



# Exhibit Space & Reservation Contract

## Columbus Scrap & Stamp Show

March 27 & 28, 2020

Ohio Expo Center - Columbus, OH

**Contact Information:**

Prefer to receive information via [ ] Email or [ ] Fax

\*Indicates program listing fields

[ ] do not publish address

\*Company Name (exactly as you wish it to appear in promotional materials)

Contact On-Site Contact (if different)

\*Address City State ZIP

\*Published Phone Direct Phone Fax

E-mail \*Website

**Please Reserve for Us:**

Type of Space:	Rates:		Method of Payment:
First 10' x 10' booth (incl. 1 table, 2 chairs)	<input type="checkbox"/> \$650	= _____	<p><small>(contracts without payment will not be processed)</small></p> <p><b>PLEASE COMPLETE THIS SECTION FULLY – WE DO NOT KEEP CARD NUMBERS ON FILE!!</b></p> <p><input type="checkbox"/> Company Check <input type="checkbox"/> Money Order <input type="checkbox"/> Master Card <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> Discover</p> <p>Please charge my deposit to the following credit card:</p> <p>_____</p> <p>Credit Card Account Number (all digits) <span style="float: right;">Exp. Date CVCode</span></p> <p>_____</p> <p>Print Name on Credit Card</p> <p>_____</p> <p>Credit Card Billing Address <span style="float: right;">City State Zip</span></p> <p>_____</p> <p>Signature (required for all credit card transactions)</p> <p>By signing above, I authorize Great Lakes Scrapbook Events to charge the deposit immediately and the balance of my booth fees to the credit card number listed above on January 7, 2020. <input type="checkbox"/> Check here if you would prefer to opt out of the auto-charge and contact us with payment information by the January 7 deadline.</p> <p><b>Payment/Cancellation Terms:</b> In order to reserve the booth(s), tables, and/or ad space as requested, a 50% deposit must accompany this signed application. A \$35.00 fee will be charged for returned checks. Cancellation requests must be made in writing and refunds will be made according to the following schedule: cancellation 90 days prior to event, all exhibit fees will be returned, with the exception of a \$100 administration fee; cancellations 60-90 days prior to event will be refunded 50% of exhibit fees; cancellations within 60 days of the event will receive no refund</p>
Additional 10' x 10' Booths (incl. 1 table)	___x\$300/ea.	= _____	
4 booth Bulk Package (incl. 2 tables, 2 chairs)	<input type="checkbox"/> \$1400	= _____	
6 booth Bulk Package (incl. 3 tables, 2 chairs, corner location)	<input type="checkbox"/> \$1900	= _____	
8 booth Bulk Package (incl. 4 tables, 2 chairs, corner location)	<input type="checkbox"/> \$2400	= _____	
Corner location (per 10x10 corner – Endcap placement requires 2 corners)	___ @ \$75	= _____	
Crop Selling Table (Both Nights)	___ @ \$40	= _____	
Total Amount Due (US Dollars)	= \$ _____	= _____	
Less Deposit Enclosed: <small>(50% minimum required with contract. Contracts without deposits will not be processed. Balance due January 7, 2020.)</small>	= \$ _____	= _____	
Balance Due: <small>(Late payments will be assessed a 5% surcharge. Any balance must be paid no later than January 7, 2020 or contract will be cancelled.)</small>	= \$ _____	= _____	

<p style="text-align: center;"><b>List other Booth Needs:</b></p> <p style="text-align: center;">(Quote will be provided e.g. chairs, carpet, etc.)</p>	<p><b>Participation in Show:</b></p> <p><i>Please tell us how you plan to participate in the show in addition to your exhibit space.</i></p> <p><input type="checkbox"/> <b>Sponsor prizes, games, contests, or goody bags</b> <small>(separate sponsorship agreement required)</small></p> <p><input type="checkbox"/> <b>Participate in Special Evening Events/Crop Parties</b> <small>(separate Special Events agreement required)</small></p> <p><input type="checkbox"/> <b>Send a celebrity artist or author</b> Name: _____</p>
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**Product Descriptions** (Provide information about your company and product offering. This may be posted online and included in printed materials. Include all products available at show. Product duplication between vendors is permitted, with the exception of home-based direct sales consultants (e.g. Stampin' Up, Close to My Heart, Heritage Makers, etc.) - can be emailed to [exhibits@megameet.com](mailto:exhibits@megameet.com)):

