

CONTRACT FOR EXHIBIT SPACE:

August 26, 2023



EXPO Hours

Saturday, 8/26: 8 a.m.–5 p.m.

Set-up Hours

Friday, 8/25: 12 p.m.–5 p.m.

Saturday, 8/26: 6:30 a.m.–7:30 a.m.

Exhibit rental rates summary:

Stephenson Hall: \$110/1st booth; \$90/ 2nd,3rd
Buildings A&E: \$80/1st booth; \$70/2nd, 3rd+
Outdoor grass 20x20: \$100: others as well
Multi-booth discounts & bulks space available.
(2 exhibitor badges per 100 sq ft)

For 110v electrical service or table & chair rental please see Exhibitor Services form in the vendor packet. (separate document)

Send form and payment to address below.

(contact dkirby@bastdurbin.com for vendor portal access)

Balance due in full by June 1, 2023. If full payment is not received by June 1, your space may be reassigned. (4.1.23 right of first refusal deadline for returning vendors)

(NO REFUNDS AFTER 6.23.2023)

BUSINESS NAME: _____ EMAIL: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____ DESIRED SPOT: _____

PRINT OR TYPE NAME: _____ SIGNATURE*: _____

* By signing this contract I acknowledge that I have read page two of the '23 Waterfowl Hunters Expo Contract and accept ALL rules and regulations exactly as they are stated and will adhere to said rules and regulations accordingly.

FOR MORE INFORMATION: CONTACT: Don Kirby 920-413-0133 or Kim Shady 920-745-0880

IN CASE OF EMERGENCY: CONTACT: Wisconsin Waterfowl Association 262-968-1722

Primary placement of booths, registration, and secure credit card payment on-line via Stripe are now made via the Expo vendor portal: <https://portal.conventionforce.com/index.cfm?aid=632>

Alternate process: send check and application to:

Wisconsin Waterfowl Association

PO Box 427, Wales, WI 53183-0427 MAKE CHECKS PAYABLE TO: **Wisconsin Waterfowl Association**

ADDITIONAL EXHIBITOR INFORMATION:

1. Space will be assigned on a **FIRST COME- FIRST SERVE BASIS** (after right-of-first refusal for returning vendors has passed).
2. **No refunds made after FRIDAY 6.23.2023**
3. **All exhibits must be waterfowl/wetland/hunting-lifestyle related**
4. All information to vendors will be via email from the vendor portal system - be sure yours is valid

GENERAL DESCRIPTION OF YOUR EXHIBIT:

Exhibitors: Do not write in spaces below:

DATE RECEIVED _____ CHECK NO. _____ AMOUNT RECEIVED \$ _____ AMOUNT DUE\$ _____

RULES & REGULATIONS

1. WHO MAY EXHIBIT

- a. The Sunnyview Exposition Center (see floorplan) is reserved for exhibits by manufacturers and retailers of hunting equipment & related services. Booths in the Expo Hall may be manned by manufacturer's representatives and/or wholesalers/jobbers and/or distributors or their employees.
- b. Any distribution of food/beverage products in the facility must be approved in writing by Waterfowl Hunters Expo (WHE). This includes selling or sampling of food product from a booth. WHE reserves the right to control sizing of samples dispensed and is due commission on most food products sold on premise. To discuss details and receive approval please contact: **Concessions Manager, Bruce Urban 920.822.2495**

2. PAYMENT OF SPACE

All monies paid shall be retained by Expo Management in the event exhibitor fails to fulfill or violates contract or withdraws from the show.

3. INSTALLATION

- a. Booth walls may not exceed eight feet in height and sides may not extend more than 5 feet from back. Booth space includes 1 - 10' x 10 or 8' draped booth. 8 foot back drapes and 3 foot side drapes, included..
- b. No partitions, frames or uprights over four feet. in exhibit space unless approved in writing by Expo Management.
- c. No damage of any nature may done to any portion of the Exhibit Hall.
- d. No sub-leasing or switching of booths is permitted.

**Set up time: Friday, August 25, 2023. 12 p.m. to 5:00 p.m.
Sat., August 26, 2023, 6:30 am. to 7:30 a.m.**

**Tear down: Saturday, August 26, 2023.
5:00 p.m. to 6:30 p.m.**

NO EARLY TEAR DOWNS. Exhibitors tearing down early may not be considered for next year's show.

4. SAFETY

All decorations and exhibit materials must be of flame proof material or be made fire proof.

The following items/materials are not permitted:

- Helium balloons
- "Glitter"
- LP gas tanks, empty or filled
- Darts
- Open flames or fires

Exhibitors must provide the necessary shielding or safety items to protect patrons, exhibitors and all others from equipment that is operable or any other materials, processes or operations which might cause bodily harm, or damage to clothing.

No Racks, etc. may extend beyond the allocated limits of the booth space.

5. ELECTRICAL COMPLIANCE

All electrical wiring and equipment must meet City of Oshkosh electrical code.

6. SERVICES

- a. Exhibitors must, at their own expense, keep their spaces clean, vacuumed, products dusted and exhibits in good order.
- b. Exhibitor shall use proper and reasonable care to have all power, air, water and gas services installed and operating during the Expo. The Expo, however, shall not be responsible for late installation or interruption of any such services.

7. INSURANCE

Exhibitors who desire insurance on their exhibits must place the same at their own expense. Attention is particularly called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.), on your exhibit from place of shipment to the exhibition building and return, including the period during which the goods remain in the exhibition building. Attention is also called to the need for exhibitor to carry Workmen's Compensation with Employer's liability. By signing the contract to exhibit all vendors agree that they have all insurance listed above and Wisconsin Waterfowl Association and WHE are not liable for stolen goods, injuries or other liabilities. Your signed contract also acknowledges that you have added the following entities as Additional Insureds to your existing liability policy which offers \$1,000,000 per occurrence: Wisconsin Waterfowl Association, PO Box 427, Wales, WI 53183

8. SECURITY

WWA or WHE are not responsible for goods, materials, exhibits or products brought into, delivered to, or left at the Sunnyview Expo Center.

9. LIABILITIES

Exhibitor hereby agrees to indemnify, and save harmless, Wisconsin Waterfowl Association, WHE, and Sunnyview Expo Center, their managers, officers, sponsors, employees, agents, successors and assigns from any suit or claim for personal injury, or for property damage or for loss of use of property by whomsoever sustained on or about the exhibitor's display space or arising out of exhibitor's participation in WHE, unless damage or injury is due solely to the negligence of WHE or Sunnyview Expo Center..

10. FORCE MAJEURE

In the event Wisconsin Waterfowl Association or WHE any part of the exhibit are thereof is unavailable whether for the entire event or a portion of the event as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or any other cause or agency over which Wisconsin Waterfowl Association or WHE has no control, or should Wisconsin Waterfowl Association or WHE decide that because of any such cause it is necessary to cancel, postpone, or re-site the event, or reduce the installation time, event time, or move-out time, Wisconsin Waterfowl Association or WHE shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or arising as a result thereof.

11. AMENDMENTS

Wisconsin Waterfowl Association or WHE shall have the full power in the interpretation and enforcement of all rules contained herein. Wisconsin Waterfowl Association or WHE. Management shall also have the power to make such amendments thereto and such further rules and regulations as shall be considered necessary for the proper conduct of the exhibition.