

Networking and all that Jazz

4th Annual Health and Business Expo

Reservation & Application
www.NetworkingAndAllThatJazzExpo.com

Tuesday, November 15th, 2011

11 am – 7pm

Expo 11 am - 5:30pm

Networking After Hours 5:30 – 7:00 pm

Meet. Grow. Prosper.

EXHIBIT SPACE RENTAL AGREEMENT

The undersigned Exhibitor reserves and applies for the exhibit space in the **Networking and all that Jazz Expo, Waterford Estates Lodge** 52890 SR 933 North South Bend, IN on November 15th, 2011 11 am – 5:30 pm Expo / 5:30 pm – 7:00 pm After Hours **Networking Brigid's Pub**. *Subject to the terms set forth below, and subject to acceptance of the Networking Expo, hereinafter referred to as The Presenter.*

Organization Information (as it is to be published)

Contact Name: _____
 Organization: _____
 Address: _____

 Phone No: _____ Fax: _____
 Web Address: _____
 Email: _____

Networking Expo Use Only

Date Received: _____
 Deposit: _____
 Paid in full: _____
 Booth Number: _____
 Location: _____
 Confirmation: _____
 Other: _____

Go To: www.NetworkingAndAllThatJazzExpo.com for expo activities.

*** Since most correspondence will be made via email, please list your email address.

****We do not sell or give out our email list. ***

Exhibit space information—Please note: Booth size is approximately 6' x 10'

Description of Booth/Activity: _____

Booth Pricing:	Booth 6 x 8 \$175.00 /space	Number of spaces _____	<input type="checkbox"/> Yes, I would like a FREE autograph copy of "The Expert Guide to Small Business Success" Additional copies \$25 each	<input type="checkbox"/> Yes, I would like _____ box lunches @ \$13.00 each delivered to my booth space.
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A deposit \$100 will reserve your booth – total amount due by Nov. 10th

BILLING TERMS \$100 deposit required with this application guarantees your position. Your check is your reservation. **BALANCE DUE November 10th**. There are no refunds. You will receive a contact list of all exhibitors and an Exhibitor Kit on the day of the event. Please make checks payable to Cindy Cohen. All contracts are binding and subject to approval of Networking Expo Coordinators. **THEME> The theme of this expo is FUN AND GAMES, at your booth please have a GAME or ACTIVITY to do at your booth space. Please have a door prize for your exhibit.**

Authorized Applicant Signature:

On behalf of the organization named above, I agree to abide by the terms and conditions, which are attached hereto and incorporated herein by this reference. I also have read, understand and accept the contract terms and conditions.

Printed Name and Title: _____ Date: _____

Check Number: _____ Amount: _____ Date: _____

Sign: _____

Mail this form along with payment to Cindy Cohen, 19009 Layden South Bend, IN 46637
For questions, please call Cindy 1-800-245-8917 voicemail or 574-210-3958 cell phone

Fax the completed form to: 574-273-1145

General Terms

All matters and questions not covered by the Rules and Regulations are subject to the decision of Expo Coordinators, also known as The Presenter. The Policies and Procedures may be amended or supplemented at any time by The Presenter and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Policies and Procedures.

Space Assignment

Initial space assignments will be made on a first-come, first-served basis, at the discretion of The Presenter. The Presenter reserves the right to make appropriate changes in exhibitor locations, as it deems necessary for the overall success of the Expo.

Cancellation by Exhibitor

All contracts are binding. No refunds will be issued. Failure to notify The Presenter that a booth will not be occupied will result in group being banned from other shows or Expo's. Any cancellation must be made in writing to Presenter to avoid such ban.

Hold Harmless

Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the exhibit hall. Exhibitor shall indemnify, defend and hold The Presenter and their respective agents, employees, successors and assigns, from any and all liability, responsibility, loss, damage, claim, cost or expense of any kind whatsoever (including attorney's fees) which any of them may incur, suffer, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission of the Exhibitor, its employees, agents, licensed or invitees. The Holiday Inn and The Presenter shall not be responsible in any way for damage, loss or destruction of any property of Exhibitor or for any injury to Exhibitor, its agents, employees, licensees or invitees.

Insurance and Security

The Presenter and the Holiday Inn and their respective agents and employees, shall not be responsible for the safety of the property or the exhibitor, its agents or employees, from theft, damage by fire, accident or any other cause. It shall be Exhibitor's responsibility to maintain such insurance against personal injury and property damage liability in such amount as the Exhibitor deems appropriate.

Installation, Dismantling and Booth Etiquette

Exhibitor shall observe the published move-in and move-out times. Failure to remove an exhibit in the allowed time will afford The Presenter the right to remove same, subject to the Exhibitor's disposition, with all charges to follow at no liability to The Presenter. All Exhibitors' agree to maintain booth workers at all times. Booth workers should be dressed appropriately and maintain a professional demeanor with all Expo participants.

Exhibit Design and Amenities

Each Exhibitor will be provided with one 6' X 8' (approximate) booth space. All exhibits must remain within the confines of their own spaces and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, cause injury or affect the display of other Exhibitors. No booth sharing will be allowed. No materials except for the Exhibitor's own publicity material may be passed out. Arrangements for specialized electrical hookup, phone lines, audiovisual equipment and other materials can be requested on the Exhibit Space Rental Agreement or through the Exhibit Coordinator. Any additional expenses incurred in association with special arrangements are the responsibility of the individual exhibitor.

Compliance

Exhibitor agrees to adhere to and be bound by all (1) applicable fire, utility, and building codes and regulations; (2) any rules and regulations of the facility where the Exhibit is held; (3) the terms of all leases and agreements between The Presenter and said facility; (4) the Americans with Disabilities Act, to the extent required to make Exhibitor's exhibit accessible to persons with disabilities; and (5) the terms of all leases and agreements between The Presenter and any party relating to the Exhibit. Exhibitor shall not do or permit others to do anything in the facility, which would in any way increase the insurance premiums provided by The Presenter.

Restrictions

The Presenter reserves the right to restrict exhibits that may have been falsely entered, or may be deemed unsuitable, objectionable to other sponsors or detract from the general order of exhibits. The Presenter also reserves the right to restrict certain categories.

Rights in the Event Exhibit is not held

Should The Presenter elect to cancel the Exhibit, The Presenter's liability to Exhibitor shall be the refund of any payments for booth space received. The Presenter shall not be liable for any consequential damages, which may arise from such cancellation. Should the Exhibit be canceled due to circumstances beyond the control of The Presenter, including but not limited to acts of God, acts of war, governmental emergency, labor strike or destruction of exhibit facility, The Presenter shall return each Exhibitor's space payment less a pro-rata share of costs and expenses incurred.

Changes in Floor Plan

The Presenter reserves the right to make appropriate changes in the floor plan and booth locations, as it deems necessary for the overall success of the Expo.

Violations of Rules and Regulations

Violations of these Rules and Regulations will afford The Presenter the right to prohibit Exhibitor from exhibiting at the current year's Expo (in which case Exhibitor shall forfeit its booth payments) and/or prohibit Exhibitor from exhibiting at the following year's Expo; provided, however, that the imposition of one or more of these remedies by The Presenter shall not in any way limit available remedies provided in other provision of this contract or by law.

ADVERTISING OPPORTUNITIES

Each Exhibitor will have the opportunity to advertise in the Expo Guide that will be distributed at the show. Other opportunities to advertise television will be made available to our sponsors. Sponsor opportunities available.

For questions, please call (1-800-245-8917)