

# 2009 Rocky Mountain Quilt Show

## Contract For Exhibit Space

Company Name: (please print) \_\_\_\_\_

Person in charge of exhibit details: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Products or services to be exhibited: \_\_\_\_\_

**Loveland, Colorado**  
**The Ranch/First National Bank Exhibition Hall - East & West**  
**August 22 & 23, 2009 (Saturday & Sunday)**  
**Show Hours: Saturday 10 a.m. - 5 p.m. • Sunday 10 a.m. - 4 p.m.**

Please check below your requested booth size. Sign and Return this contract with the required payment.

<b>BOOTH COST</b>	
Booth Dimensions	Booth Price
<input type="checkbox"/> 10' x 10'	\$ 325
<input type="checkbox"/> Additional 10' x 10'	\$ 300
<input type="checkbox"/> 10' x 15'	\$ 490
<b>PAYMENT REQUIRED IN FULL</b> NO REFUNDS for cancellations for any reason.	
TOTAL BOOTH COST	\$ _____
PAYMENT ENCLOSED	\$ _____
BALANCE DUE	\$ _____
NO REFUNDS for cancellations for any reason.	
<b>DOOR PRIZES</b>	
<input type="checkbox"/> Yes We will provide door prize(s)	
List item(s): _____	
_____	
_____	

### BOOTH INFORMATION 50% DEPOSIT WITH CONTRACT

In general, exhibit booths are assigned in the order selections are received. Companies reserving a large number of exhibit booths will be given first priority.

**BOOTH SPACE WILL NOT BE CONFIRMED WITHOUT A SIGNED CONTRACT AND PAYMENT IN FULL. FINAL PAYMENT DUE JUNE 22, 2009.**

1. No exhibitor shall be permitted to erect an exhibit without having made full remittance of space rental fee.
2. Exhibit booth personnel shall wear an identification badge at all times when on the floor.
3. No refunds for cancellations for any reason.

### BOOTH PACKAGE/SPECIAL ITEMS

1. Booth rental includes:  
8' unskirted table, 2 chairs, I.D. sign,
2. All booths have 8' backs and 3' sides.
3. Electric is NOT included.

**All tables MUST be covered. You may supply your own fire retardant covering.**

**NO SPACE WILL BE ASSIGNED WITHOUT PAYMENT**

**EXHIBITOR: Agrees to all the TERMS & CONDITIONS of this contract**

**Credit Card Automatic  
Payment Plan for  
BALANCE due once the  
deposit is made.  
DUE DATE JUNE 22, 2009**

Pay Balance on Due Date

x \_\_\_\_\_  
Authorized Signature

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

---

**For Office Use ONLY**

Booth# \_\_\_\_\_

VISA       MasterCard       AMX

Card# \_\_\_\_\_

Exp. Date: \_\_\_\_\_ \*CID#: \_\_\_\_\_ \$ \_\_\_\_\_

\*Security code CID--3 or 4 digit codes on front or back of card.

Signature Of Cardholder: \_\_\_\_\_

Address of Cardholder if different than above: \_\_\_\_\_

\_\_\_\_\_

For your convenience, we offer an AUTOMATIC PAYMENT plan. Complete the box above.

### MAKE CHECK PAYABLE TO CD MANAGEMENT

2724 2nd. Ave., Des Moines, IA  
 800-473-9464 • Fax: 515-282-4483  
 E-mail: showinfo@vdt.com

# Exhibit Rules & Regulations Rocky Mountain Quilt Show - August 22-23, 2009

The rules and regulations of CD Management, hereinafter known as Show Management and those of The Ranch Latimer County Fairgrounds and Events Center, hereinafter known as Convention Center, govern exhibits, displays and presentations to be held at The Ranch Events Complex, Loveland, CO August 22 – 23, 2009.

YOUR CONTACT FOR ANY QUESTIONS WILL BE:

CD Management

2724 2<sup>nd</sup> Ave., Des Moines, IA 50313

Phone: (515) 282-9101 or (800) 367-5651

Fax: (515) 282-4483

**1. LIABILITY.** By agreeing to exhibit, the Exhibitor agrees to protect, save and hold the Show Management and the Convention Center and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as, strictly comply with the applicable terms and conditions contained in the agreement between the Convention Center and the Show Management regarding the exhibition premises; and further, Exhibitor shall at all times protect, save and hold harmless the Show Management and the Convention Center against and from any and all losses, costs (including attorney fees), damage, liability, or expense arising from, or out of or by reason of any accident or bodily injury or by reason of said Exhibitor's occupancy and the use of the Exhibition premises or part thereof.

