

# 3<sup>rd</sup> ANNUAL BOOTH RESERVATION CONTRACT



**READ CAREFULLY:**

**ALL BLANKS MUST BE FILLED IN AND CONTRACT SIGNED. YOUR BOOTH WILL NOT BE RESERVED UNTIL TOWNSQUARE LIVE EVENTS LLC ("TLE") RECEIVES THIS COMPLETED AGREEMENT AND A 50% DEPOSIT.**

**SPACE COST –**

10'x10' Booth	\$600	10'x10' Corner Booth	\$750	10'x30' Inline Booth	\$1,300
10'x20' Inline Booth	\$1,000	10'x20' Corner Booths	\$1,400	10'x40' Inline Booth	\$1,600
20'x20' Booth	\$1,800	20'x30' Booth	\$2,100	20'x40' Booth	\$2,400
20'x60' Booth	\$2,600	20'x80' Booth	\$2,800		

**BOOTH INCLUDES:**

- 10' backdrop curtain
- 8' covered and skirted table with 2 chairs
- 3' dividing curtain
- 7"x44" sign indicating company name
- NO double-sided signs allowed above the 10' backdrop.
- NO electricity or Wi-Fi provided, exhibitor kit to follow 30 days prior to show date from Gumbeaux Productions.

**BOOTH RENEWALS:**

- In order to insure your booth space, we must receive your signed contract & deposit by June 3, 2013. NO EXCEPTIONS.

**PAYMENT:**

- We accept check, money order, cash, MasterCard/VISA, American Express, Discover (fill out form below)
- We cannot secure space without a 50% deposit.
- Space must be paid in full 30 days prior to show date.
- NO REFUND ON DEPOSITS UNLESS WRITTEN NOTICE OF CANCELLATION IS RECEIVED AT OUR OFFICE AT LEAST 60 DAYS PRIOR TO SHOW DATE.

**BADGES:**

- Exhibitor will receive four (4) badges per booth (NO EXCEPTIONS).
- Additional badges may be purchased at \$5.00 each.
- We will be glad to hold badges for show help at the ticket counter. Show help without badges, provided by your company, will be required to pay general admission price. No exceptions!
- EXHIBITORS MUST WEAR BADGES AT ALL TIMES. Badges are obtained when checking in to begin setting up your display.

**SET-UP TIME:**

- Larger displays, in some cases, may be set up Wednesday. Call Townsquare Live Events LLC office for details – (318) 688-1130
- Move-in Thursday from 8:00 a.m. to 5:00 p.m. and Friday at 8:00 a.m. until 1:00 p.m. DRIVE-IN WITH VEHICLES will not be permitted after 11:00 a.m. on Friday. (We do not furnish handcars, nor does the decorator. Bring your own.)
- Booths must be set up by 1:00 p.m. on Friday—NO EXCEPTIONS!
- After 1:00 p.m., booths may be sold to exhibitor on waiting list. No refunds.
- Forklift usage will be at an additional cost.

**TABLES:**

- One (1) table per 10'x10' booth is provided. Any extra tables will be charged for. Order forms will be included in exhibitor kit.

**TEAR-DOWN TIME:**

- Booth must remain set up until 5:00 p.m. Sunday—NO EXCEPTIONS!
- Booth must be vacated by midnight Sunday.

**RULES AND REGULATIONS:**

- No alcoholic beverages may be brought into any show!
- No balloons or glitter are acceptable.
- If you plan to have firearms or ammo in your exhibit contact TLE for rulings.
- All drawings for prizes and giveaways must be registered and approved in advance by show management and drawing held before close of show.
- DVD/TV monitor must be placed 6' inside exhibit area.
- No walk-in solicitors. No signs are permitted by any person or company unless they are a paid exhibitor.
- No food or drinks may be sold! The sale of dried meat (jerky) may be approved under certain restrictions. Those approved food products being sold, or samples on any product being given away, TLE accepts no responsibility for necessary permits or city/state taxes, or obtaining these for exhibitors at show. No refunds for booths will be given should exhibitor be cited for food permit violations.
- Offensive scents or inconsiderate, excessive noises interfering with neighboring booths are not allowed.

**SECURITY:**

- Security is provided by show management from opening of show at 4:00 p.m. Friday until close of show at 5:00 p.m. Sunday.
- Show management is not responsible for any theft by public or other exhibitors.

