

# Baby & Family EXPO



**Essentia Health**



## 2018 Vendor Registration Form

Saturday, April 21st

Detroit Lakes High School Gymnasium

10am-2pm

Please fax back to 218-847-7657 or return this form along with payment to:

Leighton Broadcasting • PO Box 746 • Detroit Lakes, MN 56502-0746

Baby & Family Expo is a production of Leighton Broadcasting  
for more information, call Aimee at 218-847-5624 or 218-209-0453

# Sponsor information as it is to appear in all marketing materials



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

Show Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Items/Services Displayed: \_\_\_\_\_

Need Electricity? Yes No \_\_\_\_\_

Options	Details	Price
Double Booth 8'x16'	All vendors are required to donate a \$25 item or gift certificate as a door prize. Booth includes curtains, table and 2 chairs.	\$375
Single Booth 8'x8'	All vendors are required to donate a \$25 item or gift certificate as a door prize. Booth includes curtains, table and 2 chairs.	\$200
Bag Stuffer - 350 Copies no larger than 8.5"x11"	Exhibitor Non-Exhibitor <i>All bag stuffers must be received by April 13th or they will not be placed in the bags</i>	No Charge \$50
Cash: _____ Check: _____ Credit Card: _____		Total: _____

We gladly accept Visa or Master Card. Make checks payable to Leighton Broadcasting. No reservation is final until full payment is received.

Name on Card: \_\_\_\_\_ Phone: \_\_\_\_\_

Card Holder Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Leighton Broadcasting had authorization to recharge my card for any additions I make to my 2018 show reservation.

I have read the enclosed Rules and Regulations and agree to abide by them.

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



## exhibitor information, rules and regulations

1. Booths: No subletting of booth space - without proper authorization.
2. All displays must fit inside the dimensions of booth space. Displays may not extend into the aisles.
3. Any exhibitor selling products must do so in accordance with MN Department of Health and the MN State tax laws. All sales and taxes are the responsibility of the exhibitor.
4. Vendors that participated the previous year have the first right of refusal for booth space. Additional booth space is sold on a first come, first serve basis. Get your reservation and payment in early!
5. Exhibitors will be required to keep their booth displays neat and orderly throughout the show. If exhibitor displays candy or other items that require some cleanup, you will be asked to keep your area clear of debris.
6. Nothing shall be removed from your booth before the close of the Expo. All exhibits to be taken down and removed following the Expo closing - No Exceptions. Violators will not be permitted in future shows.
7. Payment must accompany the reservation form. No space is guaranteed until payment in full is received. All cancellations will incur a \$25 service fee. No refunds given on cancellations 2 weeks prior to the Expo date.
8. Waiver of Liability: The Expo shall not be responsible for any personal injuries, for loss or damage to exhibitors property or for any damage done to the building by exhibitors, their agents, or employees. All property destroyed or damaged by the exhibitors must be replaced in its original condition or at the exhibitor's expense. Walls, woodwork, doors and floor of the building must not be defaced or altered in any manner whatsoever. Exhibitors must also follow any guidelines set forth by the property owners of which the Expo is held.
9. Insurance: It is the responsibility of each Exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the Exhibitor deems adequate. Insurance protection will not be offered by Leighton Broadcasting or Health and Wellness Expo.
10. Rights: Expo staff reserves the right to refuse any exhibit, exhibitor, or employee which, in their opinion is not in the best interest of the show. Expo staff also reserves the right to approve all exhibitors and to make booth location changes to best serve the show as a whole.
11. Violations: Exhibitor shall be bound by the rules and regulations set forth herein, and by additional rules and regulations which may be established by the Expo staff. Any violations by an Exhibitor of any terms or conditions herein shall be subject to the cancellations of the contract to occupy exhibit space, and forfeiture of any monies paid on account thereof upon due notice of such cancellation. Expo staff shall have the right to take possession of Exhibitor's space, remove all persons and properties of Exhibitor, and hold Exhibitor responsible for risks and expenses incurred in such an event. All matters and questions not covered by the above will be subject to final judgment and decision by the Expo staff.