

# Contract For Exhibit Space

## S & L PRODUCTIONS, INC.

CRAIN OVERLOOK  
1916 CRAIN HIGHWAY - SUITE 16  
Glen Burnie, Maryland 21061  
Phone: (410) 863-1180 i Fax: (410) 863-1187

This agreement between S & L Productions (S&L) and

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

TO WHOM SHOULD SHOW MATERIAL BE SENT? \_\_\_\_\_ E-MAIL \_\_\_\_\_

WE WILL DISPLAY ONLY THE FOLLOWING PRODUCTS OR ITEMS (Please indicate Manufacturer's Name):

NAME ON BOOTH SIGN EXACTLY AS IT SHOULD APPEAR (Max 30 Characters)

MHIC# (if applicable) \_\_\_\_\_ Show Dates: Feb. 29-March 2 & March 7-9, 2008

covers exhibit space in the **MARYLAND HOME & GARDEN SHOW**

### EXHIBIT SPACE

WE, the undersigned, with the intent to be legally bound, hereby agree to contract for booth(s) (according to the official floor plan).

Standard  Corner  Bulk  Commercial Garden  Crafts/Gifts  Educational Booth  Commercial Display  Food

BOOTH(S) PREFERENCE (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

*Please  
remember  
to sign in  
signature  
box below.*

Please reserve \_\_\_\_\_ number of booth(s) at a cost of (see brochure) \$ \_\_\_\_\_

ADD \$100/\$150 for each corner (see brochure) \$ \_\_\_\_\_

TOTAL CONTRACT COST \$ \_\_\_\_\_

50% Deposit Due with all applications \$ \_\_\_\_\_

**FINAL BALANCE DUE 60 DAYS PRIOR TO SHOW\*** \$ \_\_\_\_\_

**\*(BALANCE MUST BE RECEIVED BY THIS DATE OR SPACE IS FORFEITED).**

We understand this contract for Exhibit Space will not be binding and in effect until deposit payment is received by S&L and duplicate contract is returned to us which bears an acceptable signature of an S&L official. All Rules and Regulations of the Show are accepted by us and made a part of this contract and we agree to comply with them, taking the space for display purposes under the terms and upon the conditions set forth in said Rules and Regulations listed on the reverse side of this contract.

Accepted By Exhibiting Firm By:

Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR S&L USE ONLY

Booth No. \_\_\_\_\_

Contract No. \_\_\_\_\_

Accepted for S&L by: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN THIS SIGNED CONTRACT WITH CHECK MADE PAYABLE TO:  
**S & L PRODUCTIONS, INC.**  
CRAIN OVERLOOK, 1916 CRAIN HIGHWAY - SUITE 16, GLEN BURNIE, MD 21061  
Phone: (410) 863-1180 Fax: (410) 863-1187 Email: [INFO@SLPROD.COM](mailto:INFO@SLPROD.COM)  
A COPY WILL BE RETURNED TO YOU FOR YOUR FILES

# RULES AND REGULATIONS

## **PAYMENTS/CANCELLATION POLICY:**

All payments must be made according to the schedule on the face of this contract. If for some reason, S&L allows a payment to be made less than 60 days prior to the show, it must be in the form of a certified check, money order or cash. Should an Exhibitor find it necessary to cancel their space, written notice must be sent by registered or certified mail to S&L Productions, Inc. Cancellations on or before November 15 may transfer deposit paid (less \$50 cancellation fee) to another S&L show within one year. Cancellations postmarked from November 16 to December 31 may transfer 50% of deposits paid to another S&L show within one year. Cancellations after December 31 are not entitled to the transfer of any deposits. Postmark will determine cancellation date.

## **ASSIGNMENT OF EXHIBIT SPACE:**

Space will be assigned with due consideration to an Exhibitor's preference based upon date of receipt of application along with payment required for deposit. If for any reason the floor plan must be changed, S&L reserves the right to relocate Exhibitors affected by these changes. Exhibitors will be informed if such change is absolutely necessary and every effort will be made to make an equitable change based on the receipt of application for said Exhibitor.

