



River Valley & Ozark Edition

◆ VENDOR SPACE LEASE CONTRACT ◆

Sunday, February 26, 2012

This agreement is made this _____ day of _____, 2011/12, between the *Arkansas Democrat-Gazette* (hereinafter referred to as Lessor) and _____ (name of business) as Lessee.

Lessor does hereby lease: (state number of booths and booth choices) Booth map on reverse side.

1st choice _____ 2nd choice _____ 3rd choice _____ Booth reserved _____ (event manager will fill out)

Firm name of Lessee: _____ Contact person: _____ Phone: _____

Mobile Phone: _____ E-mail address: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of business: _____ Website: _____

How did you find out about the Bridal Show? _____ Have you ever participated before? ___y___n

Booth rental fee: \$ _____

Notes on payment: _____

Employees working the booth will need name tags that we will provide. Please supply their full names:

Lessor and Lessee agree that the lease shall be governed by the following terms and conditions:

- Booth rental will be held only after money and contract have been received. A deposit of \$100 is needed to hold your space and the total balance must be paid by Monday, February 6, 2012. The deposit is non-refundable. If the remaining balance is not paid by the due date, the booth space listed above can not be guaranteed and lessee may lose the booth space.
- TERMS OF PAYMENT:** Send contract and payment of \$ _____ (see above for final total) by Monday, February 6, 2012 to: Sheila Harrod c/o River Valley and Ozark Edition, 1316 Main Street, Ste. 1, Conway, AR 72034. No exhibitor will be allowed to enter the facility to set up booth if not completely paid for. A refund, minus the deposit, will be given if you cancel before Monday, February 6, 2012. If you cancel after Monday, February 6, 2012, a refund can not be processed and any remaining balance must be paid on your account.
- RATES:** One booth: \$350, One booth with 1/10 ad: \$395, One booth with 1/4 color ad: \$495. Two booths: \$600, Two booths with 1/10 ad: \$645, Two booths with 1/4 color ad: \$745.
- No exhibit shall interfere with the orderly operation of adjacent exhibits. This includes a prohibition on music, special effects and other sound or entertainment without approval by Lessor.
- No Lessee shall be permitted to erect an exhibit without having made full remittance of space rental to Lessor.
- Lessee must keep aisles clear and abide by all state and city fire prevention codes.
- No exhibit shall be dismantled or removed from the Convention Hall until closing time the day of the exhibition (5:00 p.m. Sunday, February 26, 2012, or whenever the public is removed from the hall and doors are secured). **THIS IS A FIRM RULE.**
- No exhibit is permitted that does not have at least one person in attendance at all times. Exhibit personnel shall wear identification badges at all times during exhibit hours 1:00-5:00 p.m. All personnel working exhibit are to be ready to work and need to be present before doors open to public. If personnel working an exhibit are going to be late, they must be wearing an identification badge/name tag in order to enter at the door.
- Booths may not display or disperse any business information other than that of the lessee.
- Lessor or his agents shall not be liable for loss or damage of Lessee's property due to theft, fire, accidents, or other causes, nor for any injury to exhibitors, its employees or agents. Security will not be present on the day following this event.
- Lessee agrees that the purpose of exhibit space is for the positive promotion of the Lessee's product or service. Lessee may sell, display or give out information.
- The Lessor reserves the right of final decision and the right (a) to rearrange floor plans or relocate exhibits or both in order that competitive exhibitors wherever possible will be set up at specific locations that will not interfere with their individual operations, and (b) to prohibit or remove any exhibit which, in the opinion of the Lessor, detracts from the general character of the exhibition including persons, conduct and materials. In the event of such restriction, removal, prohibition and/or eviction, the Lessor shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.
- All decisions pertaining to use and occupancy of space are within the sole discretion of the Lessor. There will be no moving around on setup day.
- The Lessor has the right to refuse any vendor's contract.
- There will be no more than one business per booth rental.
- No exhibit space shall be offered for use or sublet by a Lessee without the consent of the Lessor.

PLASE SIGN AND RETURN THIS CONTRACT WITH PAYMENT.

Applicant Signature: _____

Title: _____ Date: _____

Conway Bridal Show Representative _____ Date: _____

PAYMENT INFORMATION:

Total price: \$ _____ Less deposit paid: \$ _____ Balance Due on February 6: \$ _____

Method of payment for deposit: Check attached Change deposit to: MasterCard Visa AMEX Discover

Card Number: _____ Expiration Date: _____

Address, City, State, ZIP: _____

For further information contact: Sheila Harrod at 501-327-0078 or e-mail sharrod@arkansasonline.com
1316 Main St., Ste. 1 • Conway, Arkansas 72034