

# Contract for Exhibit Space

## Address Applications and

## Other Communications to:

P.O. Box 10705

Fairbanks, Alaska 99710

# KO Productions

## Special events coordination

Local Office Number: (907)474-9082

ko@fairbanksevents.com

[www.fairbanksevents.com](http://www.fairbanksevents.com)

## TERMS and CONDITIONS

### 1. USE OF SPACE

- a. **LIABILITY**—The Exhibitor is entirely responsible for the space leased and shall not injure, mar or deface the premises and the Exhibitor shall not drive nor permit to be driven any nails, hooks, tacks or screws in any part of any building. Furthermore, Exhibitor shall not affix to the walls or windows of building any advertisement, signs, etc. or use Scotch tape, masking tape or any other adhesive type material on painted surfaces. The Exhibitor agrees to reimburse the facility, and/or decorator for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor. Show management and their sponsors shall not be liable to perform its obligation under this contract as a result of strikes, riots or acts of God, or any other cause beyond its control.
- b. **AISLES**—The aisles, passageways and overhead spaces remain strictly under the control of the Management, and no signs, decorations, banners, advertising matter or special exhibits will be permitted there except by special written permission of the Management. All exhibits and their personnel must remain within the confines of their own spaces and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of the other Exhibitors. No interference with the light or space of another Exhibitor will be permitted.  
**SPACE**—The space contracted for is to be used solely for the Exhibitor whose name appears on the contract, and it is agreed that Exhibitor will not sublet or assign portion of said space without the verbal consent of the Management. In the event Exhibitor fails to occupy or use his space or to have his exhibit completed and in place by the opening of the show, he shall forfeit his right to the space, all prepaid rents, and upon demand pay any rental balance owing the Management.
- c. **ALL DEMONSTRATIONS** as promotional activities *must be continued* within the limits of the purchased space. Noise resulting therefrom must not interfere with the other exhibitors.
- d. **RESTRICTIONS**—The Management reserves the right to restrict or remove exhibits, *without refund*, that may have been falsely entered, or may be deemed by the Management unsuitable or objectionable. This restriction applies to noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything of a character that might be objectionable to the show or the Management.
- e. **OFFENDERS** will be asked to leave the area if any of the above are violated and, as an exhibitor offender, no refund will be given.

### 2. RULES FOR EXHIBITS

- a. **ALL BOOTHS** and decorations **MUST** concur with the facility regulations, city ordinances and local fire codes. Any violations may result in the removal of any materials found to be in violation.  
Materials for booth decorations and construction must be fire retardant. Contact the show Management if at all in doubt.
- b. **INSTALLATIONS**—Any special carpentry, wiring, electrical or other work, gas, steam, water or drainage connection shall be installed at Exhibitors expense.
- c. **LICENSES**—Any and all City, Municipal, State or Federal licenses, inspections or permits as required by law of any Exhibitor in the installation or operation of his display shall be obtained by the Exhibitor at his own expense prior to the opening of the show.

- d. RIGHTS OF MANAGEMENT IN EVENT EXHIBITION IS NOT HELD—Management shall not be liable for any damage or expense incurred by Exhibitors in the event the show is delayed, interrupted or not held as scheduled; and if for any reason beyond the control of the Management the Show is not held, Management may retain so much of the amount paid by the Exhibitor as is necessary to defray expenses already incurred by the Management.
  - e. TERMS AND CONDITIONS—This contract contains all the terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.
  - f. SECURITY FOR RENTAL—Failure on the part of the Exhibitor to pay the rental as specified under the contract shall entitle Management to seize all merchandise, materials, and exhibits displayed by the exhibitor at the within described show and to retain the same as security for any unpaid rental amount owing hereunder. Upon the expiration of seven days after such seizure, Management shall have the right to dispose of same without notice to the Exhibitor in such manner as Management, in its absolute discretion, deems appropriate, whether by public or private sale in the manner determined solely at Management’s discretion, and without any obligation on the part of Management to effect any manner or publication respecting the date or any details or information as to when or how such sale is to be carried out.
  - g. AMENDMENTS—Exhibitor agrees to abide by decisions of the Management concerning all matters pertaining to the administration and success of the show which are not specifically stated.
  - h. ATTORNEY FEES—In the event suit or action is brought by any party under this agreement to enforce any of its terms, it is agreed that the prevailing party shall be entitled to a reasonable attorney fee to be fixed by the trial and appellate courts
3. SECURITY—We wish to provide the tightest security possible for the protection of your exhibit properties. However, The Show Owner, The Promoter, the facility, management, nor our insurance companies are financially liable for the losses or “mysterious disappearance” of any kind. We recommend all exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional security must be arranged by the Exhibitor at his own expense directly from the facility.
  4. CANCELLATION AND REDUCTION POLICY—Any cancellations or changes MUST BE in writing and received by our office no later than (30) days prior to THE EVENT’S OPENING DAY. Upon written request, refunds will be made (on resold spaces only!!) less a \$50.00 handling fee. If in the event Management is not able to resell Exhibitor space, no refund will be issued. Zero refund will be given 7 days before the show.
  5. GENERAL—Exhibitor badges may be picked up by an authorized representative at the Show Office during move-in.  
Liability—Neither The Show Owner, The Promoter, any subcontractors, the facility management or their representatives, nor any member of the above names will be responsible for any injury, loss or damage that may occur to the exhibit or the exhibitor’s employees or property from any cause whatsoever. The exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury. The facility will be locked when the event is over each night and appropriate security measures will be taken.

Business Name Here: \_\_\_\_\_

**EXHIBITORS:** upon signing, Exhibitor agrees and accepts *all* terms and conditions of the above contract for *all* KO Production events in which the Exhibitor participates.

\_\_\_\_\_

EXHIBITORS AUTHORIZED SIGNATURE HERE

\_\_\_\_\_

DATE

**MANAGEMENT:** KO Productions

\_\_\_\_\_

ACCEPTED BY AUTHORIZED REPRESENTATIVE

\_\_\_\_\_

DATE