



## 2018 Exhibit Space Contract

We understand that this application for exhibit space becomes a binding contract upon acceptance by Utah Nail Community, and is subject to the terms, conditions, rules and regulations which hereto constitute a part of, or are included in, this application and contract (see Terms, Conditions, Rules & Regulations attached).

x \_\_\_\_\_  
 Applicant's Authorized Signature Title Date

Company \_\_\_\_\_  
 (Please print name as you would like it to appear in show material)

Contact ☐ \_\_\_\_\_ Show Contact \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Brief Description of products and services to be exhibited \_\_\_\_\_

### Reserve Your Space Today!

Booth space is **NOT** guaranteed until signed contract AND payment are received. Mark your preference in the reservation column below.

Size	Description	Price	Reservation
10X10	Inside booth, 1 table and 2 chairs, wastebasket	\$450	
10X10	Corner booth, 1 table and 2 chairs, wastebasket	\$525	
20X10	Inside booth, 2 table and 4 chairs, wastebasket	\$900	
20X10	Corner booth, 2 table and 4 chairs, wastebasket	\$975	

**\*\*Note, corner booths are limited and will be assigned based on the order full payment is received.**

**Payment Information:** Payment is due in full with submission of this form.



**Cancellation Deadline:** Refunds will be honored based on the following:  
90 days prior to the show date: 100% refund, minus a \$50 administration fee.  
60 days prior to the show date: 50% refund, minus a \$50 administration fee.  
30 days prior to the show date: 25% refund, minus a \$50 administration fee.  
Less than 30 days: no refund issued.

**Booth Sharing:** Booth sharing is strictly prohibited.

**Insurance:** All exhibitors are required to present their proof of insurance. For coverage information, see #12 on the attached Terms, Conditions, Rules & Regulations.

**Method of Payment:**

Pay by Check (Made payable to Utah Nail Community) Check # \_\_\_\_\_

Pay by Email invoice (credit card option) \_\_\_\_\_  
Email Address

**Contract completion:** Upon signing, please scan and email this 2018 Exhibit Space Contract and attached Terms, Conditions, Rule & Regulations to [UtahNailCommunity@gmail.com](mailto:UtahNailCommunity@gmail.com)

Or mail original copy to:  
Utah Nail Community  
c/o Polished Pinkies  
466 N Main St Ste 102  
Clearfield, UT 84015

**Marketing Opportunities**

Do you wish to donate 400 items for swag bags? Yes or No

Donated swag items MUST be received by August 3, 2018. Please ship all items to:

Utah Nail Community  
c/o Polished Pinkies  
466 N Main St Ste 102  
Clearfield, UT 84015

**Sponsorship Opportunities**

Refer to Sponsorship Agreement document for detailed description and contract agreement. (To be provided at a later date)



## Terms, Conditions, Rules & Regulations

1. This application for exhibit space becomes a contract between the applicant, hereinafter referred to as "Exhibitor", and Utah Nail Community hereinafter referred to as "UNC", upon acceptance by UNC. UNC will notify Exhibitor in writing when this application is accepted.
2. The Utah Nail Expo, hereinafter referred to as "UNE", is scheduled to occur September 15, 2018, from 10:00 am to 6:00 pm Mountain Standard time. The UNE will be located at the Davis Conference Center located at 1651 N 700 W, Layton, Utah 84041, hereinafter referred to as "DCC".
3. Requests for exhibit space must be made in writing using this 2018 Exhibit Space Contract and must be accompanied by the full payment for said space for event consideration.
4. Requests will be date-stamped upon receipt, and assignment of space will be made on a first-come, first-served basis. Exhibitor will be notified of space assignment in writing on or before March 31, 2018. UNC reserves the right to reject any application for space.
5. DCC regulations indicate that Signs and banners are not allowed in the DCC public areas without DCC's consent and direction. All signs must be professionally printed and their placement and posting be pre-approved by DCC. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. If Exhibitor desires to hang or adhere posters, banners, flip chart paper or other material in meeting rooms or public space, UNC must be notified of this request in advance and the request MUST be approved by DCC. Additionally, no tape or other adhesives may be used on carpet or other flooring. Any damage caused by the Exhibitor, whether approved by DCC or not, to the facility will be billed to Exhibitor and Exhibitor will be solely responsible for said damages and agrees to hold UNC harmless for any claims of damages caused by Exhibitor. ALL Display (including banners, pop-up banners and gridwall panels for hanging retail items) MUST be within the Exhibitor's designated space such as not to obstruct the view of neighboring booths. Your booth space fee(s) cover the space within the set border lines surrounding your booth. You are NOT permitted to extend chairs or equipment beyond your booth boundaries, thereby utilizing a larger space. Also, please remember to keep your booth display, guest table and chairs inside your designated booth space. If the Fire Marshal determines the aisles are obstructed, even during the course of the event, the Expo could be closed until the aisles are clear and the issue is resolved. It is the Exhibitor's responsibility to read and understand the Rules & Regulations. Failure to comply with the Rules & Regulations of this contract, will result in the alteration or removal of the booth at the Exhibitor's expense. Helium balloons MAY NOT be distributed or sold inside the DCC. Helium balloons distributed outside of the facility shall not be permitted inside the facility. If helium balloons are brought inside the building, and released for any reason within the facility, all labor costs associated with the removal of the balloons will be charged directly to the Exhibitor.
6. **No food or beverages of any kind can be brought into the DCC by Exhibitor, this includes candy. Bottle water is permitted if not sold by Exhibitor.**
7. UNC will provide Exhibitor with specific instructions prior to the UNE, including an installation and dismantling schedule. Exhibitor is responsible for keeping exhibit opened and staffed during show hours. A 10x10 booth allows the Exhibitor to have up to 4 educators working in the booth area. A 20x10 booth allows the Exhibitor to have up to 8 educators working in the booth area. Each table is 8ftx2ft and will have a linen tablecloth. No part of an exhibit may be removed prior to the official closing of the show. Exhibitor is liable for any expense incurred as a result of delays in removing exhibit and exhibit items.