By signing below, you agree to the Terms & Conditions as outlined here and on page two of this contract, and with any rules set forth in the Exhibitor Materials from OEC. With my attendance at this event, I realize that I and/or my products may be included in publicity photos and in future promotional materials. I hereby give my consent to Great Lakes Scrapbook Events to use any such photos and/or comments. Address all applications, correspondence and make checks payable to: **Scrapbooks Mega Meet LLC** (dba Great Lakes Scrapbook Events)– PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: [support@megameet.com](mailto:support@megameet.com) Web: [www.megameet.com](http://www.megameet.com)

Signature Title Date



# Terms & Conditions

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### Exhibit Guidelines:

- A. Great Lakes Scrapbook Events reserves the right to determine the eligibility of any applicant for inclusion in the convention after evaluation of applicant's show history, and shall determine, in its sole discretion, the eligibility of any company or product for inclusion in the convention.
- B. Exhibitors are responsible for the exhibit info and requirements contained in the "Exhibitor Info" document issued each year in conjunction with this contract.
- C. All exhibits must be professional in appearance. No table legs or boxes will be exposed. Exhibits must remain open and staffed at all times during the official exhibition hours. Because setting up and tearing down are the most likely times for someone to be injured, any exhibit set up or torn down during exhibition hours will be fined in the amount of \$100 for non-compliance of this regulation.
- D. Electrical service must be ordered from Expo Services, and WiFi from NetSteady. Bring your own extension cords and any other decorations. No hardline telephone service is available at the OEC facility. (NO BALLOONS). All tables must be skirted. Exhibits must not extend into the aisles.
- E. Exhibitor must protect the convention facility and property from damage done by the Exhibitor, its employees, representatives and agents. Nothing may be tacked, nailed, taped, glued or in any way attached to convention center property. The exhibitor will assume any repair cost incurred to repair such damage. No combustible materials or decorations shall be used. All material must be flameproof. Exhibitor hereby agrees to accept full responsibility for all and full compliance with National, State and City regulations in the provisions and maintenance of adequate safety devices and condition for operation.
- F. The convention is open to the public. Exhibitors shall provide buyers with receipts for all sales. Exhibitors shall be solely responsible for obeying state or local sales tax laws.
- G. The use of any sound equipment is prohibited without prior written approval by Great Lakes Scrapbook Events.
- H. Exhibit space may be shared with another company **ONLY** after approval by Great Lakes Scrapbook Events. Exhibitors may not sub-let or resell any portion of their booth space.
- I. Great Lakes Scrapbook Events reserves the right to dispose of unpaid space and the right to dispose of space that is contracted and paid for, but which is not set-up during the show move in time.
- J. Uninvited exhibitors may NOT enter another exhibitor's booth at any time. Violators will be ejected from the convention and fined \$500. Exhibitors shall not photograph or record by any means another exhibitor's booth without the express permission of the exhibitor.
- K. Great Lakes Scrapbook Events shall have sole control over admission of visitors to the exhibits or functions. No exhibitor staff will be admitted without badge, and are required to wear Exhibitor Badge at all times on the show floor.
- L. No exhibitor shall sponsor or hold any meeting or event that conflicts with the Convention hours without Great Lakes Scrapbook Events' prior approval. Only exhibitors in good standing, as determined by Great Lakes Scrapbook Events shall be permitted to host a meeting or hospitality function in an official Convention hotel.

**Exhibitor Payment/Cancellation Terms:** A deposit of fifty percent (50%) **must** accompany the application. The balance must be paid by **January 7, 2020**. By furnishing the required signature you are authorizing the charge against your credit card for the requested deposit and balance. A representative of your company may be asked to sign all credit card slips upon arrival at the show. If the Exhibitor does not meet the terms and conditions of completed exhibitor forms, show management reserves the right to cancel an exhibitor contract and retain any and all payments made by exhibitor. Cancellation requests must be made in writing and refunds will be made according to the following schedule: cancellation 90 days prior to event, all exhibit fees will be returned, with the exception of a \$100 administration fee; cancellations 60-90 days prior to event will be refunded 50% of exhibit fees; cancellations within 60 days of the event will receive no refund. Great Lakes Scrapbook Events reserves the right to administer a \$35.00 fee for returned checks. All returned checks must be replaced with a certified check, money order, or valid credit card. In the event classes the exhibitor has agreed to sponsor/teach are cancelled after class information has been published, either via the internet or via traditional methods, and refunds must be issued to the participants, the class sponsor agrees to pay a \$15 administrative fee per registered student to underwrite the cost of issuing those refunds.

**Competition:** We do not guarantee that competing businesses will not be allowed to exhibit at this event. If there are specific competitors you do not wish to be located near, please notify us and we will attempt to avoid placing you in close proximity to each other, however we cannot offer any guarantee that this will be possible.

