

Kennedy Productions, Inc.
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Office Use Only
SDB ___ EDB ___ BK ___

Application for Exhibit Space in The Old House New House® Home Show
Show Date: February 8 - 9 - 10, 2019

Indicate Booth Preferences _____

Space Assigned _____ # of Booths _____ Size _____ Booth Fee \$ _____

Prices reflect a pre-order discount for orders received 30 days prior to set-up. Orders within 30 days of the event must be placed directly with Pheasant Run.

Electric \$100 for 2000 watts/20 amp line Yes _____ No _____ Orders over 2000 watts, call for pricing. \$ _____

Skirted Tables \$75 Each 4' _____ 6' _____ 8' _____ \$ _____

Forklift Service \$100 Yes _____ No _____ \$ _____

Services WiFi \$25 _____ Phone (Dial 9) \$100 _____ Phone (Direct Dial) \$200 _____ \$ _____

Event Guide Ad ___ Business Card \$100 ___ 1/4 Pg. \$225 ___ 1/2 Pg. \$350 ___ Full Pg. \$500 \$ _____

Are you ___ using the same ad or ___ submitting a new ad? Please submit by e-mail 6 weeks prior to show.

Sub Total \$ _____

A deposit of \$250 for each 8 x 10 booth is included with this application. Deposit— \$ _____

Please use credit card on file ___ A new credit card is attached ___ Check # _____

Full payment is due 6 weeks prior to event. 5% fee may apply for late payments. Balance \$ _____

Cancellation/refund of space rental is subject to the following conditions: If written notice is received 30 days prior to show opening, payment will be refunded, less a \$50 processing fee. If notice is received less than 30 days prior to the event, no refund will be due.

Additional Items Required

___ Certificate of Insurance (A current copy of liability coverage from your insurance provider.)

___ New Exhibitor Form (First time applicants only.)

Company Information Please be specific for appropriate placement on the show floor and listing in the event guide.

Company Name _____

Person(s) in Charge of Exhibit _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Fax _____

E-mail _____ Web Site _____

What is Your Specialty? _____

Application becomes rental agreement when signed by both parties. We have read, understand and agree to abide by the terms and conditions on reverse side of this agreement, which are part of this agreement between our firm and Kennedy Productions, Inc.

Accepted by X _____ Date _____

Signature of Authorized Company Representative

Accepted by X _____ Date _____

Signature of Kennedy Productions, Inc.

Kennedy Productions, Inc. Terms & Conditions Governing This Exhibit Space Agreement

1. Assignment of Exhibit Space Space is assigned with due consideration to an Exhibitor's preference based upon date of receipt of application and required deposit. If for any reason the floor plan must be changed, Kennedy Productions reserves the right to relocate Exhibitors affected by these changes. Every effort will be made to make an equitable change based on the receipt of application for said Exhibitor. Space is not considered rented until full payment has been received. Kennedy Productions reserves the right to accept or refuse any company from exhibiting in the show.

2. Cancellation or Withdrawal Kennedy Productions reserves the right to terminate a contract and withhold exhibit space where Kennedy Productions has received complaints that the Exhibitor has engaged in unscrupulous and/or fraudulent business practices; or where complaints or reports have been received by the Better Business Bureau or similar governmental agencies.

Refund of space rental is subject to the following conditions:

- a. If written notice is received 30 days prior to show opening, space rental will be refunded (less a \$50.00 processing fee.)
- b. If notice is received less than 30 days prior to the event, no refund will be due Exhibitor.
- c. Any refunds and /or credit as a result of a revision in an Exhibitor's contract will be at the sole discretion of management.
- d. Convenience fees and/or processing fees are non-refundable.

3. Forfeitures Exhibitors failing to occupy booth space by the end of designated set-up time, or to make payment as stipulated on the reverse side of this contract, or to abide by the other terms/conditions of the agreement shall forfeit said space and held responsible for the entire amount due.

4. Reassignment of Space Exhibitor shall not assign or sublet exhibit space, in whole or in part without approval from show management. Exhibitors are expressly prohibited from marketing and/or distributing promotional materials (i.e.: brochures, cards, etc.) for individuals and/or businesses other than the contracted Exhibitor and his/her business unless approved by Show Management.

