

# VENDOR SPACE LEASE CONTRACT TERMS AND CONDITIONS

**Sunday, January 14, 2018**

1. Booth rental will be held only after money and contract have been received. A deposit of 20% is due at the time the reservation is made. 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. A \$100 late fee will also be added to your account.
2. TERMS OF PAYMENT: Send contract and payment by Friday, Dec. 15, 2017: Arkansas Democrat-Gazette, Attn: Taylor Reynolds, PO BOX 2221, Little Rock, AR 72203. 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 Friday, Dec. 15, 2017. **If you cancel after Friday, Dec. 15, 2017, a refund can not be processed, and any remaining balance must be paid on your account.**
3. 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.
4. No Lessee shall be permitted to erect an exhibit without having made full remittance of space rental to Lessor.
5. Lessee must keep aisles clear and abide by all state and city fire-prevention codes.
6. No exhibit shall be dismantled or removed from the Convention Hall until closing time the day of the exhibition (5 p.m. Sunday, Jan. 14, 2018 or whenever the public is removed from the hall and doors are secured). THIS IS A FIRM RULE.
7. 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 11:30 a.m.-5 p.m. All personnel working exhibits are to be ready to work and need to be present before doors open to the 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.
8. Booths may not display or disperse any business information other than that of the Lessee.
9. 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.
10. 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.
11. 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.
12. 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.
13. The Lessor has the right to refuse any vendor's contract.
14. There will be no more than one business per booth rental.
15. No exhibit space shall be offered for use or sublet by a Lessee without the consent of the Lessor.
16. The Arkansas Democrat-Gazette has the right to limit the total number of any business category to 10% of the total number of booths.