**Great Lakes Scrapbook Events does not control the shipping arrangements.** You are responsible for making inbound and outbound shipping arrangements. Expo Services will not accept any freight or materials more than two (2) days prior to setup day. Expo Services must be contacted prior to any delivery, and will reject any packages they have not agreed to receive. The freight must indicate a) the name of the event, b) exhibiting company and c) booth number. When you are on-site, please confirm with Expo Services concerning shipments, and have tracking information.

**Issues not covered herein:** Great Lakes Scrapbook Events shall rule upon all matters or issues not covered herein, regarding questions, disputes, or problems which may arise pertaining to issues not specifically covered and/or agreed upon in the foregoing paragraphs of this contract, and such ruling, when made, shall be binding both on the Exhibitor and Great Lakes Scrapbook Events.

Great Lakes Scrapbook Events retains the right to close an exhibit and cancel this contract at any time for failure by exhibitor to perform, meet or observe any of the Convention Rules, Regulations, Terms or Conditions, and such exhibitor shall not be entitled to a refund of any payment. Great Lakes Scrapbook Events shall be entitled to eject an exhibit at any time, in whole or in part, or any exhibitor or its representatives, without giving cause. In such case, Great Lakes Scrapbook Events' responsibility shall not exceed the return to exhibitor of amounts of rental unearned at the time of ejection. Great Lakes Scrapbook Events reserves the right to amend, without written notice these rules, regulations and conditions or to issue amendments or modifications as it deems necessary.

**Liability, Security and Insurance:** All exhibitors must obey all rules and regulations set by the Facility, the City Fire, and Police departments, and Great Lakes Scrapbook Events. NO SMOKING will be allowed anywhere within the Ohio Expo Center facility.

Great Lakes Scrapbook Events and Ohio Expo Center shall have no liability whatsoever to any exhibitor for any personal injuries, whether suffered by an exhibitor, their employees or invited business associates; nor any liability for loss or damage resulting from any cause to the property of the exhibition, exhibitor employees or business associates. Each exhibitor, in making application for exhibit space, agrees to protect, indemnify, and hold harmless the Great Lakes Scrapbook Events and Ohio Expo Center from any and all claims, liability, damage, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected to the negligence or wrongful acts of the exhibitor, their agents or employees for any injury to persons or damage to property Great Lakes Scrapbook Events and Ohio Expo Center shall in no case be liable to any exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of Great Lakes Scrapbook Events and Ohio Expo Center to the exhibitor for any breach of this contract shall be for the refund of amounts paid by the exhibitor.

SCRAPBOOKS MEGA MEET LLC, DBA GREAT LAKES SCRAPBOOK EVENTS ITS OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF GREAT LAKES SCRAPBOOK EVENTS, ITS OFFICERS, AGENTS AND EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES. THE UNDERSIGNED EXHIBITOR HEREBY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS GREAT LAKES SCRAPBOOK EVENTS, ITS OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUFFERED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF GREAT LAKES SCRAPBOOK EVENTS, ITS OFFICERS, AGENTS AND EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.

It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the exhibitor deems adequate, including move-in and move-out dates at his or her own expense. Insurance protection will not be offered by Great Lakes Scrapbook Events or the Ohio Expo Center.

**Litigation:** In the event of litigation arising out of any or in any way resulting from the Agreement or the subject matter of this Agreement, the undersigned agrees that the exhibitor shall pay Great Lakes Scrapbook Events' costs and fees, including reasonable attorney's fees incurred if a final judgment is taken in favor of Great Lakes Scrapbook Events. The undersigned agrees that the venue for any litigation shall be in Oakland County, Michigan, and interpretation of the terms and conditions contained herein shall be governed by Michigan law. The undersigned agrees that any action relating to or arising out of this Agreement or the subject matter thereof shall be brought within one year of the date on which the cause of action sought to be enforced occurred.

**Show Cancellation/Acts of God:** Great Lakes Scrapbook Events and Ohio Expo Center will not be responsible if the convention is canceled due to acts of terrorism, fire, tornado, or other acts of God. Refunds shall be made solely at the discretion of the Management, after consideration of expenditures and commitments already made. If the location of the convention is changed for any reason, Great Lakes Scrapbook Events shall be able to assign exhibitor an alternate booth in lieu of original.

Company Name	Signature	Date
<b>I agree to these Exhibitor Rules and Regulations</b>		

Address all applications, correspondence and make checks payable to: **Scrapbooks Mega Meet, LLC** (dba Great Lakes Scrapbook Events) – PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: [support@megameet.com](mailto:support@megameet.com) Web: [www.megameet.com](http://www.megameet.com)