5. Termination of Exhibit Show Management reserves the right, without liability for damages, claims or other demands, to terminate this agreement due to the premises where the show is being held becoming unfit for occupancy or the conduct of the show being irreparably interfered with by reason of strikes, injunction or any other legal authority, an act of God or other calamity, or any cause, act or event beyond the control and not the fault of Show Management. In the event of such termination, Exhibitor agrees that Show Management may, after deduction of all costs and expenses, including a reserve for claims, refund to Exhibitor as and for complete settlement and discharge of Exhibitor's claims and demands his/her prorated amount of all funds paid by all Exhibitors.

6. Insurance and Liability Neither Kennedy Productions, nor any employee or representative of Kennedy Productions, nor any affiliate organization, nor any Sponsor, the employees thereof, nor their representatives will be held liable for any damage, injury or loss of any kind to any person or property that may arise from rental and occupancy of exhibit space. Exhibitor agrees to indemnify and hold harmless, Kennedy Productions, its employees, the show facility and representatives, affiliate organizations, the Sponsors and their representatives against any and all claims arising out of acts or omissions which cause, directly or indirectly, such loss, injury, death or damage to persons or property sustained prior to, during or subsequent to the period covered by this contract. Exhibitors must provide a certificate of insurance, which includes liability, theft, property damage and workers compensation coverage.

7. Rules and General Show Conditions

Booth Dimensions and Design

- a. Display guidelines require that exhibits and exhibit materials exceeding approximately three feet (3') in height must be confined to the rear of the booth, extending no more than four feet (4') from the back wall. Overall height of display and exhibit cannot exceed eight feet (8'). Exhibitors who wish to vary from these guidelines must contact Kennedy Productions for approval.
- b. Any display materials exposing an unfinished surface to a neighboring booth must be finished at the Exhibitors expense.
- c. Aisle space shall not be used for display purposes. Exhibits may not extend beyond rented space and all sales/promotional activities conducted by Exhibitor must be confined to booth space. Distribution of literature outside of booth, building or on vehicles is not permitted.
- d. Exhibitors should compliment the nature and purpose of the event.
- e. Only those products listed on the Exhibitors' contract will be permitted.
- f. Occupancy and use of exhibit space shall be subject to Show Management approval, especially in regard to the character of exhibits, creation of noise including microphone volume or other offense, the conduct of promotions, paid raffles or lotteries, dispensing of food and beverages, the operation of machinery and equipment, the use of animals, etc.
- g. Distribution of helium balloons is not allowed.
- h. All signs must be professionally created.

Installation and Removal of Exhibits

- a. All exhibits must be set up the day before show opening during designated show set-up hours.
- b. No parking in fire lanes.
- c. No dismantling, packing or vacating booth prior to the official show closing. No tools, loading carts, etc. allowed on the show floor until after official closing and the floor is cleared of attending public.
- d. Exhibits not completely dismantled and removed by 10:00 p.m. Sunday will be removed by an official drayage company at the prevailing rates and charged to the Exhibitor. Exhibitor does hereby waive all claims for theft, loss or damage to such goods by reason of said removal.

Exhibitor Credentials

Badges will be issued at the show. Management reserves the right to limit the number of badges to each exhibitor and may refuse in its sole discretion to issue badges to any person whose presence the Show Management deems not to be in the best interest of the show.

Care of Exhibit Hall

Exhibitors are responsible for any damage done to the building by them, their agents or employees. Do not attach any materials to the exhibit hall. General cleaning of aisles will be provided. Exhibitors are responsible for keeping their space clean, exhibits manned and in good order.

Safety and Fire Laws

All applicable fire/safety laws must be strictly observed by exhibitors. No flammable materials are permitted. Exhibits requiring a fuel source must have a 15-pound fire extinguisher of the ABC class. Wiring must comply with local Fire Department and Underwriters Rules.

8. Amendments: Show Management has full power in the interpretation and enforcement of these rules and regulations, and reserves the right to make such changes, amendments and additions as it considers necessary for the good of the show.

