

We cordially invite you to exhibit



**INDY
GOLF
EXPO**

January 18-20, 2019

Indiana State Fairgrounds

Indianapolis, IN

**5,500 Golf Enthusiasts
expected to attend**

Show Owner



VARSITY
COMMUNICATIONS

4114 198th St. SW, Suite 5
Lynnwood, WA 98036
Phone 888.367.6420 • Fax 888.273.1763



The undersigned company does hereby agree to participate as an exhibitor at the *Indy Golf Expo* being held at the Indiana State Fairgrounds, Indianapolis, IN on January 18-20, 2019. The *Indy Golf Expo* is owned and produced by Varsity Communications, Inc. Your registration fee will include: a piped and draped 10' x 10' booth, one draped table, exhibitor booth sign, waste basket, and two chairs.

Please complete this form and return to Varsity Communications, Inc, 4114 198th St. SW, Suite 5, Lynnwood, WA 98036: Attention: Finance Department, make check payable to Varsity Communications, Inc. Please include a current business card. This will be a binding contract when accepted by the *Indy Golf Expo*. Invoices for the 2019 show will be mailed upon acceptance of agreement. Payment is due upon receipt of invoice. Exhibitor is subject to finance charges if payment is not received on time.

RATES: (PLEASE CHECK APPROPRIATE BOOTH SIZE AND ADDITIONAL OPTIONS) Fax the completed agreement to 888-273-1763.

_____ 10' x 10' booth, \$895, if received by 9-1-18, \$995 if received between 9-2-18 and 11-1-18, \$1145 after 11-1-18.

_____ 10' x 10' booth, (*Special discounted rate of \$845 each year for a two-year commitment to the Indy Golf Expo in 2019 and 2020 if received by 9-1-18, \$945 if received between 9-2-18 and 11-1-18, \$1095 after 11-1-18).

_____ 10' x 20' booth, \$1625, if received by 9-1-18, \$1775 if received between 9-2-18 and 11-1-18, \$1925 after 11-1-18.

_____ 10' x 20' booth, (*Special discounted rate of \$1535 each year for a two-year commitment to the Indy Golf Expo in 2019 and 2020 if received by 9-1-18. \$1690 if received between 9-2-18 and 11-1-18. \$1845 after 11-1-18).

_____ 'x _____' booth, \$ _____ .00 ___ one-year ___ two-year.

CALL FOR BULK SPACE RATES FOR SIZES 10' X 30' OR LARGER.

_____ Corner booth requests are an additional \$150.00.

Do you wish to sell from your booth or display area? Yes _____ No _____
(The *Indy Golf Expo* retains the right to approve all retail activity).

***Approximately 30 days prior to show, you will receive an exhibitor service list for additional equipment and services.**

