



# WEDDING INSPIRATIONS

Presented by

*Gardencourt*

## EXHIBITOR AGREEMENT

Business Name: \_\_\_\_\_  
(As it should appear in all advertising)

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

**Select Exhibit Space Preference:**    ☐ Early Bird Discount (\$250.00)  
(Paid in full by 8/1/17)    ☐ Participation Fee (\$350.00)  
(Paid in full after (8/1/17))

Exhibit space is limited and will be assigned on a first come, first served basis.

**Exhibit Space includes:**

- Select Choice: ☐ 5-foot rectangular table    ☐ 5-foot round table.    ☐ No table required
- 14" x 5 ½" Exhibitor Identification Sign (*Business Name only*)
- Business Listing in the official show guide
- Complete Leads list with contact data for registered Guests

**Please Note:** Show Management will not provide table linen and/or skirting, extension cords or power strips. Electrical requirements must be requested in advance and will be provided on a first come, first served basis.

**Location Preferences:**

(See attached floor plan to determine the exhibit numbers of your location preferences)

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Show Management will make every effort to assign the exhibit location of Exhibitor's choice; however, Show Management reserves the right to alter the Show floor plan.

***Additional Terms and Conditions***

By signing this agreement, I acknowledge that I have read and will abide by the terms and conditions set forth on the attached page.

**Authorized Exhibitor:**

**Louisville Seminary  
Director of Marketing & Special Events**

\_\_\_\_\_/\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_/\_\_\_\_\_  
(Signature) (Date)

**Send Signed Agreement & Payment made payable to:  
Louisville Seminary, c/o Lisa P. Miller, Director of Marketing & Special Events  
1044 Alta Vista Road – Louisville, KY 40205-1798  
(502) 992-0220 ext. 393 / Fax: (502) 992-9350**

# Terms & Conditions

**Exhibit Location and Assignment.** Each of the rooms located on the first floor of Gardencourt will be available for exhibits. Show Management will make every effort to accommodate the space assignment of Exhibitor's choice once payment has been received in full; however, Show Management reserves the right to alter the Show floor plan and/or reassign the location of an Exhibitor.

**Exhibit Installation & Removal.** Exhibitors may enter show facility for the purpose of exhibit setup. Exhibitors must use authorized loading areas and remove vehicles from loading area immediately after unloading. Setup of exhibit must be completed no later than one half hour before Show opening. Should Exhibitor fail to occupy its space during the scheduled set-up period, Show management shall have the right to take possession of said space without liability for a refund of exhibitor fees. Exhibits may not be removed or dismantled before the show has closed at 4:00 p.m. In the event Exhibitor violates this provision; Exhibitor shall forfeit its rights to the list of Show attendees and be precluded from participation in any future shows. Exhibits must be removed no later than two hours after closing of the Show. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Show before conclusion of the break down period.

**Exhibit Furnishings.** Exhibit space consists of either one five foot rectangular table or one sixty inch round table. Exhibits may not exceed these boundaries without prior permission being granted by show management. No table linen or skirting will be provided. In addition, one 14" x 5 ½ "exhibit identification sign will be provided along with a business listing published in the official show guide.

**Payment Terms/Cancellation Policies.** Payment must be made in full on the day the Exhibitor Agreement is signed to secure exhibit space. If payments are not made in full when due, Show Management may terminate this agreement and reassign space to another Exhibitor. All payments should be made payable to Louisville Seminary and are non-refundable and non-transferable. No refunds will be issued for cancellation of this event.

**Exhibitor Sharing of Space/Subleases.** Exhibitors may demonstrate products and/or services, solicit orders, and distribute advertising materials (including but not limited to, signs, literature, or business cards) only from their assigned exhibit space and only for products and/or services that are provided in the Exhibitor's normal course of business. In the interest of fairness, distribution or display of products or advertising materials from non-Exhibitors is prohibited. Show Management reserves the right, at its sole discretion, to determine if a breach of this clause exists. Exhibitor may not assign its contract for exhibit space or permit any person or company to use any part of such space without the duly signed consent of Show Management.

