

ZONTA EXPO 2019 EXHIBITOR AGREEMENT

This agreement is entered into this _____ day of _____, 2019, by and between Zonta Club of the Black Hills and _____ (“Exhibitor”). The parties agree as follows:

The Exhibitor will pay an Early Bird Special Booth Rental fee of \$199 or a *Premier End-Cap Booth Rental Fee of \$225.00 to Zonta Club of the Black Hills **on or before August 1, 2019** (Less \$50 if you pre-booked at Expo 2018). The Standard Booth Rental fee is \$225.00 and the “Premier End Cap Rental Fee is \$250.00 after August 1, 2019. After September 30, 2019, we cannot guarantee that your Booth will be listed in the Expo published materials. **All booths should be booked no later than September 30, 2019.**

In consideration of such payment the Zonta Club of the Black Hills will reserve a Booth Space for the 36th Annual Zonta Expo that measures 10 feet wide by 10 feet deep, including pipe and drape, 1-8’ table and 2 chairs at each booth. Electricity will be provided upon request at \$50.00 per booth. Two (2) Exhibitor Passes will also be provided (\$40.00 Value). Additional Passes may be purchased for \$15.00 each (\$5.00 less than general admission). Attached is an exhibitor form for extra booth needs. Please include extras with your payment.

Exhibitors agree to complete set up by 3 p.m. Thursday, October 10, 2019. It is also further understood that booths must be taken down that evening immediately following the Expo, but not before the ending time. Exhibitors must provide a person(s) in the booth at all times during the Expo.

Please note: Car and Motorcycle exhibitors must have gas tanks taped and gas cannot exceed more than ¼ tank for five gallons. Helium balloons and alcohol are not permitted in booths.

The Exhibitor agrees to conduct its activities on the premises in a manner that will not endanger any person. The Exhibitor also agrees to release from liability, to indemnify and hold harmless the Zonta Club of the Black Hills against any and all claims of loss, injury or damage to persons or property arising from the activities conducted by the Exhibitor, his agents, members, or guests. Each exhibitor must provide a “Certificate of Liability Insurance” for no less than \$1,000,000.00 coverage with Zonta Club of the Black Hills named as the additional insured. **This “Certificate of Liability Insurance” must accompany this Exhibitor Agreement.** If you have questions about the need for this insurance, please contact your insurance agent. He/She will explain how important this insurance is for everyone including home business owners. If your agent does not offer the coverage needed, we have made arrangements with Jodi Enderson Agency to make every step of this process as easy as possible for your exhibitor. Her contact information is: 605-718-7020 or jenderson@farmersagent.com. A one-day policy is also offered through www.insurance-4exhibitors.com.

Check here ___ if you have a booth preference and we will contact you to find out which space is your favorite. Limited space is available and the consideration paid by the Exhibitor is non-refundable. Booths will be assigned on a first come, first served basis, but every effort will be made to put the booth into a space best suited to your needs/desires.

Check here _____ if you wish us to contact you about donating an item for the Silent Auction at the Expo. This is a fantastic way to share your product as people do review all of these items and the auction winner will take home your item. Donors are welcome to place brochures/cards by the items displayed at the auction table.

EXHIBITOR NAME (Please Print Clearly): _____

Exhibitor DBA: _____

Address: _____ **email:** _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Person: _____ **Phone:** _____ **Cell:** _____

I hereby certify that I have read the Exhibitor Agreement, that I understand said Agreement and that I agree to conform to all the rules and regulations as stated, and further agree that my employees and/ or agents will be informed of and comply with said rules.

Authorized Signature: _____ **Title:** _____ **Date:** _____

The Exhibitor, upon contacting to exhibit, expressly releases Zonta Club, or any of its officers, employees, or committee members, or the owners, employees or representatives of the Rushmore Plaza Civic Center Board (acting as agent for the City of Rapid City, a municipal corporation, hereafter "Civic Center"), from any responsibility or liability for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property prior to, during, or subsequent to the period covered by the Exhibitor's contract, including but not limited to any responsibility or liability for injury, or damage; and further the Exhibitor agrees to hold harmless and indemnify the Zonta Club and or the Civic Center against any and all claims made against the Zonta Club and or the Civic Center, by an person, or entity, including but not limited to Zonta Expo attendees, arising out of the Exhibitor's acts or omissions. Exhibitor also understands no refunds or credits will be given in the event of the cancellation of this agreement for any reason.

EARLY BIRD SPECIAL BOOTH FEE before August 1, 2019	\$199.00	
STANDARD BOOTH FEE after August 2, 2019	\$225.00	
PREMIER END-CAP EARLY BIRD SPECIAL before Aug. 1, 2019	\$225.00	
PREMIER END-CAP BOOTH FEE after August 2, 2019	\$250.00	
Electricity (if needed in booth)	\$50.00	
Additional Entrance Passes (You receive two (2) Exhibitors Passes with your Booth Rental Fee)	\$15.00	
Booth Deadline September 30- Call 605-858-2949 if after this date.		
TOTAL AMOUNT DUE		

PAYMENT BY CREDIT CARD

Card Type	CREDIT CARD NUMBER/ EXPIRATION DATE/ 3 DIGIT SECURITY CODE
Signature of Card Holder:	
	I agree to pay the above amount including any late fees according to the card issuer agreement. My Signature constitutes guarantee of payment.
Name of the Card Holder (Please print clearly):	
Cardholder address:	
City/ State/ Zip Code:	

_____ **Check payment (Make Checks payable to: Zonta Expo)**

Please sign and return agreement with payment and Certificate of Liability Insurance to:

T-N-T Event and Marketing Management
14537 Missile Road
Hermosa, SD 57744
(605) 545-7865

events@tnteventmanagement.biz

2019 Zonta Expo Exhibitor Form **Extra Set Up Options**

Each 10'x10' vendor space and fees include pipe and drape backdrop, 1, 8' table and 2 chairs.

Black Leather Bar Stools \$3.00 each Qty: _____

Cocktail Table \$7.50 each Qty: _____

(Please circle Tall or Short Cocktail Table)

Cocktail Table Skirting \$5.00 each Qty: _____

Extra 8' Table \$7.50 each Qty: _____

8' Table Cloth \$5.00 each Qty: _____

Extra Chair \$1.00 each Qty: _____

Other: _____

Contact Name: _____

Business: _____

Address: _____

Phone Number: _____

CC# if different from above: _____

Zonta Booth # _____

Please return this document with application and payment or via email to:

T-N-T Event & Marketing Management

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Hermosa, SD 57744

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