

BASIC TERMS AND CONDITIONS

Kalamazoo Pet Expo

CONTRACT

By properly executing this application and upon approval, the applicant (Exhibitor/Vendor) has entered into a binding contract with Birch River.

INDEMNIFY

The applicant hereby agrees to indemnify, defend, and protect Birch River, the facility, the Kalamazoo Pet Expo against any and all claims, demands, suits, liabilities, damages, loss, costs, Attorney fees and expenses.

USE OF SPACE:

The Kalamazoo Pet Expo retains the right to expel, decline or prohibit any exhibit or vendor at its sole discretion.

- 1.) Distribution of any materials, advertising or not, shall be restricted to the exhibitors/vendors booth only.
- 2.) No canvassing or distribution of materials in aisles, parking lots, or expo grounds.
- 3.) Exhibitor/Vendor materials, booth or other shall not extend more than 6 feet above their booth and shall not impede the aisles.
- 4.) No Exhibitor/Vendor shall arrange their booth to obscure the view of their neighboring booth.
- 5.) No Exhibitor/Vendor shall sublet their booth to anyone.
- 6.) Any booth left unoccupied later than one half hour prior to the start of the show will be filled by the Kalamazoo Pet Expo at their sole discretion and no refunds will be issued.
- 8.) Exhibitor/Vendor shall keep their booth open and staffed at all time.
- 9.) At no time shall your booth be dismantled, packed, torn down, lessened or dismantled prior to show closing times. This will be strictly enforced.
- 10.) If you purchased more than one booth and no longer wish to occupy more than one booth may cause booth relocation.
- 11.) If you purchase a booth, you are expected to fill that booth. If you cannot occupy the booth, please notify the Kalamazoo Pet Expo and we will resell this booth space.
- 12.) No unmanned booths are allowed.

BOOTHS

One table will be provided in your booth.
No other items will be provided by the Kalamazoo Pet Expo. Please make arrangements for your tables, chairs and other materials.

We are unable to provide assistance with loading or unloading materials to or from your booth.

Failure to comply with these guidelines may result in removal of your booth from the expo at Exhibitor/Vendors expense. There will be no refunds.

CANCELLATIONS

Once you submit your application with full payment there can be no cancellations or refunds.

The Kalamazoo Pet Expo reserves the right, without penalty, to cancel the expo

for any reason, but not limited to, Act of God, public enemy, war or insurrection, strikes, the authority of law, postponement or cancellation or for any other cause beyond their control. It will upon cancellation, refund 50% of the exhibit/booth fee's to applicant.

INSURANCE

It is advised that the applicant carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury, and blanket contractual liability insurance at limits of at least \$1 million per occurrence, \$2 million aggregate. All coverage evidence must be supplied with Application before approval will be granted with a 30-day notice of cancellation provision to the holder naming Birch River as additional insured.

The Kalamazoo Pet Expo, nor Birch River assumes any liability for loss, damages or injury. The exhibitor/vendor agrees to hold harmless, The Kalamazoo Pet Expo and Birch River against any and all claims, including animal related (including death).

FACILITIES

Nothing shall be nailed, tacked, screwed or otherwise attached to the glass, floor, columns or other parts of the facility.

SHOW PROGRAM

No additions, subtractions or changes will be reflected in the changes once the deadline has passed. Approx. 45 days prior to expo. The Kalamazoo Pet Expo reserves the right to edit, delete or combine the program as deemed necessary and assumes no responsibility for errors or omissions.

OTHER REGULATIONS

The adoption, advertising of adoption, sale, advertizing for sale, or negotiation for sale (taking deposits, raffle delivery or giveaway) or any other intended transfer of ownership of any livestock at the Kalamazoo Prom Expo is strictly prohibited on the grounds. The only transfer of ownership or advertizing for transfer of ownership of any pet or livestock during the show is within the designated areas. Exhibitors/vendors found in violation will be removed from the expo without refund at the Kalamazoo Pet Expo's sole discretion.

The expo retains all rights to food and beverage sales and/or giveaways for human consumption and any such item must be approved in writing and ordered through them.

LOGO'S/ COMPANY

Upon approval of application and payment being received please send us your logo, both color and B/W, in no less than 300 DPI in the format of a .TIFF .JPG .AI .PSD or .EPS format. Please also include a company biography.

BANNERS

If you have purchased a banner sponsorship or a banner is included in your sponsorship package, please make arrangements to drop off or have us pick up your banner prior to the event so we can display it during setup. It is the sole responsibility of the exhibitor/vendor/sponsor to retrieve their banner after the show, either from the expo after hours or from our offices.

SETUP

All participants are able to load in and setup on Aug. 28th from 8:00AM to 12:00 NOON. Anyone who misses this load in times will have to load from the parking lot. Load out is on Aug. 30th from 6:00 - 8:00PM