**Character of Exhibits.** Show Management reserve the right to approve the character of all exhibits and to prohibit or close without liability any display or activity which detracts from the general character of the show, interferes with neighboring exhibitor or is otherwise promoting their product or service outside the confines of their exhibit space including the aisles or general lobby areas. Exhibitor waives any recourse for damages against Show Management, the facility, or any show exhibitor in the event this contract is revoked or cancelled by Show Management for violation of any provision hereto.

**Exhibit Restrictions & Safety Issues.** Due to space limitations all displays erected for the Show must be free standing and may not exceed the boundaries of exhibit space (60" round table and/or 5' rectangular table). Exhibitors are prohibited from attaching anything to walls, columns, windows, floors or fixtures of Show facility. Exhibitors shall leave space occupied by them in the same condition as they found it. Show Management reserves the right to restrict displays which, because of noise or method of operation, interfere with other Exhibitors, and to prohibit or remove such displays and/or personnel that in the opinion of Show Management become objectionable and/or detract from the character or appearance of the Show. Exhibitor is charged with having knowledge of compliance with all laws, ordinances, and regulations pertaining to licensing, sales tax, health, fire prevention, public safety, copyright, and the Americans With Disabilities Act. Exhibit materials, decorations, and display items must be fire safe. If an exhibit does not comply with these regulations, or otherwise presents a hazard or danger, Show Management may remove the exhibit with no liability for refund of exhibit fee.

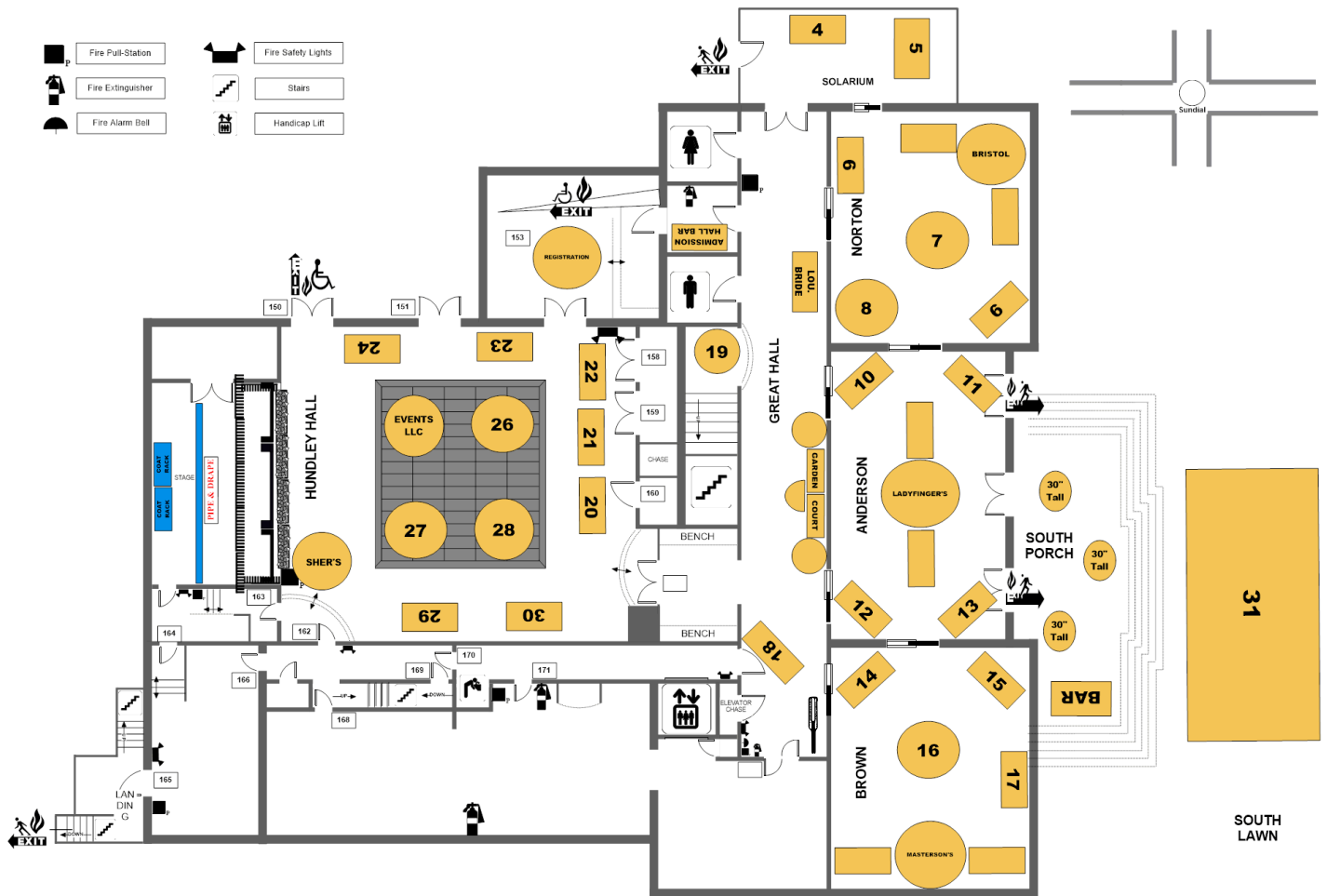
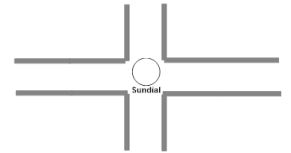
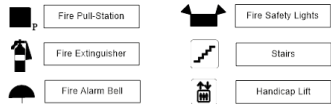
**Liability for Distribution of Edible Items.** Distribution of samples of food, cake, or other edible items is subject to approval by Show Management and subject to any rules or restrictions set forth by the Show facility. Distribution of alcoholic beverages is prohibited. Exhibitors who distribute items agree to assume all liability, and indemnify and hold harmless Show Management, Show facility, and representatives of the same, for damage or injury which might ensue by reason of such distribution.

