



**EXHIBITOR CONTRACT**

**March 17<sup>th</sup>, 2018**

**9am-2pm**

This is a contract between \_\_\_\_\_ and Hartford Courant Media Group ("Transcend Events Group Connecticut") for participation in the 2018 Summer Camp & Adventure Expo (the "Event") with a

**\$500 Booth Only**

**\$800 Enhanced Package**

**\$2,000 Participating Sponsor Package**

**\$3,500 Supporting Sponsor Package**

**\$5,000 Contributing Sponsor Package**

**\$7,500 Major Sponsor Package**

**\$10,000 Presenting Sponsor Package**

**Other:** \_\_\_\_\_

**INFORMATION TO PROCESS ALL BOOTH PORTION OF PACKAGE**

**1. Contact Information:**

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

Exhibiting Company Name (if different) \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State CT Zip \_\_\_\_\_ Country USA

Primary Show Contact \_\_\_\_\_ Title Owner

Contact Phone \_\_\_\_\_ Toll Free Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ URL: \_\_\_\_\_

Address to Mail Exhibit Materials (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Company Description (30 words)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Options**

Full payment is due immediately upon the completion of this Exhibitor Contract for Booth Packages, in order to assign booth space. Please send payment along with copy of completed contract.

Check - Make payable to Hartford Courant with Company Name on payment.

Please mail or fax a copy of this completed and signed contract to: Summer Camps & Adventure Expo, C/O TEG, Liesl Robinson, 285 Broad Street, Hartford, CT 06115 or fax to (717) 650-3832 or email [lrobinson@courant.com](mailto:lrobinson@courant.com)  
**OR** Your Hartford Courant Media Group Account Representative.

**Client**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print)

\_\_\_\_\_ Title \_\_\_\_\_

**Hartford Courant Media Group**

Lead Account Executive \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_

Additional Sales Reps:

