



FORT WAYNE NEWSPAPERS

2020 BRIDAL EXTRAVAGANZA

Grand Wayne Convention Center • Sunday, February 23 • 12:00-4:00 pm

BETWEEN: Fort Wayne Newspapers Events
600 W. Main St., Fort Wayne, IN 46802

REP: _____
ACCOUNT #: _____

COMPANY NAME: _____
(as it will appear in the vendor listing)

CONTACT NAME: _____ TITLE: _____

COMPLETE MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE/CELL: _____

EMAIL: _____ PLANNER CATEGORY: _____
(Must include email address. This is how we will communicate important vendor information.)

EVENT DAY CONTACT: _____ PHONE: _____

Will you be selling products or sampling from your exhibit space? Yes No
Please read rules concerning collection of sales tax on reverse, section 8(j). For food sampling requirements, please refer to section 14.

2020 BRIDAL EXTRAVAGANZA BOOTH		
(1) 10' x 10' booth (pipe & drape, table, 2 chairs) Bridal Planner (Ad size: 7.25"x10")		<input type="checkbox"/> \$575
Early Bird pricing (deadlines October 1, 2019)		<input type="checkbox"/> \$550
PACKAGE ADD-ONS (BOOTH PURCHASE REQUIRED)		
Electricity	\$35	
Corner booth	\$75	
Extra booth	\$350 each	
Bridal Planner: tab upgrade category: _____	\$75	
Link on bridal website	\$100	
TOTAL		

* Not to be combined with annual agreement incentives.

\$150 NON-REFUNDABLE DEPOSIT REQUIRED WITH CONTRACT. MAKE CHECK PAYABLE TO FORT WAYNE NEWSPAPERS.

AMOUNT RECEIVED: \$ _____ DATE: _____ PAYMENT TYPE: Check Cash Credit

By signing this contract, I acknowledge that I have read and understand the terms and conditions on side two. After completing this contract, sign and return it to:
Fort Wayne Newspapers Events, 600 W. Main St., Fort Wayne, IN 46802. FAX: (260) 461-8689. Or call (260) 461-8644.

AUTHORIZED EXHIBITOR SIGNATURE: _____ DATE: _____
The company listed (hereinafter called "Exhibitor") has been assigned space at the 2020 Fort Wayne Newspapers Bridal Extravaganza.

Full payment of contract total due December 11, 2019. No refunds will be given for cancellation after December 11, 2019.