**Attendee List.** A list of attendees will be made available to Exhibitor provided Exhibitor has fulfilled all terms of this agreement. The list will be seeded to enable Show Management to monitor its use. Exhibitor agrees that the list shall remain the property of Show Management, and Exhibitor agrees not to sell, lend, or otherwise transfer the list to any other business or individual for any reason. Exhibitor agrees to be held liable for any unauthorized use of the list.

**Insurance.** Exhibitors desiring insurance on their exhibits must secure it at their own expense. Show Management will not be responsible for the safety of exhibits against fire, robbery or accident, or any other destructive cause, or for any injury that may arise to the public leased area or to the Exhibitors or their employees while on the event grounds.

**Liability & Indemnification.** Reasonable precautions will be taken by Show Management to protect persons and property during Show hours; however, Show Management, Show facility, nor representatives of the same, shall be responsible for the personal safety of the Exhibitor or its representatives from injury, or the safety of property of the Exhibitor from theft or damage. Exhibitor waives all claims of every kind against Show Management, Show facility, and representatives of the same including, without limitations, all claims for damages based on personal property damages, destruction, loss or theft, personal injury or death, and any other act or failure to act of Show Management. Exhibitor agrees to indemnify and hold Show Management harmless from all claims, including expenses, damages, costs and attorney's fees, by Exhibitor, Exhibitor's agents, employees, contractors, or by any other person, arising out of any act or omission in any way related to Exhibitor's participation in the Show, whether negligent or not.

**Show Cancellation and Emergency Situations.** In the event of adverse weather conditions, fire, casualty, disaster, acts of God, or any other emergency situations beyond the control of Show Management, Show Management will, at its discretion, reschedule and/or procure alternate space for the Show. Exhibitor agrees that the terms and conditions set forth in this agreement shall apply to any rescheduled date and/or relocation, and Show Management shall not be liable to Exhibitor or any loss or damage suffered by Exhibitor by reason of such rescheduling and/or relocation of the Show. Except as specifically provided otherwise in this agreement, should Show management fail to hold Show as herein provided or to furnish to Exhibitor the space herein described, Show Management shall refund to Exhibitor all amounts paid hereunder and such refund shall be accepted by Exhibitor as complete settlement and discharge of Exhibitor's claims and demands.



**Gardencourt - First Floor**  
Scale:

**Louisville Presbyterian Theological Seminary**  
1044 Alta Vista Road \* Louisville, KY 40205  
(phone) 502.992-0220 (fax) 502.992-9350

Project Designer:	
<b>October 29, 2017</b>	
Project Contact:	
Lisa Miller, Director of Marketing & Special Events	
Project #	WO#
<b>Bridal Show 2017</b>	
Date:	Rev. Date:
October 29, 2017	