



The REALTORS®

Home & Garden Show

Application and Contract for Exhibit Space in the Garden Market

Wisconsin Exposition Center at State Fair Park

March 23 – April 1, 2012

Please reserve space for an exhibit in the Garden Market at the REALTORS® Home & Garden Show, March 23-April 1, 2012. Please include a \$250 deposit to hold your space. Exhibitor acknowledges that said application shall not become a contract until such time as it has been accepted in writing by show management. Exhibitor further agrees that it shall be bound by all conditions, rules, and regulations printed on the reverse side of said application and as shown in the exhibitor kit which will be provided to the undersigned. Exhibitor further acknowledges that the rules and regulations and contents of the exhibitor kit are made a part hereof as though fully set forth herein and that said exhibitor agrees to be bound by all rules and regulations stated and that this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Wisconsin.

Please Print/ Complete by filling in the requested information/ Signature is required

Company Name: _____

Exhibit Space Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Contact Name: _____ Fax: _____

Provide Email Address _____ Web Address: _____

SIGNATURE REQUIRED: _____ Date: _____

Garden Market Exhibit Space Selections:

	<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>	<u>4th Choice</u>
	_____	_____	_____	_____

Products to be displayed (please be specific): _____

List Competitors (for booth placement purposes): _____

To receive a confirmation please supply an email address

2012 REALTORS® Home & Garden Show Garden Market Booth Fees

First 10' x 10' Booth \$500.00

Each Additional 10' x 10' Booth \$250.00

Booth Size _____
(Example: 10x10, 10x20, 10x30, etc.)

Total Space Cost \$ _____

\$250.00 Deposit (Minimum due with contract) \$ 250.00

Balance due by February 10, 2012 \$ _____

Priority booth placement will be given in the order contracts are received.

If you are a new Garden Market exhibitor, you must include, with your contract, photo(s) of your exhibit as it would appear in the Home & Garden Show or of the products to be sold in your booth.

Method of Payment:

_____ Check Enclosed (*payable to GMAR*)

_____ Charge my MasterCard / VISA (Circle One)

Card Number: _____

Expiration Date: _____

_____ Please charge the full amount

_____ Please charge the \$250 deposit

_____ *I authorize the GMAR to charge the remaining balance on 2/10/12 to the charge card account listed above.*

_____ Signature

Return to:
Greater Milwaukee Association of REALTORS®
12300 West Center Street
Wauwatosa, WI 53222-4052
Phone: 414-778-4929; Fax: 414-778-4920
Contact: Beth Smith
E-mail:
Beth Smith: beth@gmar.ws

DO NOT COMPLETE THIS SECTION. FOR GMAR USE ONLY

Booth Number: _____	Balance Due by 02/10/12 _____
Date Received: _____	Date Rec'd Balance _____
Deposit Amount Received: _____	Balance Amount Received: _____
Batch ID _____	Batch ID _____
Check _____ Charge _____	Check _____ Charge _____
Accepted by: Greater Milwaukee Association of REALTORS®	
By: _____	Date: Paid in Full: _____

REALTORS® HOME & GARDEN SHOW
EXPOSITION RULES AND REGULATIONS FOR GARDEN MARKET

1. APPLICATION/CONTRACT

- a. This application form constitutes merely an offer to enter into a contract with the Greater Milwaukee Association of REALTORS® for use of designated space at the REALTORS® Home & Garden Show in the Garden Market. The completion and tendering of this form and/or the payment of all or any part of the application cost shall not create a contract until such time as the application has been formally accepted by show management.
- b. Show management expressly reserves the right to reject any application and return any payment accompanying such application for any reason or for no reason whatsoever.
- c. Any application which is accepted by show management shall upon acceptance become a binding agreement between the Greater Milwaukee Association of REALTORS® and the Exhibitor.

2. CANCELLATION POLICY

- a. In consideration for the use of such space, the exhibitor shall pay to the Association those sums shown on the face of the contract. In the event exhibitor wishes to cancel the contract, said cancellation must be received in writing at GMAR, 12300 West Center St, Wauwatosa, WI 53222, on or before January 1, 2012 at 5:00 PM CST.
- b. Any cancellation notices received prior to January 1, 2012 at 5:00 PM CST will be assessed a \$250 administration processing fee. Said fee shall be withheld from funds on deposit, per the terms and conditions of the contract. Any remaining funds will be returned to exhibitor within a reasonable period of time.
- c. No refunds on any cancellations after January 1, 2012 at 5:00 PM CST. Exhibitor will still be liable for the full amount of the contract as shown on the face of said contract.

3. PAYMENT OF SPACE

- a. All monies paid shall be retained by the Show in the event Exhibitor fails to fulfill or violates contract or withdraws.
- b. Booth space must be paid for in full before exhibitor move-in or exhibitor will not be able to set-up his/her/its booth.
- c. **No passes will be issued to exhibitor until booth space is paid for in full. Booth balances are due February 10, 2012.**

4. INSUFFICIENT FUNDS

Checks returned for insufficient funds or closed accounts shall be charged a \$25 returned check charge. If debtor fails to act within 10 days the returned check and returned check charge shall be turned over to legal counsel for collection and debtor shall be responsible for all court and attorney fees.

