



THE VOICE OF **INDEPENDENT** RETAILERS

CONTRACT AGREEMENT

7th Annual Ohio Food & Petroleum Buying Show

Tuesday, May 19, 2015 | Noon - 6:00 pm

Executive Caterers at Landerhaven
6111 Lander Haven Dr. | Cleveland, OH 44124

Unless it is unlawful, all exhibitors MUST offer a "show-only" special in order to exhibit in these shows.

BOOTH PRICING:

- **Member Rate:** \$800 per booth; 10% discount for purchases of 5 or more booths
- **Non-Member Rate:** \$1,000 per booth; 10% discount for purchases of 5 or more booths

BOOTH PRICES INCLUDE:

- 10x10 ft. carpeted booth space
- One 6 ft. skirted table
- Two chairs & waste basket
- Up to 50 guest tickets *(if requested)*
- Company listing in the show program
- 50% discount on an advertisement (size of your choice) in an issue of the *AFPD Bottom Line* monthly magazine.

SPACE ASSIGNMENTS: Booths are assigned on the following criteria: Multiple booths will receive preference in regards to location (requires a signed contract). Exhibitors from last year have first right of refusal for their space. Every effort will be made to accommodate all requests on a first come-first served basis. **Booth number confirmation will be made only after receipt of payment alongside this completed contract**, the exhibit space will be confirmed by mail. **Please reserve early as availability is limited.**

CANCELLATION POLICY: Notification of cancellation of exhibit space must be written to AFPD and must be received before 12 noon no later than two weeks prior to the event. If received in that time, a full refund less a \$200 handling fee will be issued. If notification of intent to cancel is received within two weeks of the event date, then no refund will be issued.

ACCEPTANCE OF TERMS: I, the duly authorized representative of the undersigned company, on behalf of the said company, subscribe and agree to all the conditions, terms, authorizations and covenants in this contract for exhibit space and in the accompanying general information, rules and regulations. **Please read the back of this contract for rules and regulations.** We agree to comply with all the instructions and regulations given in the AFPD/Exhibitor Prospectus and Contract.

Company Name: _____ Contact Person: _____
(as you want it to appear on your booth sign)

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Credit Card Number: _____ Exp. Date: _____ CVV Code: _____
(MasterCard / Visa / American Express / Discover)

of Booths: _____ Amt. \$ _____ .00

FULL PAYMENT MUST ACCOMPANY THIS CONTRACT
(Make checks payable to AFPD)

Send this contract ***and full payment*** to AFPD, 5779 West Maple Road, West Bloomfield, MI 48322

Call Maegan Hesano for more information. P: (800) 666-6233 F: (866) 601-9610 E: mhesano@afpdonline.org

RULES & REGULATIONS

AFPD, INC. reserves the right to refuse any or all applications for space and to prohibit or remove any exhibit, display or part thereof, proposed exhibit, display or device, which in the opinion of AFPD is not suitable to or in keeping with the policy of AFPD. AFPD reserves the right to rearrange floor plans and relocate any exhibit. All applications are expressly made subject to all items of AFPD lease relating to the exhibition premises.

Exhibit Space will be assigned only for the display of food and beverage and/or related equipment and services, as defined by AFPD and exhibit space shall not be used for any other purpose. All applicants, when making formal application for space, must provide AFPD with full information regarding products displayed.

AFPD will supervise and strictly enforce all rules and regulations, which are part of this application. Penalty for violations will include cancellation of space and may not be allowed to participate in any future AFPD expositions, without thereby waiving any other right of AFPD.

STORAGE: Exhibitors will not be charged any drayage either from the dock to the assigned area or back to the dock on the day of the show. Assistance with move-in is optional; there is no charge. Exhibitors utilizing storage space at Landerhaven prior to or after the show must make arrangements through Landerhaven. Limited storage space available. Please contact Michael Ferrara for all your storage needs at (440) 449-0700 ext 227.

SAMPLING/CORKAGE: All beer, wine and liquor that will be sampled must be purchased through Executive Caterers at Landerhaven. By Ohio law, if you will be offering samples of alcoholic beverages, you **MUST** order your alcohol through the Executive Caterers at Landerhaven. **NO EXCEPTIONS.** Please contact Michael Ferrara for all your alcoholic beverage needs at (440) 449-0700 ext 227. Exhibitors may bring in their own alcohol if it will be used only for display purposes. All other costs of services required by exhibitors will be borne by exhibitors.

EXHIBIT FEE: Exhibit fee covers rental of booth space assigned for the period of the trade show with standard booth equipment, which includes pipe and drape, carpet, one 6ft table, two chairs, one waste basket, company sign and ice bucket if needed.

BADGES: Exhibitors and their representatives must wear their official identification badges at all times while on the trade show floor. These badges are issued for your protection and identification. They must not be loaned or given to other persons. Violators will be barred from the exposition premises. AFPD reserves the right to limit the number of exhibitors or representatives working the booth.

CANCELLATION: If for any reason, AFPD is forced to cancel the show after space has been assigned to the exhibitor, the exhibit fees, if any, shall be refunded to the exhibitor.

THE FOLLOWING ARE PROHIBITED:

- Noise or undignified displays, including sound devices, flashing lights, megaphones, loud speakers or side show tactics.
- Scantly clad models or demonstrators – All personnel must be properly clothed at all times and must confine their activities to the booth space of the exhibitor by whom employed.
- **No one under the age of 21 will be admitted.**
- No helium balloons unless approved by AFPD/Executive Caterers at Landerhaven.
- **Distribution of bags to attendees is prohibited.**
- Outdoor exhibits, unless paid for at a rate of \$900 per 10 feet of linear length or portion thereof and first approved by AFPD.
- No vendor may exhibit, solicit or market outside of their designated 8' x 8' booth unless approved by AFPD.

EXHIBIT HOURS: The exposition will be open from Noon – 6 p.m. on Tuesday, May 19, 2015. All spaces must be properly manned during the official show hours.

INSTALLATION OF EXHIBITS: Exhibitors will be permitted to set up booths on Tuesday, May 19, 2015 from 6 a.m. – 11:30 a.m. All exhibits must be completely set up by 11:30 a.m.

DISMANTLING OF EXHIBITS: Exhibitors may remove their products on Tuesday, May 19, 2015 **AFTER 6 p.m.** All exhibits **must** stay intact until 6:00 p.m. All exhibits **must** be dismantled and removed from the facility by 11:59 p.m. on the night of the show. Any exhibits, merchandise or display materials not removed by this time may be disposed of without AFPD incurring any liability to the Exhibitor.

LIABILITY: The exhibit space is located in Executive Caterers at Landerhaven, which is leased to AFPD. No bailment shall exist between AFPD and any other exhibitor or any other person, and AFPD shall not be responsible for the security of any property or any exhibitor or any other person. The exhibitor assumes the entire responsibility for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought onto the premises of Executive Caterers at Landerhaven and shall indemnify and hold harmless AFPD, Executive Caterers at Landerhaven, its agents and employees from any and all such losses, damages and claims.

INSURANCE: Exhibitors desiring to insure their exhibits, merchandise and display materials against theft, fire, etc. must do so at their own expense. It is suggested by AFPD that exhibitors contact their insurance broker.