FORT WAYNE NEWSPAPERS

Official Rules and Regulations

1. **Statement of Policy:** All Vendors are equal regardless of size and should be given equal opportunity, within reason, to present their product or service in the most effective manner to the audience. We ask you to be a "good neighbor" and to remember we want you to be successful.
2. **Contract Conditions:** The following contract conditions have been formulated for the protection and best interests of all concerned. As such, the terms and conditions of these official regulations shall apply to and be in effect between Fort Wayne Newspapers and the Grand Wayne Convention Center, and any Vendor whose contract is received and to whom space is rented. All points not covered are subject to the decision of Fort Wayne Newspapers.
3. **Definitions:** As used herein, "Producer" means Fort Wayne Newspapers. "Exhibit Management" means Fort Wayne Newspapers exhibit managers. "Vendor" means the person or firm on whose behalf booth space is rented. "Landlord" means the Grand Wayne Convention Center. "Vendor Service" means any official supporter so named by the Exhibit Managers to act in the capacity.
4. **Contract for Exhibit Space:** Contracts by Vendors shall be made on the official contract form only. Exhibit Management will promptly accept or reject each contract received and will furnish additional information to each Vendor whose contract has been accepted. Exhibit Management reserves the right to rearrange or renumber the floor plan and relocate any exhibit if it appears necessary for the good of all Vendors.
5. **Rental:** All prices are outlined in the exhibit contract. The contract for exhibit space must be signed by a duly authorized agent of the Vendor and submitted with non-refundable deposit. Such payment along with the date of contract will be used for determination of booth selection. Any Vendor reserving booth space that fails to occupy his space by 1 hour prior to the expo beginning shall forfeit all rights to the use of assigned space and Exhibit Management reserves the right to dispose of such space, with no refund to the Vendor.
6. **Vendor Service:** For our mutual protection, the Producer has selected a firm to act as official suppliers of pipe and drape, and exhibit erection. After Exhibit Management receives your contract for exhibit space, a Vendor Information Packet will be made available to you that will include all pertinent information necessary for planning your exhibit.
7. **Use of Space and Solicitation in Exhibit Hall:** The aisles and other spaces in the Exhibition Hall not leased to Vendors shall be under control of the Exhibit Management. All displays, interviews, conferences, distribution of literature, lectures, sales and transactions of business of any nature whatsoever shall be made inside the space contracted for. Sideshow tactics or any undignified methods of attracting attention will not be permitted. (Note: No person or persons, other than Vendors, will be permitted to conduct business in the Exhibition Hall or on the grounds without the express authorized permission of the Exhibit Management. Violators will be escorted from the premises of the Exhibition Hall. The Exhibit Management asks that all Vendors abide by the set rules and regulations and to report any violators to the Exhibit Management for appropriate action.)
8. **Restrictions In Operating of Exhibits:**
 - (a) **Noise-Making Devices:** Exhibits which include the operation of instruments, radios, taking motion pictures, public address systems, or any noise resulting from the demonstration will not annoy or disturb adjacent Vendors or expo patrons.
 - (b) **Care of Building and Equipment:** Vendors or their agents shall not injure or deface the walls of the building, the booths, or the equipment of the booths. Vendors are forbidden to drive tacks, nails or screws into the walls or woodwork. When such damage appears, the Vendor is liable to the owner of the property so damaged.
 - (c) **Fire Prevention:** All hangings must clear the floor. Electrical wiring must conform to the rules and guidelines given by the Grand Wayne Convention Center. This information will be included in the vendor information packets. If inspectors indicate that any Vendor has neglected to comply with these regulations or otherwise incurs fire hazard, Exhibit Management reserves the right to cancel all or such part of any exhibit(s) may be irregular. City Fire regulations must be observed. All booth decoration, fabrics, decorative or otherwise must be flame-proofed in accordance with fire prevention requirements of the City of Fort Wayne, Indiana.
 - (d) **Safety Precautions:** Vendors shall take precautions for the safety of their personnel, other Vendors and all other persons upon the premises, and shall comply with all applicable provisions of Federal, State and Municipal safety laws, building codes and ordinances.
 - (e) **Maintenance of Booth Space:** Vendors shall keep their booth space clean and orderly at all times and shall not engage in activity which would unduly interfere with visitors or other Vendors, or would be in violation of law, regulation or ordinances.
 - (f) **Construction:** In general, each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. The exposed backs or sides of all booths must be properly draped or finished with no signage so that it will not interfere with adjoining booths. Company signage, used in any booth, can be no taller than the pipe and drape at the back of the booth, which is 8 feet high.
 - (g) **Booth:** The Vendor agrees to produce his exhibit in dignified taste and in keeping with the reputation and image of the expo and to provide staff to be present in the booth during show hours. Vendor agrees to dismantle booth only after the close of the show. No early breakdown is permitted. You may be excluded from future expos as a result of breaking down early.
 - (h) **Enforcement:** The Vendor agrees to comply strictly with applicable terms and conditions contained in the agreements between the Landlord, the Producer, and Exhibit Management regarding the Exhibition premises. The Exhibit Management reserves the right to restrict exhibits, which because of noise, method of operation, materials or any other reason, become objectionable and also to prohibit or evict any exhibit which in the opinion of the Exhibit Management may detract from the general character of the expo as a whole. This reservation includes persons, things, conduct, language, printed matter, or anything of a character which the Exhibit Management determines is objectionable the exhibit or does not conform to the standards of the expo. In the event of such restriction or eviction, the Exhibit Management is not liable for any refund or other exhibit expenses.
 - (i) **Sales:** Vendors may sell merchandise from their booth. Vendor is responsible for collecting 7% sales tax on all purchases. Distribution of free samples and advertising materials shall only be allowed from the Vendor's Booth Space.
 - (j) **No Assignment or Subletting:** There will be no more than one business per booth. Separate businesses owned by the same entity may be allowed. This will be determined on a case by case basis, and at the discretion of Fort Wayne Newspapers.
9. **Liability:** The Exhibit Management, Sponsors, Landlord, Vendor Service and their officers and staff members disclaim all liability for damages or losses caused to or by any Vendor by fire, water, flood, windstorm, utility failures, rodents, acts or vandalism, insurrection, civil disorders, strikes, criminal acts, theft. Exhibit Management will not be responsible for any failure of electric or other services. Vendors wishing to insure their goods must do so at their own expense. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, the Vendor shall communicate with Fort Wayne Newspapers for information concerning facilities or regulations. No Vendor shall allow any article or thing to be brought into or any act to be done on the premises which shall increase the premium on any policy or policies of insurance held by Exhibit Management, the Sponsor, the Landlord, or the Vendor Service, or which may cause any policy or policies of insurance to be cancelled. The Vendor shall at all times protect, indemnify, save and keep harmless the Exhibit Management, Sponsor, Landlord, Vendor Services against any and all loss, cost, damage, liability or expenses arising from or out of or by reason of any accident or any other occurrence, including death, to anyone, including the Vendor, its agents, employees and invitees, which arises from or out of or by reason of said Vendor's occupancy and use of the Exhibition premises or part thereof.
10. **Cancellation:** Exhibit Management reserves the right to cancel the expo without notice if it is deemed necessary by Exhibit Management. If the expo is cancelled, the Vendor's booth fees that have been paid in advance to Exhibit Management will be refundable in full, but Exhibition Management will not be liable for any expenses or lost profits.
11. **Interpretation and Amendments:** Exhibit Management shall have the full power to interpret and enforce all rules contained herein and the power to make amendments thereto and to enact such rules and regulations as shall be considered necessary for the proper conduct of the expo. All proposed amendments by Vendor, Landlord or Vendor Service must be submitted in writing and agreed upon in writing by Exhibit Management.
12. **Correspondence:** Address all correspondence & contracts relative to exhibits to: Event Marketing, Fort Wayne Newspapers, 600 W. Main St., Fort Wayne, IN 46802. Faxes may be sent to the Events Marketing Team: 260-461-8644
13. **Governing Law:** This contract shall be governed by the laws of the State of Indiana, without regard to choice of law provisions.
14. **Food & Beverage Sampling/Selling:** Please contact the Fort Wayne-Allen County Department of Health to determine if a food permit is required. Any requirements, fees, etc. are the responsibility of the Vendor. No sale of open concessions type food is permitted. All food and beverages must be sealed and contained. Subject to Exhibit Management's approval.