5. IRREGULAR ADVERTISING

The exposition is limited to those persons, firms, corporations, and other entities that have contracted and paid for exhibit space in exposition facility. No other persons, firms, corporations, or other entities will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the show or in exposition facility. Any person violating this rule will be promptly ejected from the exhibit hall.

6. LIABILITY & INSURANCE

- a. Each exhibitor must make provision for the safe-guarding of his/her/its goods from the time they are placed in his/her/its booth until they are removed by the exhibitor. Special security personnel will be employed for the show, but the Greater Milwaukee Association of REALTORS® will not be responsible for, or guarantee to exhibitor, the safety of exhibit material against fire, accident, theft, or any loss or injury whatsoever.
- b. It is agreed that exhibitor shall assume all liability for damage to exposition facility caused by his/her/its exhibit, and shall indemnify Greater Milwaukee Association of REALTORS® and Wisconsin Exposition Center at State Fair Park against any liability that might ensue by reason of his/her/its exhibit or presence at the show.
- c. Each exhibitor shall carry comprehensive general liability coverage including, but not limited to, premises, operations, and contractual liability of no less than \$500,000 for each occurrence, together with statutory worker's compensation insurance with a limit of no less than \$100,000. **Certificates of insurance shall be furnished to show management no later than February 10, 2012.**

7. UNION REGULATIONS

Exhibitor must observe all union regulations in force in the exhibit hall (details are provided in the Exhibitor Kit).

8. FIRE REGULATIONS

All decoration must be flame proof and must stand a fire test as prescribed by the fire ordinance of the City. (More regulations in Exhibitor Kit)

9. DRAYAGE & DECORATIONS

In order to simplify the in and out movement of all shipments as well as to provide the lowest possible costs consistent with quality performance needed in exhibit programs, official service contractors have been appointed. Complete details of their services are provided in the Exhibitor Kit.

10. STORAGE

Storage and handling of crated material may be available on a limited basis with a fee per CWT charge by Exposition Service Contractor, details provided in the Exhibitor Kit.

11. ELECTRICAL SERVICES

Electrical wiring and equipment must meet electrical codes of the City/Facility. Exhibitor must submit a service order form (included in exhibitor kit) and payment directly to the Wisconsin Expo Center at State Fair Park (not GMAR) prior to move-in and deadline date listed.

12. ASSIGNMENT AND USE BY OTHERS

No exhibitor may assign his/her/its agreement for exhibit space or permit any other person to use any part of such space.

13. FORCE MAJEURE

In the event the Wisconsin Exposition Center at State Fair Park or any part of the exhibit areas thereof are 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 the Show has no control, or should the Show decide that because of any such cause it is necessary to cancel, postpone or re-schedule the Show, or reduce the installation time, Show time, or move-out time, the Show shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect as a result thereof.

14. COMPETITIVE EXHIBITS

In order to create a harmonious and attractive atmosphere for patrons of the show, Exhibitors shall not distribute anywhere within the Show premises or display materials at their Exhibit that mentions by name any competitor who is also an Exhibitor at the Show. The Greater Milwaukee Association of REALTORS® shall have the right to enforce this rule by physically removing any materials or displays that violate this rule from the show grounds. The Greater Milwaukee Association of REALTORS® shall have no liability to any Exhibitor or to any other party for any lost or damaged materials so removed.

15. BOOTH FLOORING

Booth flooring in the Garden Market must remain uncovered to expose the exhibition hall's concrete floor for a natural appearance. You may bring a mat or pad to stand on for support rather than to have to stand directly on the concrete floor.

16. DOCK PARKING

A very limited number of dock spaces are available for \$100. Spaces are warranted and approved by Show management.

17. CHILDREN UNDER 18

All children under the age of 18 years must be supervised and must remain within the exhibitor's booth during set-up and show hours.

18. STAFFING BOOTHS

All booths must be staffed at all times during show hours. Each company is responsible for staffing their booth 15 minutes prior to show opening and during show hours. If booths are not staffed, your company will not be invited back to exhibit the following year.

19. EXHIBITOR KIT

By signing this contract, you also agree to the following rules, guidelines and regulations which are included in the exhibitor kit: Exhibitor Bulletin; Important Guidelines; Electrical Connection; Wisconsin Exposition Center at State Fair Park Requirements; West Allis Fire Department Regulations; Height Regulations; Exhibitor Move-In Bulletin and Exhibitor Pass Information.

20. JURYSING

No exhibitor will be allowed to exhibit in the Garden Market without being jurysing into the show. If you are a new Garden Market exhibitor, please enclose photo(s) of your exhibit as it would appear at the Home & Garden Show, or of the products to be sold in your booth. Each exhibitor will be screened to ensure the photo(s) submitted for jurysing reflects the products being sold. You will be notified upon acceptance into the Home & Garden Show via contract confirmation.

21. AISLE SOLICITATION

All aisle solicitation is absolutely forbidden. Booth attendants must confine their solicitation within the exhibitor booth. If you are caught soliciting in the aisle, you will be asked to leave the show and will not be invited back to exhibit in future shows. **THIS RULE WILL BE STRICTLY ENFORCED.**

22. AMENDMENTS

Show Management shall have the full power in the interpretation and enforcement of all contract regulation contained herein and the power to make such amendments thereto, and such further rules and regulation as shall be considered necessary for the proper conduct of the event.