**SHOW HOURS:**

Open to the Public:	Friday	4:00 p.m. – 8:00 p.m.
	Saturday	10:00 a.m. – 7:00 p.m.
	Sunday	11:00 a.m. – 5:00 p.m.

- Vendors can enter through the loading dock before and after show hours but MUST enter through the main entrance during show hours.

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

Contact Person Name: \_\_\_\_\_ FAX: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Description of all products to be sold: \_\_\_\_\_

Will you be displaying a vehicle, trailer, RV, ATV, or UTV?      Yes \_\_\_\_\_      No \_\_\_\_\_      If so, how many? \_\_\_\_\_

Payment:      \_\_\_\_\_ Check Enclosed      \_\_\_\_\_ MasterCard      \_\_\_\_\_ VISA      \_\_\_\_\_ American Express      \_\_\_\_\_ Discover

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ Signature\* \_\_\_\_\_

\_\_\_\_\_ Yes, I need \_\_\_\_\_ EXTRA badges @ \$5 .00 each.

\*Your signature authorizes TLE to charge the card above for the 50% deposit on February 15, 2013, and the remaining balance 30 days prior to each show date.

My sign should read (please print): \_\_\_\_\_

**Please Sign BOTH Front and Back**

I hereby agree to abide by all rules and regulations on the reverse side of this contract.

The following "rules and regulations" are in addition to the conditions and costs set forth on the reverse side, constitutes an agreement with Townsquare Live Events LLC ("TLE") to the following terms and conditions:

1. TLE reserves the right to prohibit any Exhibitor, Exhibit or proposed Exhibit, which in TLE's opinion is not suitable for Sportsman's Expo. This express reservation concerns persons, items, printed matter, conduct, and all other things which affect the character of Sportsman's Expo.
2. TLE reserves the right to adjust or make changes in booth assignments, up to and including the date of move in, to ensure an even flow of traffic or to maintain the theme of Sportsman's Expo.
3. No Exhibit shall be allowed to project into the aisle beyond the assigned space, and Exhibitors are not allowed to take contents of the booth out of the assigned space, including the distribution of literature or materials.
4. Non-Exhibitor solicitation is expressly prohibited; any paid Exhibitor observing such activity shall promptly report it to the management of TLE.
5. Exhibits which include the operation of audio/visual or lighting equipment must be arranged so that the noise/light from said equipment will not annoy or disturb any contiguous or adjacent Exhibitors or attendees.
6. All firearms displayed must be deactivated by either the removal of the firing pin, or altered so that they may not be fired.
7. All material or decoration used in the booth shall be approved by TLE and/or flame-retardant. Exhibitors using flammable material must contact the Fire Department and be in compliance with existing fire codes.
8. No fund-raising activities will be allowed in the booths without express written consent of TLE.
9. All Exhibitors, their agents or employees shall be responsible for any injury or defacing to the ceiling, walls or floors of the building or the booths or equipment of other Exhibitors.
10. In the event of fire, strikes, rioting, hurricanes, civil disorder, or other circumstances making it impossible to operate the Exhibit hall to be determined within the discretion of TLE, this Agreement shall become null and void . A full refund of deposit will be made or at the option of the Exhibitor will be transferred towards the cost of future exhibits.
11. This Agreement shall not be assigned and no rights granted to the Exhibitor in this Agreement shall be subcontracted without the written consent of TLE.
12. The exhibitor agrees to indemnify and hold harmless TLE and its subcontractors, agents, and employees by reason of any claim or liability imposed by law on account of property damage or bodily injuries, including death, resulting therefrom, sustained or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of TLE, or other Exhibitors occurring at or in connection with the presentation or presentations of Sportsman's Expo, resulting for the negligence of the Exhibitor, its agents, employees, or persons performing services for it, or resulting from any equipment, machinery or items displayed by the Exhibitor.
13. Notwithstanding any remedies available to the Exhibitor at law, the Exhibitor expressly releases and waives any and all claims against TLE, its agents, officers, directors, shareholders or employees, in consideration of the mutual agreement of the parties and the opportunity of Exhibitor to exhibit at Sportsman's Expo.
14. This Agreement contains all of the agreements of the parties, and may only be amended in writing by separate document duly executed by both parties.
15. This Agreement is entered into and performable in Shreveport, Louisiana. The appropriate courts of Shreveport, Louisiana shall have exclusive venue over any claims arising out of or related to enforcements or interpretation of this Agreement, or attendance at Sportsman's Expo.

Exhibitor \_\_\_\_\_