

## EXHIBIT SPACE APPLICATION AND CONTRACT

### Closets & Home Organization Conference & Expo

Santa Clara Convention Center • Santa Clara, CA

Conference Date: March 1, 2006 • Expo Dates: March 2–3, 2006

**INSTRUCTIONS:** Print this application completing all sections. Sign & return this application with a check (made payable to Closets Expo) to Closets Expo, 400 Knightsbridge Parkway, Lincolnshire, IL 60069. **Applications must include a payment as noted in Item 1 below.** Upon assignment of space, a booth space confirmation will be returned to you.

Key Contact Name \_\_\_\_\_

Title \_\_\_\_\_

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

Advertising Contact (name, if different than above) \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**1 EXHIBIT SPACE RENTAL:**

Exhibit space rental will be **\$1,750 per 10' x 10' booth**. A 50% deposit of the total space rental charges must be enclosed with this application. **The balance is due November 30, 2005.** Applications received after this date must include **full payment**.

**CANCELLATION POLICY:** All requests for cancellation of booth space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If Show Management receives a written request of cancellation of space on or before **November 30, 2005**, the exhibitor will be eligible for a full refund minus a \$200 processing fee. **No refunds will be made after November 30, 2005.**

Please specify booth numbers for your choices of exhibit space in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

|                  |   |            |   |              |
|------------------|---|------------|---|--------------|
| NUMBER OF BOOTHS | x | \$1,750.00 | = | TOTAL AMOUNT |
|                  |   |            |   | \$           |
|                  |   |            |   | 50% DEPOSIT  |
|                  |   |            |   | \$           |

**On or after 11/30/05 submit application with Total Amount.**

**2** Locate our exhibit NEAR (list company names):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3** Locate our exhibit AWAY from:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4 BOOTH LOCATION**

Do you prefer location over a corner?  yes  no

For booth assignment purposes, please indicate your product category:

- Organization Systems  Services
- Hardware & Accessories  Board Products & Overlays
- Machinery, Equipment & Accessories
- Software  Other \_\_\_\_\_

**5 PAYMENT:**

Check (payable to Closets Expo) in the amount of \$ \_\_\_\_\_

**6 WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE CLOSETS EXPO CONSTITUTES A CONTRACT.**

Authorized Signature (Exhibitor) \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED**

**7** Mail this application to Closets Expo  
400 Knightsbridge Parkway, Lincolnshire, IL 60069.

**QUESTIONS?** Call Hall-Erickson, Inc., Exhibition Management,  
630-434-7779 or e-mail closets@heiexpo.com.

**FOR OFFICE USE ONLY**

|                      |                   |
|----------------------|-------------------|
| Date Received _____  | Check # _____     |
| Space Assigned _____ | Sq. Ft. _____     |
| Total Due _____      | Balance Due _____ |

## **Closets & Home Organization Conference & Expo • Exhibit Rules and Regulations**

Vance Publishing, the Closets & Home Organization Conference & Expo, Hall-Erickson, Inc. and their authorized representatives are hereinafter referred to as "Show Management."

Exhibitor agrees to use and occupy said space at the rental provided and for the purpose of exhibiting, subject to the conditions set forth herein, and to Show rules and regulations between Show Management and the Santa Clara Convention Center, which are hereby expressly incorporated herein by reference as though set forth herein in full.

**CANCELLATIONS AND REFUNDS:** Except as expressly set forth in this paragraph, Show Management shall make no refunds of monies paid pursuant to Item 1. If an exhibitor's written notice of cancellation is received by November 30, 2005, then Show Management shall refund to the exhibitor an amount equal to the amount the exhibitor has already paid less a \$200 cancellation fee for each 10 ft. x 10 ft. booth space canceled in the Show. Under no circumstances will a refund be made if cancellation occurs after November 30, 2005. If the Show is canceled or postponed by reason of an Act of God, catastrophe, or other occurrence beyond the control of Show Management, exhibitor shall be refunded that portion of its payment which has been made for the Show.

**PRODUCTS DISPLAYED:** Products or services exhibited must be for use in or related to the Woodworking, Cabinet, or Furniture Supply industry. Show Management reserves the right to refuse space and will act as the sole judge of applicability and fitness of exhibits.

**SPACE ASSIGNMENT:** All or any of the space herein above designated is subject to reassignment and rearrangement by Show Management for any reason.

**REJECTION PERIOD:** Exhibitor, upon notice of definite space assignment, has ten (10) days to reject said space in writing. The ten day rejection period shall not apply to space assigned within 30 days of the Show.

**EXHIBITOR REPRESENTATION:** Exhibitor agrees to appoint a duly authorized representative to have responsibility for and be in attendance at its exhibit during Show hours.

**REASONABLE SIGHTLINE RULE:** For a 10' x 10' booth, sidewalls or any other object or projection may not extend out from the backwall at the 8' height for more than 5' from the backwall.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Show Management Office for approval at least 60 days prior to the conference. Any questions concerning the regulations should be directed to Show Management, Hall-Erickson, Inc., 630-434-7779.

Show Management reserves the right to require an exhibitor to alter the exhibit before the show or on site. Necessary changes are to be made at the exhibitor's expense and are subject to the approval of show management.

**MANAGEMENT LIABILITY:** Neither Show Management nor Santa Clara Convention Center, their agents or employees, shall be liable for any damage to property or loss of busi-

ness to exhibitor or any person using its allocated space, or for loss by theft or other means.

**INDEMNIFICATION:** Exhibitor on behalf of its employees, agents, servants, customers and guests will protect, indemnify, and save harmless Show Management, Santa Clara Convention Center, and their agents, against and from any penalty or damage imposed for any violation of any laws or ordinances occasioned, caused, or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitor on behalf of itself, its employees, agents, servants, customers and guests, will at all times protect, indemnify and save harmless Show Management, Santa Clara Convention Center, and their agents, against and from any and all loss, cost, claim, liability, damage or expense arising out of or from any accident or other occurrence in connection with the use or occupation by exhibitor of said space, causing injury to any person or property whomsoever, occasioned, caused or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitors must maintain a liability policy at the minimum of \$1 million with Show Management, Santa Clara Convention Center and their agents listed as also insured.

**DEFAULTS:** If exhibitor defaults in any of its obligations under this agreement, including any rule or regulation promulgated pursuant to this agreement, Show Management may, without notice, terminate this agreement; retain all monies received on account of rental as liquidated damages, and remove said exhibitor, its employees, agents, or servants and all of its merchandise and personal property from space contracted for and from the Exposition Hall.

**BINDING OF CONTRACT:** This agreement shall not be binding until accepted by Show Management. Exhibitor shall not be entitled to exhibit unless the Closets & Home Organization Expo space rental has been paid in full.

**RETAIL SALE OF GOODS & SERVICES:** Retail sales may be permitted in the hall, but it is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold Show Management, and the Santa Clara Convention Center harmless with respect to such compliance.

**LABOR:** Exhibitors are required to observe all contracts in effect between Show Management, service contractors, hall and the labor organizations involved.

**CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**OTHER REGULATIONS:** These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit. Show Management reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.