

# Exhibit Space Contract

Minneapolis Mart Temporary Show  
Sat. - Mon., October 5 - 7, 2019

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bus. Phone: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

Email (required): \_\_\_\_\_

Website: \_\_\_\_\_

Mfg.    Importer    Distr.    Rep Co.

## CONTRACTS ARE DUE BY JULY 31

**Booth Selection - \$10/sq. ft. - Contact Chuck Teeter at  
Chuck@mplsmart.com, or 952-932-7200 for available  
booth space.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All booth assignments are made on a first-come, first-served basis. Location requests MUST be in writing. Minneapolis Mart will accommodate requests as space permits. Complete contract and deposit required. All deposits will be processed upon receipt. Minneapolis Mart reserves the right to reject ANY application for ANY reason. This contract becomes valid only after acceptance by show management. Upon acceptance, all monies are nonrefundable and nontransferable. No exceptions. After **August 15, 2019**, full payment will be due with application by credit card, company check, cashiers check, or money order. By signing and executing this contract, the above signed consents to receiving communications from or on behalf of Minneapolis Mart via telephone, email, and/or facsimile at the telephone number(s), email address(es), and facsimile number(s) indicated above.

**Mail or fax completed contract and booth  
deposit of \$500 to:**

**Minneapolis Mart, 10301 Bren Road West**

**Minnetonka, MN 55343**

**Fax Number: 952-932-0847**

### For Office Use Only:

Booth Assignments(s) \_\_\_\_\_

Amount Due \$ \_\_\_\_\_

Date	Check/Charge	Amount

### Payment Totals

Booth(s) ..... \$ \_\_\_\_\_

Electrical (\$125.00 each) ..... \$ \_\_\_\_\_

Post-show list (emailed) (\$25.00) ..... \$ \_\_\_\_\_

Discovery Table (\$100.00 each) ..... \$ \_\_\_\_\_

**Total** ..... \$ \_\_\_\_\_

Deposit (\$500.00 per booth) ..... \$ \_\_\_\_\_

Balance: ..... \$ \_\_\_\_\_

**FULL PAYMENT IS DUE AUGUST 15, 2019.**

**A \$75 LATE FEE WILL BE APPLIED TO ALL LATE PAYMENTS**

**SHOW DEPOSIT & FEES ARE NON-REFUNDABLE.**

### Payment Made By:

Cashier's Check    Money Order

Company Check    Mastercard    Visa

Card No.

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

V-code (3 digit number of back of card)    \_\_\_ \_\_\_ \_\_\_

Exp. Date \_\_\_\_\_ Total Charged \$ \_\_\_\_\_

Card Holder's Name

Card Holder's Address

Card Holder's Signature

I, the cardholder, authorize the amount specified above to be charged to my credit card. I understand the final balance will be charged on this credit card on **August 15, 2019**. I understand that upon cancellation of this agreement, payment will not be refunded or transferred to another market. No exceptions.

### Exhibitor Badges:

List Names of all exhibitors working:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Exhibit Space Terms & Conditions

## Minneapolis Mart Temporary Show October 5 through October 7, 2019

### Dates, Hours & Locations:

Minneapolis Mart  
10301 Bren Road West  
Minnetonka, MN 55343  
952-932-7200  
Saturday, October 5 - Monday, October 7  
9:00 am to 6:00 pm

In the event that a change in show location is required, choice of space at new location will be prioritized based on historical participation. The show sponsor shall make the final determination for space allocation and location. There shall be no refunds for a change in location except for reductions in space provided.

### Exhibit Space Includes:

- 10 classified listings and free line listings in our extensive buyers guide
- Pipe and drape- 3 ft side and 8 ft back drape
- Exhibitor booth signage • Chair and wastebasket
- Extensive marketing outreach
- Daily booth cleaning
- Free POV (personally owned vehicle) Load In/Out
- Name badges - *must be pre ordered*
- Free wireless internet • Free parking

### Booth Set Up/Tear Down/Removal of Merchandise

Exhibitors may set-up from 8:00 am – 9:00 pm on Friday, October 4. All booths must be set-up by 8:00 am Saturday October 5 or sponsor has the right to terminate your booth. No one will be permitted to enter the loading area or show area prior to set-up time. Unloading/Delivering of merchandise is the responsibility of the exhibitor. Arrangements can be made with our show contractor Hubbell Tyner. There is no parking in the loading area. Exhibitor may not dismantle or remove any part of their exhibit prior to show closing Monday, October 7 at 6:00 pm. There will be no extra security for the show.