The Show Management and the Convention Center cannot assume responsibility for the safety of property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident, other causes, but will use all reasonable care to protect them against such loss. IN ALL CASES, VENDORS MUST INSURE THEIR PROPERTY AT THEIR OWN EXPENSE. IT IS RECOMMENDED THAT ALL VENDORS HAVE REPRESENTATIVES IN ATTENDANCE AT ALL TIMES WHEN THE EXHIBITS ARE OPEN AND WHEN EXHIBITS ARE BEING SET UP OR DISMANTLED, TO PROTECT THEM AGAINST LOSS. The Exhibitor will obtain and pay for public liability and property damage insurance in respect of the Premises which contains:

1. Coverage for personal injury;
2. Coverage for property damage;
3. Coverage for economic loss;
4. Acknowledgement of the existence of this Contract; and
5. A cross-liability clause

**2. ADMISSION POLICY - EXHIBITOR PERSONNEL.** Admittance badges may be requested only for personnel in your employ that will staff your exhibit booth. All persons attending the convention must be registered. Should any exhibitor fraudulently register, as being a representative of his or her firm, any individual or individuals who are not actually connected with their firm, Show Management reserves the right to cancel the privileges extended without liability or obligation to the exhibitor. **Badges are restricted to official registrants: Exhibitors, Conference Participants and invited guests of Show Management.**

**3. FAILURE TO COMPLY.** If the Exhibitor or Booth Occupant fails to install a product or display in the assigned space, or fails to man the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, the Show Management shall have the right without notice to the Occupant to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem proper, and the Occupant agrees to pay any deficiency or any other loss or damage suffered by the Show Management resulting from such failure to comply.

**4. SUBLEASE OR SHARED SPACE.** The Exhibit Occupant will not assign or sublet assigned space or any part thereof without prior written consent of the Show Management, and agrees that no sign, placard or names shall be placed in or about the space herein leased or upon the printed list of Occupants or Directory of the Exposition, except such as identify the Occupant or his product or products, that no products or

services other than his own will be displayed in said space without the prior written consent of the Show Management, and that all displays, shall be subject to the approval of the Show Management.

**5. MANAGEMENT.** Should it be deemed advisable to transfer the management of the Conference or any part of it to a separate corporation set up by the Management for that purpose, the Management reserves the right to assign this agreement to such corporation.

**6. RULES.** The Management shall make rules and regulations and amend the same from time to time, and shall have exclusive final determination in the matter of the interpretation and enforcement of all such rules, regulations and amendments. Every agreement and representation must be in writing and signed by the Show Management to be binding, and this agreement cannot be altered, modified or cancelled by the Exhibit Occupant without the written consent of the Show Management.

**7. EXHIBITS.** If deemed necessary for best interest of the show, Show Management reserves the right to move exhibits at it's discretion, prior to show and with or without the exhibitors' knowledge.

**8. BILL OF RIGHTS FOR FELLOW EXHIBITORS.** No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other displays. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recording, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from the Show Management should be obtained in advance in order to avoid disappointment.

**9. INSTALLATION OF EXHIBITS.** Exhibits may be installed after Noon Friday, August 21, 2009. All materials must be in place on Saturday, August 22, 2009, 9:00 a.m. in readiness for opening of exhibits. (Setup & Exhibit time subject to change.)

**10. SALES TAX (When applicable)**  
**MUST BE COLLECTED ON ITEMS SOLD. Sellers Must Have A valid state resale license. All Sales Tax Collected MUST be paid to the applicable state.** Floor selling or soliciting is prohibited except from booths. Any violator, not renting a booth will be ordered to vacate the premises immediately as within the judgment of Show Management.

## **11. FLAMMABLE MATERIALS**

No combustible decorations or drape material shall be used. All materials must be flame proof, as directed by state fire ordinance. Exhibitor hereby agrees to accept full responsibility for all and full compliance with National, State and City regulations in the provision and maintenance of adequate safety devices and condition for operation. **PROHIBITED ARE:** Balloons, Gas, Oder Bearing Products, Hazardous Chemicals, Paint & Spray Cans.

**12. RIGHT TO PRIVACY.** Cameras, audio and video recording equipment are prohibited in exhibition area, unless given exclusive permission by the Show Management.

**13. FORCE MAJEURE.** Show Management shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of the Show Management.

**14. EXHIBIT PAYMENT.** Full payment of the total booth rental fee (non-refundable) must accompany a signed contract to hold any space. Anyone with balances overdue by 30 days on their account will not be allowed to exhibit until all balances are paid in full.

# Rules & Regulations

**Exhibit Construction, Decoration, Signs, Etc.** – Exhibitors are solely responsible for the safety of their exhibits. The Exhibitor and its display company remain solely liable for the safety of their exhibit. Exhibitors must comply with all regulations published by Show Management, laws, regulations, and ordinances in force in the exhibit facility, city of Loveland, the state of Colorado, and the United States.

