

## RULES & REGULATIONS

**DEPOSIT AND PAYMENT TERMS:** A **deposit of \$100** per booth **must** be submitted with the "Application and Contract for Exhibit Space". This is a non-refundable deposit after Feb. 15. This contract is non-cancellable and non-assignable. **All monies due must be paid 30 days prior to the show.** If the balance is not paid when due, Exhibitor shall forfeit the exhibit space and all deposits made. If Mora Area Chamber of Commerce (MACC) rejects the application of the Exhibitor, deposit will be promptly refunded. Any legal fees and/or cost of fulfilling terms of this contract are liable to and will be paid by the Exhibitor.

**BOOTH LOCATIONS:** Spaces are assigned by the Expo Committee, but every effort is made to give Exhibitor his/her preferred location. Space or numbers may be changed by MACC for the benefit of Exhibitors or the event. If, for unseen circumstances, the date or location or the name of event must be changed for the benefit of MACC and the show, this contract will still remain in effect.

**LIMITED SPACE:** A maximum of 6 booths per exhibitor will be allowed unless Exhibitor is given prior approval by the MACC.

**PRODUCTS OR SERVICES:** Exhibit will be limited as described on the contract with no subleasing of space. No oral representations, conditions, or promises will be honored unless in writing. All agreements have been incorporated in this document and supersede any oral representation that has been made by either party.

**FLOOR COVERING:** Exhibitors are encouraged to carpet their booth areas and can either bring their own or order it through the MACC.

**WAIVER OF LIABILITY:** MACC shall not be responsible for any damage or injury that may happen to the Exhibitor or its agent, employees or property from any course whatsoever except the gross negligence or willful misconduct of MACC or its employees, arising out of MACC duties and responsibilities under this agreement. Exhibitor expressly releases MACC, their directors, officers, agents, and employees from any such loss, damage, or injury.

**FOOD & BEVERAGES:** No merchandising of food or beverages will be allowed unless given special permission from the MACC.

**Current MN food license required & must be on display during event.**

**SALES:** Merchandise sales are permitted within your designated booth area.

**MANNING BOOTH:** All booths must be occupied during the Expo open hours. **\*Please do not tear down your booth before 4:00 pm on Saturday.** All booths must be out of the Civic Center on the 12<sup>th</sup>, unless Exhibitor is given prior approval.

**BOOTH CONSTRUCTION:** Each exhibitor is entitled to a reasonable sight line from the aisle. Therefore, **the front two feet of exhibit space must not have any equipment or display material over 42 inches high.**

**OTHER:** All plantings, water fountains, etc., must have waterproof plastic materials underneath.

**SIGNS:** Exhibitors may order identification signs (7" x 44") through the MACC. Only professional signs allowed.

**SOUND CONTROL:** Sound-emitting equipment will be permitted, but the exhibitor must keep all sound at a level that will not disturb neighboring exhibits.

**MACC RIGHTS:** The MACC reviews all exhibits and reserves the right to refuse any exhibit, exhibitor, or employee, which in the opinion of the MACC, is not in the best interest of the show.

**VIOLATIONS:** The Exhibitor shall be bound by the rules and regulations set forth herein and by such additional rules and regulations which may be established by MACC. All matters and questions not covered by the above will be subject to the final judgment and decision by MACC. Any violations by the Exhibitor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space, and the forfeiture of any monies paid on account thereof upon due notice of such cancellation. MACC shall have the right to take possession of the Exhibitor's space, remove all persons and properties of the Exhibitor and hold the Exhibitor responsible for all risks and expenses incurred in such an event.