Name \_\_\_\_\_ Initial \_\_\_\_\_      Name \_\_\_\_\_ Initial \_\_\_\_\_

# Summer Camps & Adventure Expo 2018 Exhibitor Contract Terms and Conditions

1. Management and Exhibitor. The term "Show Management" as used herein shall define the personnel, its agents and event partners, including but not limited to Hartford Courant Media Group and TEG Connecticut acting on behalf of, or in concert with Management to produce this event. The term "Exhibitor" shall define the company and its personnel and agents selecting to participate in the exposition. Once Exhibitor has executed this agreement by means of a signature, all terms shall become binding.
2. This application shall constitute a valid and binding contract. Applications are considered on a first-come, first-served basis, based upon receipt of this application. Booth assignments are made after receipt of payment. Placement/destination location of booth is not guaranteed. TEG Connecticut reserves the right, in their sole discretion, to refuse participation in the Event, or to limit the number of booths provided, to any applicant for any or no reason.
3. Payment Policy: Unless otherwise set forth herein, full payment is due within 7 days upon signing the Exhibitor Contract and must be sent to Show Management.
4. Cancellation Policy: (a) In the event the Exhibitor cancels all or part of the exhibit space contracted for herein, the Exhibitor must do so in writing, by certified mail, and will be obligated to pay the following amounts: for cancellations received between date of signed contract and February 14, 2018, 50% of the payment will be refunded; and cancellations received on or after February 15, 2018, no fee will be refunded.  
(b) If exhibit space is not occupied by the Exhibitor by the opening time of the Exhibition, Exhibitor shall be deemed to have canceled the exhibit space contracted for and Show Management shall have the right to use such space as it deems appropriate and the Exhibitor shall receive no refund of amounts paid.  
(c) If the Exhibitor does not make full payment when due upon the terms of this contract, Show Management may terminate this contract and no amounts due shall be refunded.  
(d) In the event that the Summer Camps & Adventure Expo 2018 is postponed because of any occurrence not occasioned by the willful or negligent conduct of TEG Connecticut or Exhibitor, whether such occurrence is by an Act of God, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Agreement, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in the cancellation of the Event, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this Agreement shall be refunded to Exhibitor, less a pro rata share of expense actually incurred by the TEG Connecticut in connection with the Event. TEG Connecticut shall not be liable for any loss or damage to Exhibitor that may be caused or associated with any postponement or cancellation of the Event for whatever reason.
5. The terms and conditions of the Exhibitor Manual, as amended from time to time by TEG Connecticut, which shall be provided to Exhibitor prior to the Event, shall be considered a part of this contract. Exhibitor is responsible to review the Exhibitor Manual carefully and be familiar with the terms and conditions therein.
6. Show Management requires exhibitors to sell and distribute materials appropriate to our audience. Show Management reserves the right to deem materials appropriate using TEG Connecticut's standards of acceptance for advertising as one of its guidelines. Unacceptable material cannot be promoted, displayed or sold. Show Management reserves the right to prohibit and remove any items they deem inappropriate.
7. Exhibitor may distribute printed advertising samples and souvenirs and display artwork from within Exhibitor's own booth only; provided that all distributed, performed or displayed material ("Exhibitor Material") shall be subject to the approval of Show Management, in its sole discretion. No amplified music is permitted without prior notification to Show Management, and must not be audible more than 3 feet into the aisle or into neighboring exhibit spaces, and that the sound is directed into the Exhibitor's exhibit space or vertically. In addition, Exhibitor shall be solely responsible for obtaining, and providing warrants to Show Management that it has obtained, all necessary licenses and permissions to distribute, perform or display any Exhibitor Material which is protected by copyright, trademark, publicity or misappropriation laws, or any other intellectual property or other laws, period.
8. The Exhibitor Contact listed on this contract shall be authorized to make all decisions regarding exhibiting.
9. Exhibitor gives TEG Connecticut, Sheraton Rocky Hill or its designees permission to use its voice, image or likeness as it appears in any photographic or audio recording in any manner, in all media, in perpetuity.  
**10.(a)** Exhibitor shall indemnify, defend and hold harmless TEG Connecticut, Sheraton Rocky Hill, Event sponsors and the employees, representatives and agents of each (hereinafter referred to as the "Event Organizers") from claims, liabilities, costs and charges (including attorneys' fees and costs) for injury, loss or damage to property or persons (including death) arising out of Exhibitor's activities in connection with the Event, or breach of any representation, warranty or covenant made by it herein.  
**(b)** Show Management shall not be liable for any claims, liabilities, costs or charges (including attorney's fees and costs) arising out of any personal injury, property damage, or other loss or damage incurred by Exhibitor or its employees, representatives or agents, arising solely out of the negligence of any of the Event Organizers.  
**(c)** Exhibitor shall maintain statutory workers' compensation coverage; employer's liability insurance with a minimum limit of \$1,000,000 each accident; commercial general liability insurance including bodily injury and property damage, contractual liability, products/completed operations liability and independent contractor coverage, with minimum limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate; business automobile liability insurance including bodily injury and property damage, and including coverage for all owned, non-owned and hired vehicles, with a minimum combined single limit of \$1,000,000 each accident; liquor liability insurance with a minimum limit of \$1,000,000 each occurrence; and any other insurance required by law. Exhibitor's general liability, automobile liability and liquor liability shall be endorsed to name TEG Connecticut and its employees, directors, officers, parent, subsidiaries, affiliates, agents, successors and assigns as now exist or are hereafter constituted as additional insureds for purposes of this Agreement. All required insurance shall be primary and non-contributory, shall waive rights of subrogation and recovery, shall have an A.M. Best rating of no less than A-VII, and shall provide thirty (30) days prior written notice to TEG Connecticut of cancellation or reduction in coverage. Exhibitor shall require all of its subcontractors to meet the insurance requirements of this Agreement. Certificates of insurance evidencing these requirements shall be provided to TEG Connecticut prior to implementation of this Agreement, and upon renewal of each insurance policy. The minimum limits of required insurance shall in no event limit the liability of Exhibitor under this Agreement.
11. Exhibitor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Exhibitor's participation in the Event. Exhibitor shall indemnify, defend and hold TEG Connecticut harmless for any taxes (including fees and penalties, if any) required to be paid by TEG Connecticut in connections with Exhibitor's activities under this contract. Exhibitor shall provide Show Management with all requested documentation to evidence Exhibitor's compliance with tax laws and rules.
12. Care of Building and Equipment: Exhibitors or agents must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment

of the exhibit spaces. When such damages appear, the Exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof, electrical wiring must conform with the National Electric Code Safety rules and all other applicable rules, regulations, fire laws, electrical codes and other laws of the city in which the exhibition is located, and of any other governmental authority maintaining jurisdiction over the said exposition facility, which affect the installation, conduct and dissemble of the exhibit. Combustible materials or explosives are not permitted in the premises. The Exhibitor shall also comply with all reasonable requests of officials of Show Management with respect to the installation, conduct, and disassembly of its exhibit.