## **BOOTH DIMENSIONS AND DESIGN:**

Single booth size will be 10' x 10' unless specified otherwise in brochure. All single indoor booths will be furnished with 8' high fabric background, 36" fabric side rails, 7" x 44" company identification sign. For exhibitors using multiple booths, backdrop and side rails will be furnished per decorator specifications. Show regulations 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 five feet (5') from the back wall. (This does not apply to craft exhibitors) Overall height of display of exhibit should not exceed eight feet (8'). Exhibitors who wish to vary from these guidelines must contact S&L for approval.

## **REASSIGNMENT OF SPACE:**

Exhibitors may not permit other companies to use their space, or any part thereof, without express written permission of Show Management.

## **INSTALLATION & REMOVAL OF EXHIBITS:**

Exhibits may be installed and removed according to brochure and Exhibitor letter sent prior to show. Exhibits not completely dismantled and removed by the specified time will be removed by the official drayage company at the prevailing rates and charged to the Exhibitor.

## **CARE OF EXHIBIT SPACE:**

General cleaning of aisles will be provided, but Exhibitors are responsible for keeping their space clean and exhibits manned and in good order. Each booth must be manned during show hours by at least one person. Cleaning should occur at close of the show each evening. Trash may be placed in the aisles for pick-up at that time.

## **COMBUSTIBLE MATERIALS & FIRE REGULATIONS:**

All decorations must be flame-proofed to the satisfaction of the Fire Department. No combustible oils or gases can be used as part of an exhibit. (Contact S&L for special permission). This applies to both inside and outside exhibits.

## **LABOR:**

Exhibitors shall employ only union labor where required. Information regarding specific regulations which are applicable may be obtained from S&L.

## **PLAYING OF COPYRIGHTED MUSIC:**

Playing of copyrighted music at events is prohibited by the copyright laws of the United States of America unless you have written and signed agreement with the author, composer or writer of the material, or have a licensed agreement with music licensing organizations.

## **SOUND CONTROL:**

Sound equipment must be operated so as not to prove disturbing to other exhibitors. S&L reserves the right to determine the acceptable sound level in all such instances.

## **DISTRIBUTION OF LITERATURE & SOUVENIRS:**

Printed material, souvenirs, etc., must be distributed by exhibitors, from their space only. All such material is subject to approval by Show Management.

## **LIABILITY AND INSURANCE:**

Security personnel will be on duty 24 hours a day during show hours. However, if insurance is desired, it must be placed by the Exhibitor. Exhibitors are advised to see that their regular company insurance includes extra territorial coverage, and that they have their own theft, public liability and property damage insurance. Neither the sponsors, the employees thereof, nor their representatives, nor any employee of S&L Productions will be responsible for injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the contract, and the Exhibitor on signing this contract expressly releases the Sponsors, S&L Productions, its' employees and representatives from, and agrees to indemnify same against any and all claims for such loss damages or injury.

## **UNFORESEEABLE CIRCUMSTANCES:**

In the event of fire, strike, inclement weather, civil strike or other circumstances beyond the control of S&L which causes the show to be cancelled in whole or in part, Exhibitor waives any claim for damages or compensation except for the pro-rata return of the space rental paid for that period of time which was not available for use, less expenses incurred by S&L in connection with the show.

## **UNOCCUPIED SPACE:**

If the Exhibitor fails to occupy the space contracted for by the end of scheduled set-up, or fails to comply in any other respect with the terms of this agreement, S&L shall have the right to use such space in any manner without releasing the Exhibitor from paying the sum agreed upon in this contract.

## **SERVICES:**

A service manual will be issued to all Exhibitors by the decorating company, covering special booth equipment, electricity, carpentry, decorating, sign making, furniture for rental, cartage, uncrating. Exhibitors will be billed directly for these services at reasonable and uniform rates by the decorating company.

## **AMENDMENTS:**

S&L shall have full power to interpret or amend these rules. Wherever these rules do not appear to cover specific situation, S&L reserves the right to make such rulings as may appear to be in the best interests of the show and the Exhibitor agrees to abide by such rulings.

## **SALES AND USE TAX REGULATIONS:**

Exhibitor must provide photocopy of Trader's License or Exhibitor's Affidavit to S&L prior to show; and must display same during show hours. Each Exhibitor will be required to have a 30-day license from the State of Maryland. If an Exhibitor already has a State Sales Tax license, they are required to display a photocopy of said license at the place of their exhibit. Each Exhibitor will be responsible for the collection of the 5% Maryland retail sales tax.