

2018 Vendor Application & Exhibit Booth Contract

US Sweet Potato Council 56th Annual Convention Hosted by the North Carolina SweetPotato Commission
Wilmington Convention Center January 21-23, 2018

1 COMPANY INFORMATION

EXHIBITING FIRM

Street Address

City

State

Zip Code

Phone Number

Fax Number

E-mail

Web Address

Contact Name

2 BOOTH SPACE REQUIREMENTS

Payment of 50% of the total space rental is due with submission of this application. Any balance remaining is due and payable upon notification of booth assignment and no later than **November 1, 2017**. Applications received without payment will not be processed. **No Refunds will be made after December 15, 2017.**

REQUESTED SPACE: _____
of 10' x 10' Booths (@ \$1500 each)

Each 10' x 10' space includes (1) 8' table, (2) chairs, standard electrical hookup and (2) full convention registrations.

TOTAL AMOUNT \$ _____ \$ _____
50% DEPOSIT

3 SERVICE NEEDS

For specific service needs other than those listed above, please mark the appropriate box and complete the **Exhibitor Order Form (see pages 7 & 8)**. **These additional service needs must be coordinated with the Convention Center. As such, any fees incurred will be paid, by the exhibitor, directly to the Wilmington Convention Center.**

4 PAYMENT INFORMATION

Check Enclosed \$ _____ # _____
(make check payable to North Carolina SweetPotato Commission)

FOR NCSPC USE ONLY

Date Rec'd _____ Booth # Assigned _____

Total Cost Deposit Amount Balance

Check or Confirmation Number Date

5 PRODUCT CATEGORY

Location & Category: Please specify category for your business.

Note: Assignment is made on a first-come, first-serve basis, and is at the sole discretion of NCSPC; however, every attempt is made not to place competing vendors directly next to or directly across from each other.

- | | | |
|---|--|--|
| <input type="checkbox"/> Bulk Bins | <input type="checkbox"/> Cardboard Cartons | <input type="checkbox"/> Education/Information |
| <input type="checkbox"/> Fertilizer/Chemicals | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Inspection Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Storage/Ventilation | <input type="checkbox"/> Packing Equipment |
| <input type="checkbox"/> Pallets | <input type="checkbox"/> Non-Profit/Charity | <input type="checkbox"/> Other |

If other, please explain: _____

6 SIGNATURE AGREEMENT OF RULES & REGULATIONS

The exhibitor agrees to abide by all the exhibit terms, conditions, and regulations set forth in this contract and as outlined on pages 4-6 of this media kit.

Authorized Signature

Date

Printed Name & Title

7 CONTRACT & CORRESPONDENCE

Send original signature to Cindy Vanderhoof at the North Carolina SweetPotato Commission.

**Remember to keep a copy for your files.

Cindy Vanderhoof

700 E. Parrish Dr., Ste. C
Benson, NC 27504

Phone: (919)894-1067

Fax: (919)894-7018

E-mail: accounting@ncsweetpotatoes.com

1. AGREEMENT OF TERMS & CONDITIONS

The rules and regulations stated in this document, as well as on the exhibitor contract, on the convention website, and/or NCSPC website constitute a bona fide part of the contract for exhibit space. The NCSPC reserves the right to render all interpretations and decisions to establish rules and procedures necessary to the general success and well-being of the exhibit portion of the convention.

2. APPLICATION FOR EXHIBIT SPACE & PAYMENT POLICY

Applicants for exhibit space are required to execute and forward an Application & Exhibit Booth Contract to the NCSPC. To be valid, each application must be submitted with payment of the required deposit of 50% of the total space rental and must be signed by an authorized signer of the company. Each exhibit booth is \$1,500 per booth. Exhibitors may request more than one booth, if necessary. Invoices will be sent for final payments and are due on November 1, 2017.

Contracts received AFTER November 1, 2017 must be accompanied by full payment.

3. ASSIGNMENT OF SPACE

NCSPC will assign space on a first-come, first-serve basis according to the date and time the contract is received. After date priority, first consideration will be given to Premier Sponsors. An effort will be made to assign space in as close compliance, as possible, with the applicant's choices. However, NCSPC reserves the right to alter the exhibit floor or make changes to exhibit assignments.

4. CONVENTION PROGRAM BOOK & PASSPORT OPPORTUNITY

NCSPC will provide exhibitors with the opportunity to be included in the convention book and participate in the Passport Program. NCSPC must receive the exhibitor's information **no later than November 15, 2017**. After this date, inclusion in printed materials is **not guaranteed**.

