmental education. Through environmental education and activities, the Quad Cities Earth Week Coalition helps citizens understand their personal responsibility in creating a sustainable environment. All exhibitors at the Earth Week Fair shall promote a sustainable environment through environmental education. All exhibitors, by entering into this contract, agree to provide environmentally educational activities at their booth space(s) on Friday, April 16 during Earth Week Fair hours. All exhibitors, by entering into this contract, agree to promote and/or sell environmentally friendly products and/or services only at their booth space(s) on Saturday, April 17 during Earth Week Fair hours. The Quad Cities Earth Week Coalition reserves the right to cancel this contract at any time and make full refund of fees paid, and Exhibitor shall have no recourse of any kind against the Quad Cities Earth Week Coalition.
- 2. RENTAL:** The price for non-profit exhibitors shall be \$50.00 per 10X10 foot booth. Each additional 10X10 foot booth for non-profit exhibitors is an additional \$50.00 each. The price for for-profit exhibitors wishing to sell products shall be \$150.00 per 10X10 foot booth. Each additional 10X10 foot booth for for-profit exhibitors selling products is an additional \$150.00 each. Quad Cities Earth Week Coalition members shall receive 2 booth spaces at no cost. Tables, chairs and/or electricity are available for rental.
- 3. BOOTH SPECIFICATIONS:**
  - a. Each booth shall be approximately 10 ft. deep and approximately 10 ft. across. Booth space backdrop height is approximately 8 ft.
  - b. All decorations and displays must be in good taste, determined at the discretion of the Quad Cities Earth Week Coalition. No decorations, lighting, signs or displays may extend beyond the rented exhibited space or into the aisles without written approval of the Quad Cities Earth Week Coalition. No exhibitors will be permitted to so arrange the exhibit as to form a wall, thereby closing off the view of adjacent exhibitors or to obstruct a general open view along the aisles. Exposed areas of the display must be finished or covered at the exhibitor’s cost.
  - c. Overhead lighting shall be provided.

- d. No additional lights may be installed by the exhibitor without the permission of the Quad Cities Earth Week Coalition. Electric current is limited to 110 volt and is a separate \$35.00 charge. Electrical power requirements must be indicated on their contract. Exhibitors are responsible for furnishing approved drop cords within the booth and are responsible for making drop cords safe and non-hazardous. All electrical installations must be in conformance with any applicable fire codes. Service connection to natural or propane gas, water or waste is not available. No gasoline or other fuel, compressed gas or compressed air will be permitted.
- e. Stapling or pinning objects to the drapes is prohibited. No signs or other items are to extend over the tops of the booths and the side height shall not exceed 4 ft. without prior approval of the Quad Cities Earth Week Coalition.
- f. Cutting or sawing on floors, driving nails/tacks into the floors, walls or booth equipment, or use of masking tape is prohibited. Any damage caused to the building or booth equipment by the installation or showing of displays or equipment or the installation or removal of the exhibit will be charged to and paid for by the exhibitor. If the exhibitor nails, staples, or screws into any pillars or wall, an automatic \$150 charge will be assessed by the Quad Cities Earth Week Coalition.

**4. INSTALLATION AND REMOVAL OF EXHIBITS:**

- a. Set up shall take place on Thursday, April 16<sup>th</sup>, from 4:00pm until 6:00pm
- b. All exhibits must be in place prior to 8:30am on Friday, April 17<sup>th</sup>
- c. Hours of expo:

Friday, April 16 <sup>th</sup>	8:30am – 2:30pm (School Tours only)
Saturday, April 17 <sup>th</sup>	10:00am – 4:00pm (General Public)

- d. No exhibit shall be removed, taken down or disturbed until Saturday, April 17<sup>th</sup> at 4:00 p.m. Removal shall begin at that time and all items and trash shall be removed by 6:00 p.m. on April 17<sup>th</sup>.

**5. CONTRACT/PAYMENT DEADLINES:**

Deadline for booth reservation is **March 1st**. Rental fees due at time of registration. Additional tables and/or chairs shall be paid for at time of rental.

Two late payments and/or any no payments will result in no booth space for the next two years. Continued late payments after two late and no space will result in no booth space for an extended length of time determined by the Quad Cities Earth Week Coalition Board.

**6. INDEMNITY:**

The exhibitor agrees to indemnify and hold harmless the Quad Cities Earth Week Coalition and the Quad Cities Conservation Alliance (owners of the facility), their officers, committee members, agents, and assignees against all liability and claims for personal injury, death or property damage to any person, including, but not limited to, employees of the exhibitor or of any indemnities, and the general public, including any and all claims and liability for loss of the use of property, including all expenses and attorney fees related thereto, arising or alleged to have arisen out of or which are in any way related to this contract or to the exhibitor's actions or activities and/or the activities of the exhibitor's agent and/or employees on or around the premises or which are in any way connected with the exhibitor's activities at the "Earth Week Fair 2010" including any claims which are the result of, or claimed to be the result of liability due in whole or in part to the negligence of any indemnities. Exhibitor also agrees to

indemnify and hold harmless the Quad Cities Earth Week Coalition and the Quad Cities Conservation Alliance, their agents and assignees from all expenses, including attorney fees, caused by or related to any breach by the Exhibitor of this contract.

**7. CONTRACT FULLY INTEGRATED/ENTIRE AGREEMENT/MODIFICATION:**

This contract contains the entire agreement of the parties hereto, and there are no representations, warranties, inducements, promises, agreements, arrangements or undertakings, either oral or written, between the parties other than set forth herein. No agreements or modifications of any kind shall be binding on either party unless and until the agreement or modification has been made in writing and duly signed and executed by both parties.

## Booth Registration Form

Upon reading and agreeing to the terms and conditions of the Quad Cities Earth Week Coalition’s “Earth Week Fair 2010” contract, I hereby subscribe for booth space at the “Earth Week Fair 2010”.

**Booth Space**

10 X 10 booth – Earth Week Members	# _____	(Up to 2 booth spaces– no charge)	
(2) 10 X 10 booths – Premier Sponsor	# _____	(2 booths, 2 tables, 2 chairs, 1 electric-no charge)	
(1) 10 X 10 booth – Platinum Sponsor	# _____	(1 booth, 1 table, 2 chairs, 1 electric-no charge)	
(1) 10 X 10 booth – Gold Sponsor	# _____	(1 booth-no charge)	
10 X 10 booth – Non-Profit Exhibitors	# _____	X \$50 each	\$ _____
10 X 10 booth – For-Profit Vendors	# _____	X \$150 each	\$ _____
Electricity	# _____	X \$35	\$ _____
Tables	# _____	X \$20 each	\$ _____
Chairs	# _____	X \$5 each	\$ _____
Total Due			\$ _____

X _____		X _____	
Exhibitor	Date	Accepted by the QCEWC	Date

Agency Name	Address
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Phone	E-Mail
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Description of booth and activity:

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Special activity:

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Questions Call: Erin Robinson, Quad Cities Earth Week Coalition Chair, 563-388-1403.

Mail registration form and payment to:

QC Earth Week Coalition

PO Box 2245

Davenport, IA 52809