COMPANY NAME: _____

CONTACT NAME/TITLE: _____

CONTACT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ WEB ADDRESS: _____

PHONE: _____ FAX: _____

PRODUCT/SERVICE DESCRIPTION: _____

BOOTH SIGN TO READ (if different than company name): _____

1. **Booth Space:** Exhibitor purchases booth space at the Indy Golf Expo, to be held at the Indiana State Fairgrounds, Indianapolis, IN on January 18-20, 2019. The Indy Golf Expo reserves the right to reject any applicant or exhibitor. The Indy Golf Expo reserves the right to assign, designate, or change your booth location. **Pop-up tent displays are not guaranteed and must be approved in writing by show management.**
2. **Payment:** Exhibitor will be invoiced upon receipt of contract with payment due net 30 days. Payment is due net upon receipt after December 1, 2018. Payment in full for exhibitor's booth space is required prior to show check-in time. All rates quoted and contracted are for cash payments. Credit card processing is available with a 3% convenience fee.
3. **Hours of Operation:** Hours of show are Friday, 11 a.m. - 5 p.m.; Saturday, 10 a.m. - 5 p.m.; and Sunday, 10 a.m. - 4 p.m. Show hours are subject to change. Exhibitor shall have its exhibit(s) completely assembled and ready to be viewed by guests no later than 10 a.m. on Friday, January 18, 2019. Exhibitor shall staff its booth during all hours of the Indy Golf Expo. Exhibitor shall not begin disassembling its exhibit(s) until 4:01 p.m. Sunday, January 20, 2019.
4. **Interference Prohibited:** Excessive noise, bothersome lighting or other use by exhibitor which interferes with the exhibition space used by other exhibitors is prohibited, as is the creation or maintenance by exhibitor of any dangerous or hazardous condition or situation. The aisles belong to the show. Neither exhibitor nor advertising material shall protrude into the aisles. Booth shall not exceed 8 feet (back wall) and 4 feet (side walls) in height without show management approval. Exhibitor business activities must be contained within the exhibit space purchased. The show owner must approve "Roaming" in writing 30 days prior to the Show.
5. **Services Not Provided:** The Indy Golf Expo does not provide equipment, decoration, labor carpenters, storage for exhibit materials, special lighting, gas, water supply or other related services. Exhibitor must make all arrangements for these items, and exhibitor shall defend, indemnify and hold harmless the Indy Golf Expo for any and all claims, losses, damages, injuries or other charges, which may occur from such arrangements made by Exhibitor.
6. **Overnight Security:** The Indiana State Fairgrounds is a closed facility; access will not be allowed without Show management present. The Indy Golf Expo shall not be responsible for any losses an exhibitor may suffer.
7. **Insurance Not Provided:** Exhibitor acknowledges the Event provides no insurance covering exhibitor's property. It is exhibitor's sole responsibility to obtain interruption, property damage, personal injury, vandalism, theft and any other insurance it may need to cover any losses it may suffer at the Event. Exhibitor must provide Varsity Communications with proof of Comprehensive General Liability (CGL) insurance two weeks prior to the event, and must name Varsity Communications, Inc. as an additional insured.

By checking this box, Exhibitor agrees that they have Comprehensive General Liability (CGL) insurance and will provide a certificate naming Varsity Communications, Inc. as an additional insured.

* Yes, I agree.

8. **Indemnification:** Exhibitor shall defend, indemnify and hold harmless Varsity Communications, Inc., Indy Golf Expo and their designated agents, employees and/or contractors, from and against any and all claims, losses, damages, injuries, penalties, governmental charges or fines in any amount arising out of or caused by exhibitor's use of the premises, the conduct of exhibitor's business or from any activity or work done, permitted or suffered by exhibitor in or around the premises, including but not limited to, the installation, operation, maintenance or removal of exhibits.
9. **Assignment Prohibited:** Exhibitor shall not assign any portion of its booth space to any individual, partnership, corporation, company, firm or entity, without the prior written consent of the Indy Golf Expo.
10. **Cancellation Policy:** If Exhibitor is not able to attend the Indy Golf Expo, Exhibitor is financially and contractually responsible for payment of fees (paid and unpaid balances) on the following schedule.
 - a. **75 day:** If written cancellation is received 75 days prior to show opening, exhibitor is responsible for 50% of booth fee.
 - b. **45 day:** If written cancellation is received 45 days prior to show opening, exhibitor is responsible for 75% of booth fee.
 - c. **Less than 45 days:** If Exhibitor cancels within 45 days of show opening, exhibitor is responsible for 100% of booth fee.
11. **Governing Law, Consent to Jurisdiction, and Venue.** This Agreement shall be interpreted and enforced according to the laws of the State of Washington. The Parties to this Agreement hereby stipulate that the exclusive venue for any proceeding to interpret or enforce the terms of this Agreement shall be in King County, Washington District Court, Superior Court, or the United States Federal Court for the Western District of Washington located in Seattle, Washington.

AGREED BY:

Representative Signature

Date

Print Name

Title (Print)