### Assignment/Subletting

Exhibitors may exhibit product lines in the space assigned by Sponsor and may not assign this agreement or let another Exhibitor use any part of its assigned space without the express written consent of Sponsor. Exhibitors must stay within the square footage (space) assigned. The Sponsor reserves the right to alter space assignments in order to conform to the display requirement of the Mart Fire Marshal, show rules, and guidelines. The Sponsor reserves the right to alter, change, or modify the space allocation system for future shows. Sponsor reserves the right to reject any application which cannot be accommodated into the show's guidelines, plans and procedures. Sponsor will assign all booth(s) for exhibitors in the show. If participation in both the March and August show, with the same quantity of booth assignment, Sponsor will reassign same booth(s) for the following show. Sponsor will give special consideration to seniority. Seniority does not guarantee the same location in each show. All space assignments subject to change due to permanent lease of showrooms up to 60 days prior to show. Sponsor reserves the right to relocate exhibitors to different space if a showroom is permanently leased.

### Deposits/Payments/Cancellation:

A \$500.00 per booth deposit is required by July 31, 2019. (Check, Money Order, or Visa/Mastercard). Sponsor will be placing all exhibitors in show after deadline. No spaces will be held. Deposits and Show Fees are Non-refundable. Payment in full must be paid by June 15, 2019 or a \$75 late fee will apply. Booth space not paid in full by June 15, 2019 will be reassigned or cancelled with no refund. All payments including advertising must be paid in full prior to show. Sponsor may cancel this Contract without refund to Exhibitor, and may reassign any Exhibit Space previously assigned to Exhibitor, upon failure of Exhibitor (i) to make payments as required, (ii) to abide by these Terms and Conditions and other rules and regulations as provided, or (iii) failure to claim its assigned Exhibit Space prior to the deadline set for the show. In any such case, the defaulting Exhibitor shall release space and shall not be entitled to a refund. Should Sponsor cancel the show or fail to furnish the space to Exhibitor, it shall promptly refund to Exhibitor all sums paid; but if such cancellation is due to an act of God; war, fire, strike, government decree or any other cause beyond Sponsor's control, there shall be deducted a pro-rated portion of the expenses incurred by Sponsor in connection with the show. Such refund shall be in full settlement of all loss or damage suffered by Exhibitor and in no case will any refund exceed the Exhibit Fees actually paid by the Exhibitor to the Sponsor. If a space become unavailable due to a permanent showroom lease, a new space will be assigned by the sponsor. There will be no refund/cancellation permitted due to reassignment unless there is no available space.

### Liabilities:

While all reasonable efforts to provide a safe and secure location and event, the Sponsor nor their respective officers, members, agents, representatives, or

subcontractors shall be responsible or liable for any loss, loss of sales, damage or injury sustained by Exhibitor, or property, agents or invitees by fire, water, theft, disappearance, accident or other casualties. Exhibitor agrees to indemnify, defend, protect and hold harmless Sponsor and their respective officers, members, agents, representatives or subcontractors for all liabilities which might ensue by reason of Exhibitor's exhibit, action, failure to act or presence at the show or the negligence of Exhibitor or agents and shall make reimbursement for any loss or expense incurred thereby.

### Exhibit/Merchandise Requirements/Samples:

Exhibitors will display only product lines that are (i) regularly sold by Exhibitor, (ii) are listed in the Temporary Show Buyers Guide, and (iii) are NOT shown in a permanent showroom at the Minneapolis Mart. Nor shall Exhibitor display product lines which have been withdrawn from a permanent showroom at the Mart within the six month period prior to the commencement of the show. Sponsor reserves the right to reject exhibits that may have been misrepresented or which are otherwise deemed by Sponsor to be objectionable. Samples may not be sold or delivered to buyers during the show. No "Samples for Sale" signs are allowed in the booth at any time.

