

**APPLICATION AND CONTRACT
FOR EXHIBIT SPACE**

Machine Quilters Showcase
Overland Park Convention Center
6000 College Blvd
Overland Park, KS
May 12 – 15, 2010

IN ACCORDANCE with the Rules and Regulations (which are a part of this contract) governing the exhibits to be held at the Machine Quilters Showcase, the undersigned hereby makes application for exhibit space.

1. COST OF EXHIBIT SPACE

Exhibit space is priced according to location and ranges from \$900 to \$650 with a **5% discount possible ONLY if payment is made by November 15, 2009.**

2. PAYMENT OF EXHIBIT SPACE RENTAL

Full payment of the amount due for your exhibit space should be sent with this contract **unless payment was made by credit card online** when selecting your booth location. Booth space assignment will not be guaranteed before complete payment has been received. **Mail completed Application/Contract, and Payment (unless already paid by Credit Card online) to:**

**Machine Quilters Showcase
P.O. Box 419
Higginsville, MO 64037-0419**

3. ASSIGNMENT OF EXHIBIT SPACE

- o Notice of booth space assignment will be sent upon approval of the booth application form and full payment for exhibit space rental. **Certificate of Liability Insurance must accompany signed contract.**
- o Sponsors will have priority for booth locations.
- o Space assignments will be made with full consideration given to the amount of space required, date of receipt of application, competing products, and general grouping of exhibits for proper display and comparison.

4. PREFERRED LOCATIONS

Indicate the booth numbers selected online: _____

5. BOOTH SIGN

Lettering for booth ID sign should read: _____

Company Information

Company name: _____

Address:

Street: _____ City/State/Zip: _____/_____/_____

Contact Information

Name: _____ Title: _____

Phone: (____) ____ - ____ Ext.: ____ Fax: (____) ____ - ____

E-mail address: _____

Signature: _____

Print Name: _____

Title: _____

Date: ____ / ____ / ____



Linda Hamson
MQS Show Chairperson

Date: September 2009

RULES AND REGULATIONS

CONTRACT FOR SPACE

The application for space and the formal notice of assignment by the Machine Quilters Showcase (heretofore referred to as Management) constitute a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, rendering the building unfit or unavailable for use, this contract will not be binding.

1. PAYMENT FOR SPACE/CANCELLATION FEE

Payment for exhibit space must be sent with this contract or paid by credit card online. **In order to receive the 5% discount full payment must be made prior to November 15, 2009.** Half of the exhibit rental will be charged to you as a cancellation fee if your contract is cancelled prior to February 1, 2010. No refund will be made for cancellation after February 1, 2010.

2. BOOTH EQUIPMENT AND SERVICES

MQS agrees to provide to the Vendor a single (10' x 10') booth with one 8' x 30" skirted table, 2 chairs, one ID sign and a wastebasket for each booth space rented.

3. EXHIBIT HOURS

Management reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs.

4. INSTALLATION

Move-In may be started at 4:00 PM, Tuesday, May 11th, the show area closes at 10:00 PM, and reopens at 8:00 AM, May 12th. Vendors must be set up and operational at 3:00 PM, May 12th. Any space not claimed and occupied before 10:00 AM on Wednesday, May 12th may be reassigned without refund of rental paid, unless previous arrangements have been made with management.

5. SECURITY

Management will provide security during the hours the exhibit area is closed. However, the vendor is solely responsible for his own exhibit material. No responsibility is assumed for goods delivered to the exhibit site before the proper move-in time or left in the exhibit hall after the closing hour of the exhibit. It is suggested that the vendor carry insurance covering loss or damage to the vendor's materials.

6. RESTRICTIONS IN USE OF SPACE

All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibit booth. No vendor shall assign, sublet, or share the whole or any part of the space allotted without prior approval of the management. No vendor is permitted to show goods other than those manufactured or dealt in by him/her in the regular course of business. Displays shall not be placed in such manner as to interfere with other vendors. Nothing shall be displayed beyond the assigned booth space.

7. NOISE-MAKING EXHIBITS

Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent vendors and their patrons. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. No balloons may be used in the exhibit hall.

8. DISMANTLING

The vendor expressly agrees not to dismantle the exhibit or do any packing before the final closing hour of the exhibit, which is 3:00 PM, Saturday, May 15th. Goods must be removed from the exhibit hall based on a schedule provided by Liberty Exposition Services, Inc.

9. LIABILITY

Neither MQS, IMQA, Overland Park Convention Center, nor their representatives or agents will be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever. The vendor, on signing the contract, expressly releases the foregoing names, organizations and individuals from any and all claims for such loss, damage or injury. **Certificate of Liability Insurance must accompany signed contract.**

10. CIRCULATION AND SOLICITATION

Circulars or advertising matter of any description of the vendor's products may be distributed and patronage may be solicited only within the booth assigned to the vendor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

11. FIRE PROTECTION

Booth decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any vendor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of the exhibit as may be irregular.

12. RESTRICTIONS IN OPERATION OF EXHIBITS

The management reserves the right to restrict exhibits which because of noise, method of operation or any reason, become objectionable, and also to prohibit or evict any exhibit, which in the opinion of the management may detract from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines is objectionable to the exhibit. In the event of such restrictions or eviction, the Machine Quilters Showcase, IMQA, or the OPCC are not liable for any vendor expense.

13. CARE OF BUILDING AND EQUIPMENT

Vendors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the vendor is liable to the management.

THESE REGULATIONS become a part of the contract between the vendor and Machine Quilters Showcase. They have been formulated for the best interests of the vendors. The management respectfully asks the full cooperation of the vendors in their observance. All points not covered are subject to the decision of the management.

**** Special Accommodations**

If you need special accommodations addressed by the Americans with Disabilities Act, please contact us before the opening date of the exposition.