13. Exhibitor and Show Management each assume the risk that the Event may be cancelled, rescheduled or otherwise not occur. If for any reason the Event is cancelled or rescheduled or otherwise does not occur, Exhibitor's sole remedy shall be the recovery of the fees paid pursuant to this contract (on a pro-rata basis if only a portion of the Event is cancelled).

14. Under no circumstances shall Show Management be liable for consequential, indirect, special or punitive damages of any kind in connection with its activities or omissions under this contract regardless of whether such damages were foreseeable.

15. Failure to adhere to any deadlines set forth in this contract may result in forfeiture of related benefits.

16. Exhibitor may not assign this contract or trade, sell, share or otherwise transfer the advertising or exhibiting rights hereto.

17. Waiver of any term of this contract or failure of TEG Connecticut to terminate this contract on account of any breach by Exhibitor shall not be deemed a waiver of TEG Connecticut's rights to subsequently enforce any term or to terminate this contract by reason of any subsequent breach by Exhibitor.

18. This contract, together with any exhibits or attachments, constitutes the parties' entire agreement with respect to the subject matter hereof and supersedes all prior statements or agreements, both written or oral. Exhibitor agrees that no representation of any kind has been made to Exhibitor by Show Management or by any of their agents and that no understanding has been made or agreement entered into other than as set forth herein.

19. This contract shall be governed by the laws of the State of Connecticut. This contract shall be deemed to be entered into and performed in the County of Hartford, where the principal office of TEG Connecticut is located, and such County shall be the forum of any legal action relating to this contract.

20. Use of Exhibits: Height regulations for 10' x 10' booths are 8' high on the backwall and 8' high on the sidewalls, extending no further than 4' from the backwall. Beyond 4' from backwall, maximum height of a sidewall is no more than 4'. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Exhibitor will be asked to remove any

extraneous material, and failure to comply with direction from Show Management will result in removal from the Event. Sufficient space must be provided within the exhibit space for the health comfort and safety of persons watching demonstrations and other promotional activities. (a) Except in certain limited circumstances involving parent corporations, their wholly-owned subsidiaries, and sister corporations, when approved in writing in advance by Show Management, Exhibitor shall not assign, sublet or share the space allotted. (b) Any firm or organization not assigned exhibit space will be not permitted to solicit business within the exhibit area. (c) Permission to hang signs or erect exhibit spaces higher than 8 feet must first be obtained in writing from Show Management, which will confirm the available height for specific exhibit locations. (d) No portion of any exhibit space sign or carpeting may extend over or beyond assigned floor space. Interference with the light and space of other exhibitors is prohibited. Booths and aisles must be kept clear for safe access throughout show hours (e) Display material exposing an unfinished surface to neighboring exhibit spaces is not permitted and must be finished at the Exhibitor's expense. (f) Show Management reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any other reason become objectionable, and also to prohibit or to remove any exhibit which, in the sole opinion of Show Management, may detract from the general character of the Exhibition as a whole, or consists of products or services inconsistent with the purpose of the Exhibition. It is Exhibitor's responsibility to obtain the prior consent of the Show Management to ensure what, if any, restrictions may be in place regarding their specific exhibits. In the event of such restriction or removal, Show Management shall not be liable for any refunds or other exhibit expenses. (g) The use of sound systems is permissible, provided that they are not audible more than 3 feet into the aisle or into neighboring exhibit spaces, and that the sound is directed into the Exhibitor's exhibit space or vertically. Show Management shall have absolute control over the implementation of this regulation, the intent of which is that sound system shall not be audibly objectionable to neighboring Exhibitors. (h) Exhibitor is solely responsible for obtaining the necessary licenses for all usage of music or video and will indemnify Show Management for any violation herein. (i) Exhibitor is responsible to allocate staff to supervise and manage their booth. Booths must be staffed at all times during open Expo hours. (j) Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of Show Management is required for the employment or use of any live model, demonstrator, solicitor or device for the mechanism reproduction of sound. Such employment or use shall be confined to the exhibit space. Show Management, in its sole discretion, may withdraw its consent at any time, in which event Exhibitor shall terminate such activity immediately. Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibit space. Exhibitors are prohibited from bringing alcoholic beverages into the exhibit area. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste. (k) **Exhibitors cannot begin to break down their exhibits prior to the close of the show. Exhibitors breaking down before the close of the show will be fined a \$250 fee and may be subject to denial of participation in future shows. Exhibits must be removed by Saturday, March 17th by 5 p.m.**