



WILLAMETTE VALLEY AG EXPO

Willamette Valley Ag Expo
November 14 – 16, 2017
Commercial Exhibit Space
**Request for Booth Space
Agreement & Contract**

Company: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell: _____

Fax: _____ Other: _____

Email: _____ **Web:** _____

The following list represents our most typical booth sizes and rates for an in line booth (corner booths or end caps add \$100.00.) If applying for new space mark the size of your choice or write in your space request or booth number below:

10x10	\$350.00 _____	20x30	\$1110.00 _____
10x20	\$550.00 _____	20x40	\$1480.00 _____
10x30	\$825.00 _____	30x30	\$1665.00 _____
20x20	\$750.00 _____	30x40	\$2220.00 _____

Booth Choice #1 _____ #2 _____ #3 _____

Or other preferred size: _____x_____ feet @\$1.85 per sq foot (bulk)

The Agreement on reverse is incorporated herein. Proof of liability insurance is required prior to participation. Exhibitor packets with order forms will be emailed or available to download at www.wvaexpo.com

Signed: _____ Title: _____ date: _____

You will be contacted or receive (or enclosed herein) an invoice (statement) as confirmation of your booth assignment

(Retain a copy of this for your records)

AGREEMENT & CONTRACT
2017 WILLAMETTE VALLEY AG
EXPO PO BOX 307 ~ALBANY OR 97321

This AGREEMENT is made between the Willamette Valley Ag Expo (WVAE) and exhibitor (EXHIBITOR) named in application on reverse and hereto incorporated in this contract by signature on reverse.

The WVAE and EXHIBITOR agree as follows:

1. This agreement is to occupy and use the premises for the purposes of exhibiting at the Willamette Valley Ag Expo. WVAE retains the right to refuse, reduce or restrict participation in this event.
 2. The permit authorizes the exhibitor to occupy the premises during the times of:
 - Staging – November 10, 7:00 a.m. to 5:00 p.m. on grounds, south lot ONLY (Friday)
 - November 11, 7:00 a.m. to 5:00 p.m. on grounds, (Saturday)
 - Move in - November 12, noon to 5:00 p.m. – heavy move in – **pre arranged, not near doors** (Sunday)
 - Move in - November 13, 8:00 a.m. to 7:00 p.m. – all buildings (Monday)
 - Move in - November 14, 7:00 a.m. to 9:00 a.m. – carry in only (Tuesday)
 - Event Hours – November 14, 9:00 a.m. to 6:00 p.m. (Tuesday)
 - November 15, 10:00 a.m. to 9:00 p.m. (Wednesday)
 - November 16, 10:00 a.m. to 5:00 p.m. (Thursday)
 - (Event hours may be subject to change)
- Move out – **DO NOT START MOVE OUT PRIOR TO THE ADVERTISED OPEN PUBLIC HOURS** Move Out - November 16, 5:00 p.m. to 10:00 p.m. – **all buildings must be clear by 10:00 p.m. Arrangements must be made for equipment remaining overnight.**
- November 17 – All equipment must be off the property by 10:00 a.m.**
3. Terms of payment are:
 - a. All fees are due and payable in full prior to show set up on 11/10/2017 at 5:00 p.m.
 - b. Deposits and fees in full are due and payable upon receipt of invoice.
 - c. All additional costs agreed to by the parties are due and payable at the time of service.
 - d. If fees are not paid in the amount and time described on agreement and contract, then in addition to any other available remedy, the WVAE may cancel the agreement and permit.
 - e. If exhibitor fails to make all payments, WVAE shall avail itself to all remedies allowed under law to recover all amounts due to WVAE.
 - f. All exhibitors are required to provide proof of liability insurance in the amount of \$1 million prior to exhibiting. WVAE and event staff reserve the right to approve or deny waivers of insurance based on risk.
 4. The terms and conditions contained in the documents indicated below are incorporated into this agreement by this reference and incorporated as if set fully herein. (Provided in Exhibitor handbook)
 - a. General Terms and Conditions, Terms and Conditions for Exhibitors, Fire & Life Safety Rules, Bylaws & Policies of the WVAA.
 - b. **Insurance Terms and Conditions, including a certificate of proof of coverage of at least \$1 million. Naming additional insured: Willamette Valley Ag Association, Expo and its agents and the Linn County Fair & Expo Center.**
 5. If the performance by WVAE or Exhibitor of their respective obligations under this Agreement is delayed or prevented in whole or in part, by any acts of God or by any other cause not reasonably within the party's control, the party shall be excused, discharged, and released of performance to the extent such performance or obligation is so limited or prevented by such occurrence without liability of any kind, except that all deposits submitted by Exhibitor shall be forfeited to WVAE for the cost of promoting the WVAE.
 6. Exhibitor agrees that Exhibitor has read this agreement and will abide by the terms and conditions and the rules and regulations of the WVAE, WVAA and Linn County Fair & Expo Center, and understands that they shall apply, unless amended by written mutual consent of the parties.
 7. The person signing this agreement warrants that he/she has authority to enter into Agreements on behalf of the exhibitor.
 8. Exhibitor understands that there are additional arrangements to be made for parking passes, name tags, phone, power, internet and furnishings and agrees to complete those orders as per specifications or understands additional costs or denial of service may result.