

Booth Agreement

Name of event

The (name of media) and the vendor agree that the lease shall be governed by the following terms and conditions:

1. TERMS OF PAYMENT:

Booth rental will be reserved only after a signed contract & a 50% deposit have been received. The final balance must be paid by the final payment deadline listed on side one of the event contract. The deposit is non-refundable.

If the remaining balance is not paid by the due date, the booth space will be released and the deposit forfeited by vendor. Vendor may pay this amount by cash, check or credit card. Please see side one of the contract under payment information.

Payments mailed in, must be sent to:

Chattanooga Times Free Press, Attention: Angela Doggett, P. O. Box 1447,
Chattanooga, TN 37401-1447

No vendor will be permitted to erect an exhibit without having made full remittance of space rental to the CTFP. A refund, minus the deposit, will be given if the vendor should cancel before the final payment deadline noted on side one of the event contract. If vendor cancels after this date a refund cannot be processed.

2. Electrical Service is available for a fee of \$15/day. That fee should be made payable to The Stadium Corporation.

Please contact Paul Smith at the Stadium Corporation, by calling 423-266-4041 prior to June 25.

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 the CTFP.

4. Vendors will be notified in advance regarding booth set up at the First Tennessee Pavilion. Notification will come by email, so please be sure your email address is included on side one of this contract. Complete details should be available to all vendors 6 to 8 weeks prior to the expo. A Vendor Information Packet will be emailed out to you during this time as well.

This packet of information should contain all event and set up details, and should answer any questions you may have about this event.

5. No exhibit shall be removed until the end of the expo. The Man Xpo will begin at 11:00 a.m. and will end at 6:00 p.m. on Saturday, June 28, 2014.

6. No exhibit is permitted that does not have at least one person in attendance at all times. Exhibit personnel shall wear Vendor ID's at all times during show hours. All personnel working your booth are to be ready to work and need to be present before the event opens to the public. If personnel working your booth are going to be late, they must be wearing a Vendor ID to enter the event.

7. Booths may not display or disperse any business' information other than that of the vendor. Vendors may not hand out promotional materials outside their booth space or spaces, or in the aisles.

Outside vendors are prohibited from promoting their business to vendors or attendees. If you observe anyone doing this, please notify the CTFP event management. These vendors will be removed from the premises.

8. The CTFP or its' agents shall not be liable for loss or damage of vendors' property due to theft, fire, accidents, or other causes, nor for any injury to vendors, its employees or agents. Security will not be present on the day following this event.

9. Vendor agrees that the purpose of exhibit space is for the positive promotion of the vendors' products or services.

10. Vendors may sell, display, give out information or give out samples (bite-sized). Sample sizes must not be more than 2 oz for food and 4 oz for beverage.

11. For vendors wanting to sell food at the expo, there are specific requirements of what we need from you in order to allow this.

Please email your request to Angela Doggett: adoggett@timesfreepress.com.

All such requests must be in writing, and must be received by no later than June 20, 2014.

12. No alcohol sales will be permitted.

There are some restrictions regarding alcohol sampling. Please contact Angela Doggett at 423.757.6479, if you're wanting to sample alcohol at the event.

13. Vendor warrants that they carry liability insurance providing coverage for their area of the show. The vendor's booth is an extension of their company, and as such they must have liability protection. Vendor is responsible for any employees or subcontractors that may be helping in their booth, or for any visitors in the booth, in the event of an injury.

14. Vendor warrants that they carry vehicle liability insurance for any vehicle that is brought onto the facility premises.

15. The CTFP 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 CTFP, detracts from the general character of the exhibition including persons, conduct, language and materials. In the event of such restriction, removal, prohibition and/or eviction, the CTFP shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.

16. All decisions pertaining to use and occupancy of space are within the sole discretion of the CTFP.

17. The CTFP has the right to refuse any vendor's contract.

18. There will be no more than one business per booth rental. Separate businesses owned by the same entity may be allowed. This will be determined on a case by case basis, and at the discretion of the CTFP.

19. No exhibit space shall be offered for use or sublet by a vendor without the consent of the CTFP.

Please fax agreement to:

You may also email to:

Mailing address