5. LOCATION OF EXHIBITS

The exhibit space will be located at the Wilmington Convention Center Exhibit Hall, located between the Grand Ballroom and Junior Ballroom. Measurements shown on the Exhibit Hall floor plan (shown on page 2) are not to scale. Management reserves the right, at all times, to modify the floor plan to meet the needs of the exhibit show and the exhibitors.

6. BOOTH EQUIPMENT & SERVICE INFORMATION

Each booth is approximately 10' x 10' and includes: Pipe & Drape (black skirting), (1) 8' table, (2) chairs, and standard electrical hookup.

7. EVENT & FUNCTION SPACE

To protect the safety and security of all WCC guests and property, Exhibitors will obtain advance written approval before using items in the event and function space that could create noise, noxious odors or hazardous effects (e.g. loud music, smoke or fog machines, dry ice, confetti cannons, candles or incense) and before engaging in any activities outside of the reserved function rooms. Exhibitor will obtain any required Fire Marshall or safety approvals, and will pay

any expense incurred by NCSPC at the WCC as a result of such activity, such as resetting smoke or fire alarms or unusual clean-up costs.

8. USE OF SPACE

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near the booth free congestion due to demonstrations or other promotions.

9. SECURITY

The Wilmington Convention Center will not be providing security in the event and function space and all personal property left in the event or function space is at the sole risk of the owner. This will serve as notice that exhibitors are responsible for the safekeeping of their personal property. Neither the Wilmington Convention Center, the NCSPC, nor their employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever.

10. LIABILITY

Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident or property damage from fire, theft, destructive cause or loss arising out of, in, at or in connection with the exhibitor's display. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from or within the confines of the Exhibit Hall.

11. INSTALLATION AND REMOVAL TIME

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the exhibit before the opening of the convention and dismantled at the close of the convention.

EXHIBIT SET UP: Sunday, January 21, 2018 8:00 a.m. - 10:00 a.m.

Large equipment (tractors, etc.) MUST arrive at 8:00 a.m.

EXHIBIT HOURS: Sunday, January 21, 2018 12:00 p.m. – 6:00 p.m.

Monday, January 22, 2018 8:00 a.m. - 4:00 p.m.

Tuesday, January 23, 2018 8:00 a.m. - 1:00 p.m.

EXHIBIT STRIKE TIMES: Tuesday, January 23, 1:00 p.m. – 6:00 p.m.

Exhibit hall must be evacuated by 6:00 p.m.

12. CANCELLATION

All cancellations and refund requests must be made, in writing, to Cindy Vanderhoof, C/O NCSPC. A \$100 cancellation fee will be deducted from all refunds made before November 1, 2017. Refunds made on or after November 1, 2017 will be 50% of the exhibit booth fee. **No refunds will be given after December 15, 2017.** Failure to occupy booth space does not release the exhibitor from the obligation to pay the full cost of the rental.

13. FORCE MAJEURE

If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

14. RESTRICTIONS

Management reserves the right to restrict exhibits that are not consistent and compatible with the NCSPC values and/or that may exploit NCSPC products and services. Management also reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also prohibit or to evict any exhibit that, in the opinion of management, may detract from the general character of the Annual Convention as a whole. This restriction includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable. In the event of such restriction or eviction, NCSPC is not liable for any refunds or other exhibit expenses.

15. SALES

Exhibitors are permitted to make NO sales on the exhibit floor.

16. CARE OF BUILDING AND EQUIPMENT

Exhibitors and/or their agents must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing will be posted on, tacked, nailed, screwed, or otherwise attach to the columns, walls, floors or other parts of the building or furniture. Electricity, other than standard electrical hookups, or additional services are at the expense of the exhibitor and must be coordinated through the Wilmington Convention Center (see pages 7 & 8).

17. EXHIBITOR REGISTRATION AND HOUSING

Each exhibitor is provided two full registrations (\$400 value). Each additional booth personnel, if attending convention functions (including meetings, meals and tours, etc.) must obtain an additional full registration.

18. AMENDMENTS TO TERMS AND CONDITIONS

Any and all matters or questions not specifically covered by the terms and conditions herein shall be subject to the sole discretion of the NCSPC. Any changes, amendments or additions made shall be binding on the exhibitor equally with the other terms and conditions contained herein.