



APPLICATION/CONTRACT FOR EXHIBIT SPACE  
 MSPDA CHAPTER VENDOR NIGHT/SPEAKER DINNER  
 OCTOBER 15, 2009  
 Renaissance Hotel  
 500 Flatiron Blvd  
 Broomfield, Colorado 80021

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

City/State/Zip \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

We agree to abide by the 2009 Rules and Regulations attached to this contract for the Mountain States Chapter PDA Vendor Night, which are part of this contract by reference and are fully incorporated herein.

Name of person(s) representing the company during the exhibition.

Name \_\_\_\_\_

Name \_\_\_\_\_

Please note that due to limited space, only two representatives per table will be allowed in the Exhibit Hall. Should additional representatives wish to attend please email us through the Contact Link at <http://www.mspda.org/>

- Tabletop or Booth: \$500.00.
- Exhibits will begin at 4:00 pm and end at 9:00 pm. *Price includes one dinner.*
- Student Sponsorship: \$100.00 per student (to help sponsor the event and pay registration for one student attendee)

**PAYMENT OPTIONS**

1) PAYMENT CAN NOW BE MADE ONLINE! Just go to <http://eshop.mspda.org> And submit a signed copy of this contract to the address listed below.

2) OR BY CHECK PAYABLE TO: **“Mountain States Chapter PDA”**

Submit payment and this contract by October 9th, 2009 to:  
 300 Center Drive  
 Suite G, #310  
 Superior, CO 80027

Will you need an electrical outlet? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using a backdrop? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be bringing door prizes? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate in the space below any special needs you might have. We will try to accommodate your needs as conditions allow.

\_\_\_\_\_

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### Tabletop Description

Please provide a description (50 words or less) of product lines, equipment, supplies or services you plan to exhibit at this 2009 show. We will have programs and will be e-mailing our membership information about our vendors.

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### Rules and Regulations:

- 1) **MEETING SPONSORSHIP AND MANAGEMENT** - The Exhibition is produced by and is the property of the Mountain States Chapter of the PDA. Mountain States Chapter of the PDA and the Vendor - Event Committee will provide all meeting policies. Exhibitors are required to sign the Contract and by doing so, they subscribe to the Rules and Regulations, which are part of this Contract.
- 2) **WHAT MAY BE EXHIBITED** - The Mountain States Chapter of the PDA Vendor - Event Committee determine the eligibility of any company or product for exhibit. The committee may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not keeping with the Association's character or purpose.
- 3) **STANDARD TABLETOP FURNISHING** - Each tabletop is 6'.
- 4) **EXHIBIT SPACE RESTRICTIONS** - Display shall be confined to the surface of the table with no back drops behind the table if not located by a wall and a height limit of 48 inches.
- 5) **CANCELLATION AND REFUND POLICY** - If the exhibition is cancelled by the Mountain States Chapter of the PDA for any reason, the contract is nonbinding and all payments will be refunded. Exhibitors must advise Mountain States Chapter of the PDA of any cancellation by October 9th, 2009 to receive a full refund. Otherwise, cancellation will result in complete forfeiture of payment.
- 6) **SUBLETTING OF SPACE** - Space, or part thereof, may be sublet with prior approval of the Mountain States Chapter of the PDA.
- 7) **EXHIBITOR REPRESENTATION** - Exhibits must be staffed during ALL exhibit hours by qualified employees of the exhibit. These representatives must be able to explain/demonstrate the products and services on display. Only two representatives will be allowed at each tabletop exhibit.
- 8) **SECURITY AND LIABILITY** - Each exhibitor must make provision for the safe-guarding of his/her goods at all times. Each exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's display and shall indemnify and hold harmless PDA and authorized representative agent or employee of the forgoing. Claims against any party other than the Association are to be submitted directly to the party involved.
- 9) **PROMOTIONAL MATERIALS** - Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is prohibited. Any damage done to the building, equipment, or furniture will be repaired at the expense of the Exhibitor.
- 10) **ELECTRICAL OUTLETS** - All tables requesting it, will be provided with one 120 volt outlet. Any requests for additional outlets or higher voltage should be noted on this contract. There will be additional charges for any additional electrical requests.
- 11) **INSTALLATION** - Installation of Tabletop exhibits will begin on October 15th, 2009 at 3:30pm. It is mutually agreed that is the duty and responsibility of each exhibitor to install and remove their exhibit. Breakdown and exhibits shall **NOT** commence until after the exhibits are scheduled to close at 8:45 p.m. and shall be completed by 9:00pm.

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