8. Every effort will be made by UNC to provide adequate security during nonshow hours. However, it is the responsibility of Exhibitor to take proper precautions with equipment and other items, and neither UNC nor DCC will be responsible for loss or damage to equipment and/or other items.
  9. EXHIBITOR ASSUMES ENTIRE RESPONSIBILITY AND HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND, AND HOLD HARMLESS UNC AND ITS EMPLOYEES AND AGENTS AGAINST ALL CLAIMS, LOSSES, AND DAMAGES TO PERSONS OR PROPERTY, GOVERNMENTAL CHARGES OR FINES, AND LEGAL FEES ARISING OUT OF OR CAUSED BY EXHIBITOR INSTALLATION, REMOVAL, MAINTENANCE OR OCCUPANCY, OR USE OF THE DCC OR A PART THEREOF, EXCLUDING ANY SUCH LIABILITY CAUSED BY THE SOLE NEGLIGENCE OF UNC AND ITS EMPLOYEES AND AGENTS.
  10. Exhibitor agrees to hold UNC harmless for any claims for damages or losses resulting from acts of God, federal or state emergencies, natural disasters, strikes or any other cause beyond the control of UNC.
  11. Exhibitor agrees to comply with any local, city, state, federal and site ordinances, and rules and regulations regarding fire, health, safety and other matters.
  12. Exhibitor participating in UNE must carry workers' compensation, commercial general liability, including products and completed operations, independent contractors personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence, \$1,000,000 aggregate. This coverage must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. The certificate must name DCC and UNC as additional insured and be provided to UNC at least 30 days before the proposed exhibit date.
  13. Exhibit space is non-assignable to another party and may not be sublet or shared with others.
  14. **Cancellations must be made in writing. Refunds will be honored based on the following:**
    - 90 days prior to the show date: 100% refund, minus a \$50 administration fee.**
    - 60 days prior to the show date: 50% refund, minus a \$50 administration fee.**
    - 30 days prior to the show date: 25% refund, minus a \$50 administration fee.**
    - Less than 30 days: no refund issued.**
- UNC has the right to cancel this event without recourse by refunding the deposits and booth fees if any.**  
**NOTE: Booth space is not guaranteed until signed contract and payment are received.**
15. UNC reserves the right to regulate and restrict exhibit noise levels and the use of printed matter, persons, things or other items deemed objectionable. UNC has the option of evicting the Exhibitor without liability or refunding fees of any kind, and Exhibitor agrees that no demand for redress will be made.
  16. Electrical voice reproduction or mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Volatile or flammable oils, gases, other explosive or flammable matter, or any substance prohibited by city laws or insurance carriers are not permitted on the premises.
  17. EXHIBITOR MAY NOT RENT SPACE (HOSPITALITY SUITES OR OTHER MEETING ROOMS) WITHIN PROXIMITY OF THE PRIMARY TRADE SHOW DURING THE UNE.
  18. A conflict in any of these terms and conditions does not negate the entire contract. Determination of infractions of rules and regulations is at the entire discretion of UNC.

I have read and acknowledge the terms and conditions.

X\_\_\_\_\_ Initial here