**Special Electrical, Cleaning, Catering Services, Etc.** - For insurance, safety and security purposes, electrical, cleaning, catering, sign hanging, drapage, and other special services needed by individual Exhibitors are provided only when the Exhibitor orders and agrees to pay for them from the exclusive suppliers authorized to provide such services listed in the Exhibitor Manual.

**Floor Plans** - Show Management publishes floor plans that are provided by the exhibit facility and are believed to be correct.

**Americans with Disabilities Act** - Exhibitors must be in full compliance with the Americans with Disabilities Act.

**Amendments** - Show Management shall have full power to make or amend these rules.

**SHOW MANAGEMENT RESERVES THE RIGHT TO RELOCATE ANY BOOTH(S) FOR ANY REASON DEEMED NECESSARY.**

## Height Restrictions

**Standard Booth** – Maximum height is 14 feet. This 14 foot height may be maintained on the side wall of your booth up to a distance of 5 feet forward from the back wall of your booth. The remaining length of the side wall may not exceed 5 feet in height.

**Peninsula Booth backed by a row of standard booths** – For a peninsula booth backed by a row of standard booths, the back wall can be 12-14 feet in the center of the back wall and must be no higher than 4 feet for 2 feet on either side of center.

**Peninsula booth sharing common back wall with another peninsula** - Where two peninsula booths share a common back wall with no standard booths in between, the maximum height may be 14 feet in all areas of the booth, including back wall.

**Island Booths** – The maximum height for all island booths may be 14 feet in all areas of your booth. There are no limitations on the number of solid walls for your island booth although we do ask that you be courteous to your neighbors.

**Perimeter Booths** - A perimeter booth, (a linear booth found on the edges of the show), may exceed the 12 -14 foot height restriction at the back wall only with the permission of Show Management and is limited to not more than 16 feet. Requests to exceed the 12-14 foot height restriction must be received in writing by Show Management at least four weeks prior to the opening of the Show.

**Due to fire marshall regulations, when specialty booths are built, we suggest you submit a proposal to Show Management for fire marshall approval BEFORE the booth is built.**

**Hanging Signs** – Hanging signs must be a minimum of 16 feet from the floor. This is measured as the minimum distance between the bottom edge of the sign and the show floor.

**Show Colors** - Pipe & drape must be Show Management show colors unless permission is granted by Show Management.

**Third Party Contractors** – Must provide a certificate of insurance to CD Management, Attn: Show Manager, 2724 2nd Ave., Des Moines, IA 50313

• Fax: 515-282-4483 and the official show contractor.

**Only EXHIBITORS & SHOW MANAGEMENT STAFF will have access to the show floor during setup hours. Booth staff must display badges at all times during set-up. All booths shall be fully staffed during show hours.**

## Exhibit Hours - Show Hours

Saturday, August 22 10 a.m. - 5 p.m.

Sunday, August 23 10 a.m. - 4 p.m.

## Exhibit Move-In Hours

Friday, August 21 Noon - 8 p.m.

Exhibits with 1,000 sq. ft. or more may request early set-up.

## Exhibit Tear Down

Saturday, August 23 4 p.m. - 10 p.m.

*All schedules subject to change*

**NOTICE: Exhibitors MUST check in at the show registration desk before 5 p.m. if they plan to set up after 5 p.m. You may not be allowed into the building if you fail to check in prior to 5 p.m. Later setup must be pre-arranged with Show Management.**

## Freight Shipments

The convention center cannot accept advance shipments for exhibitors. All freight should be directed to the official show service contractor or delivered direct to the service contractor. Late freight accepted could be charged an additional fee.

## Admission Policy - Exhibitor Personnel

Admittance badges may be requested only for employee personnel who are to staff your exhibit booth.

All persons attending the show must be registered. Should any exhibitor fraudulently register, as being a representative of his or her firm, any individual or individuals who are not actually connected with their firm, management reserves the right to cancel the privileges extended without liability or obligation to the exhibitor.

## Exhibit Labor/Union Labor (If applicable)

You MUST obey the union regulations for material handling, labor, etc. All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel is under union

jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

## Freight Handling (If applicable)

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as, the handling of empty crates and the operation of material handling equipment is under union jurisdiction. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process.

An exhibitor may 'hand carry' material provided they do not use material handling equipment to assist them. When exhibitors choose to 'hand carry' material, they will not be permitted access to the loading dock/freight door areas.

Exhibitors are expected to comply with the union requirements and regulations in effect.

***There is absolutely NO SMOKING permitted on the show floor.***