### Show Parking:

Free Parking is available at the Minneapolis Mart.

### Use, Signs and Advertising:

The Sponsor may use any part of the Exhibit Space at any time as deemed necessary for the operation of the show, including infrastructure items, directional and informational signs. No Exhibitor signs are permitted outside of Exhibitor's assigned Exhibit Space and no signs may be displayed on persons outside of Exhibit Space beyond the Sponsor issued identification. Exhibitor agrees that it will not endorse, promote or otherwise advertise any other trade show or off-site exhibit from their Exhibit Space or any other location within the show. Distribution of any printed matter, samples or other articles is restricted to the confines of the Exhibitor Booth. Exhibitor shall not have or operate any display or exhibit which, at the sole discretion of the Sponsor, is the source of objectionable noises, odors or lights. Any person(s) disrupting the Show or interfering with the operation of the Show may be removed or expelled from the Show at the sole discretion of the Sponsor.

### Rules & Regulations:

Exhibitor shall not engage in any action that has or may have a negative adverse impact on the reputation or good will of the Sponsor. Examples shall include, but are not limited to false or misleading advertising, disparagement of Sponsor, repeated break of contracts with customers and suppliers without justification and failure to ship products timely. The Sponsor may expel the Exhibitor without refunding deposit or show fee. Exhibitor shall observe and abide by these Terms and Conditions and such other rules and regulations that Minneapolis Mart may adopt from time to time. Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state, and federal governing bodies, including without limitation fire, safety and health, together with the rules and regulations of the operator and/or owners of the property wherein the Show is held. Sponsor may remove any person during the Show whom Sponsor believes is disrupting or obstructing proper operation and management of the Show. Exhibitors who do not attend/show up will be expelled from all other shows.

All Exhibitors, Exhibitor Staff, and associated personnel must wear Exhibitor Badges at all times on the show and Mart Premises. No children 12 and under are allowed in your booths or at the show. Exhibitor badge requests must be made prior to October 4, 2019. Request should be emailed or faxed. New exhibitor badges will be \$5.00 if ordered after October 5. Exhibitor badges will be available for pickup at exhibitor services.

Exhibitors are not allowed in other Exhibitor booths, without their permission. Please do not take sales materials, or handle another Exhibitor's product without their presence and consent. No cameras or photographic equipment shall be brought into the show without the Sponsor's consent.

### Private Event:

This Show is a private event, operated on private property. All Exhibitors, guests and Buyers are subject to all rules and regulations as adopted by the Sponsor and the Minneapolis Mart. Exhibitors agree that they are individually responsible to abide by all federal, state and local laws in the operation of their Exhibits and while present on the premises of the Minneapolis Mart.

### Entire Agreement:

This contract constitutes the entire agreement between the parties hereto and supersedes any and all prior written or oral contracts, correspondence, agreements, and understandings. Any amendment to the terms hereof shall not be valid unless presented in writing and signed by authorized parties hereto. The full balance of this contract remains binding in the event that any party of the contract is legally found to be void.

## Complete Exhibit Package

Each booth package includes:

- Free line listings in our supplement sheet - contact info, lines description & logo.
- Exhibitor booth signage \* Table, chair and wastebasket
- Product Image, booth number and contact information in Buyer Eblasts
- Daily booth cleaning
- Free POV (personally owned vehicle Load In/Out
- Name badges - must be pre ordered
- Free wireless internet
- Free Parking

Details

### LOCATION:

Minneapolis Mart  
10301 Bren Road West  
Minnetonka, MN 55343  
952-932-7200

### DATES & HOURS:

**Sat - Mon, October 5-7, 2019**

9:00 am to 6:00 pm

#### Move In:

Thursday, October 3, 2019

8:00 am - 5:00 pm

Friday, October 4, 2019

8:00 am - 7:00 pm

#### Move Out:

Tuesday, October 7, 2019

After 6:00 pm

### Shipping/Material Handling - Booth Furnishing

All shipments and storage must be arranged through the Minneapolis Mart

Minneapolis Mart  
10301 Bren Road West  
Minnetonka, MN 55343  
953-932-7200 \* 952-405-2254  
susan@mplsmart.com \* [www.mplsmart.com](http://www.mplsmart.com)