

# Conway Bridal Show

Sunday, February 28, 2010

## ◆ VENDOR SPACE LEASE CONTRACT ◆

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2009/10, between the *Arkansas Democrat-Gazette* (hereinafter referred to as Lessor) and \_\_\_\_\_ (name of business) as Lessee.

Lessor does hereby lease: (state number of booths and booth choices) Booth map on reverse side.

• 1st choice \_\_\_\_\_ • 2nd choice \_\_\_\_\_ • 3rd choice \_\_\_\_\_ Booth reserved \_\_\_\_\_ (event manager will fill out)

Firm name of Lessee: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of business: \_\_\_\_\_ Website: \_\_\_\_\_

How did you find out about the Bridal Fair? \_\_\_\_\_ Have you ever participated before?    y    n

Booth rental fee: \$ \_\_\_\_\_ Additional costs: (\$25 for electricity for outside booths only) \$ \_\_\_\_\_ Total amount due: \$ \_\_\_\_\_

Notes on payment: \_\_\_\_\_

Employees working the booth will need name tags that we will provide. Please supply their full names:

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

Lessor and Lessee agree that the lease shall be governed by the following terms and conditions:

- Booth rental will be held only after money and contract have been received. A deposit of \$100 is needed to hold your space and the total balance must be paid by Friday, February 12, 2010. 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.
- TERMS OF PAYMENT: Send contract and payment of \$ \_\_\_\_\_ (see above for final total) by Friday, February 12, 2010 to: Sheila Harrod c/o River Valley and Ozark Edition, 1316 Main Street, Ste. 1, Conway, AR 72034. 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, February 12, 2010. If you cancel after Friday, February 12, 2010, a refund can not be processed and any remaining balance must be paid on your account.
- RATES: One booth: \$350, One booth with 1/10 ad: \$395, One booth with 1/4 ad: \$495. Two booths: \$600, Two booths with 1/10 ad: \$645, Two booths with 1/4 ad: \$745.
- 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.
- No Lessee shall be permitted to erect an exhibit without having made full remittance of space rental to Lessor.
- Lessee must keep aisles clear and abide by all state and city fire prevention codes.
- No exhibit shall be dismantled or removed from the Convention Hall until closing time the day of the exhibition (5:00p.m. Sunday, February 28, 2010, or whenever the public is removed from the hall and doors are secured). THIS IS A FIRM RULE.
- 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 1-5:00 p.m. All personnel working exhibit are to be ready to work and need to be present before doors open to 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.
- Booths may not display or disperse any business' information other than that of the lessee.
- 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.
- 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.
- 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.
- 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.
- The Lessor has the right to refuse any vendor's contract.
- There will be no more than one business per booth rental.
- No exhibit space shall be offered for use or sublet by a Lessee without the consent of the Lessor.

PLEASE SIGN AND RETURN THIS CONTRACT WITH PAYMENT.

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Accepted for the Arkansas Democrat-Gazette/Bridal Show

By \_\_\_\_\_ Date: \_\_\_\_\_

*\*Once contract is accepted, information will be sent to you including a copy of this contract and booth reservation. If you have not received this in 10 business days, please contact us.*

River Valley & Ozark Edition

Sheila Harrod  
1316 Main Street, Ste. 1  
Conway, AR 72034  
Fax: 501-327-9712

