

Presented by:



Boat & RV Show January 18, 19 and 20, 2018



EXHIBITOR REGISTRATION FORM

Booth Selection and Pricing:

Maude Cobb Indoor Exhibitor

10X10 Premier Booth \$600 QTY___ (Main Exhibit Hall) 10X8 Standard Booth \$300 QTY___ (Meeting Rooms)

32X80 Booth \$2250 59X67 Booth \$2750 Maude Cobb Lobby \$950

Outdoor Unit Price: If purchased in conjunction with inside exhibit space \$75 per unit QTY___
If only outside space is purchased \$300 base + \$75 per unit QTY___

Our Booth Requires Electricity **Booth Preference:** 1st _____ 2nd _____ 3rd _____
Floor plan attached

Booth Amenities: Exhibitor will be provided with :(1) 8' skirted table, (2) Chairs and (4) name badges.
Additional skirted table's \$10.00 each, additional badges \$5.00 each, additional chairs \$2.00 each.

Booth Contact: _____

Company Name: _____

Phone: _____ **Email:** _____

Authorized Signature: _____ **Date:** _____

Your signature above acknowledges you agree to the Boat & RV Show Terms, Conditions and Rules located on the following pages. I understand that this application becomes a binding contract when accepted by the Boat & RV Show Committee.

Products to Exhibit _____

Additional Amenities: Table QTY___ Chair QTY___ Name Badge QTY___

Payment required at time of reservation. Space reservation deadline: November 30, 2018.
No refunds will be issued unless cancelled by December 15, 2018. No exceptions.

Billing:

Mail Invoice Billing Address: _____

VISA/MC/AMEX/Discover Card Number: _____

Exp. Date _____ CCV Code: _____

Card Billing Address: _____

Check Payable to Longview Chamber of Commerce, 410 N Center St, Longview, TX 75601

For more information, contact Dave Jochum at 903.237.4023 or djochum@longviewtx.com

TO EXPEDITE YOUR RESERVATION, FAX TO 903.237.4049

POLICIES FOR THE CONDUCTION OF THE BOAT & RV SHOW

I. SHOW MANAGEMENT:

This Show is a presentation of the Longview Chamber of Commerce, Longview, Texas, hereinafter referred to as the "Show Management," which it hereby expressly reserves, to make such rules and regulations in addition to these policies as it will deem advisable for the success of the Show, and to change and amend the same from time to time, which will govern the proper conduct of said Show and the use of the contract and the space reserved by the Exhibitor. The Show Management's application, interpretation and construction of said rules and regulations will be final and conclusive.

II. CONTINGENCIES:

The Show Management reserves the right to cancel any Show in case the specified premises will be destroyed or so damaged as to render them tenable or unfit for use for the purpose specified, by fire or the elements or any other cause, or should any occurrence of circumstances beyond the control of the Show Management make impossible the fulfillment of the contract between Show Management and the Exhibitor; provided, however, that in the event of such cancellation, all payments previously made by the Exhibitor to Show Management on a contract by promptly returned to the Exhibitor by the Show Management, and upon the return of the same, the Show Management is to be released of any and all claims for damages, loss, costs or expenses sustained or incurred by the Exhibitor by reason of such cancellation.

III. EXHIBITOR FEES:

- A. RENTAL: Booth prices are detailed on the registration form. Payment required at time of reservation for booth space in the Show. The balance of booth rental is due no later than December 15, 2018, unless otherwise stated in the Exhibitor's "CONTRACT FOR EXHIBIT SPACE."
- B. REFUND: Cancellations received prior to December 15, 2018 will be refunded. No refunds will be issued after December 15, 2018. Reservations require payment in full. No exceptions.
- C. CANCELLATION: Cancellation MUST be received in writing by December 15, 2018. Any exhibitor canceling after December 15, 2018 automatically forfeits all monies paid.

IV. EXHIBITOR QUALIFICATIONS

The SHOW management, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who manufacture, remanufacture, or supply products, tools, equipment, supplies or services used in the marine, fishing, hunting, camping and outdoor recreational industries. Applicants who have not previously exhibited at the Event may be required to submit a description of the nature of their business and the items to be exhibited. The SHOW Management reserves the right to restrict or remove any exhibit which the SHOW management, in its sole discretion, believes is objectionable or inappropriate.

V. SHOW LAYOUT:

Show Management, to the best of its ability, will layout the Show to allow for an attractive appearance and at the same time meet all the needs of all exhibitors. In most instances, the layout presented in the brochure is a good representation of how the Show will look. However, Show Management reserves the right to alter the published layout by the closing or opening of aisles, or possibly reassigning booths as required, to ensure a good presentation of the Show and to present as safe a Show as possible.

VI. USE OF SPACE:

- A. The space of the Exhibitor is to be used solely for the purposes set out in its contract with Show Management.
- B. The Exhibitor will not allow nails, screws or tacks to be driven into the building walls, floors, parking lots or pillars, nor deface the same in any way.
- C. Disturbing noises or forms for attracting attention to an exhibit, which are objectionable to Show Management, will be removed from the Show and Exhibitor will forfeit booth costs.
- D. Show Management reserves the right to exclude exhibits which are or may become objectionable and contrary to the general character of the Show. Exhibitor will not be allowed to participate in show until the Exhibitor removes the objectionable elements of such exhibit. Show Management's determinations in this regard will be final and conclusive. This restriction and prohibition extends to persons and their conduct, all-keeping with the good character of the Show. Displayed merchandise should fit within the scope of the show, unless otherwise pre-approved by Show Management.
- E. Exhibitor's exhibit must be within the confines of the booth rented, not protruding into aisles or other exhibitor spaces, unless previous arrangements are made with Show Management. Exhibitors failing to do so can be removed by Show Management and will forfeit exhibit booth costs.
- F. Outside exhibit space is available to Exhibitors. Pricing can be found on the exhibitor contract. Show Management must preauthorize all units.

VII. SUBLETTING SPACE:

The Exhibitor will neither assign his contract, sublet in any fashion any part of his exhibit space, nor display the name of any other firm contributing to said exhibit without the written consent of Show Management in advance.

VIII. FAILURE TO EXHIBIT:

In the event the Exhibitor does not occupy his or her exhibit space, or fails to comply in any other respects with the terms of the contract, Show Management will have the right, without notice to the Exhibitor, to occupy or cause said space to be occupied in any manner it deems best, without such occupancy working a forfeiture of the sums to be paid and the covenants to be performed by the Exhibitor under the terms of the contract, and in connection wherewith, the Exhibitor expressly agrees to pay the full sum agreed for said space regardless of whether it has been occupied by the Exhibitor or not, understanding Show Management will not have any obligation to relent such space.

IX. INSTALLATION AND REMOVAL OF EXHIBITS:

- A. Exhibits are to be installed and removed at the expense of the Exhibitor.
- B. Except with the prior written consent of Show Management, no exhibits will be installed or setup until receipt of payment in full for exhibit space reserved has been received by Show Management.
- C. **All exhibits will remain in place and will not be dismantled until after the official closing of said Show.**
- D. Exhibitor must remove all exhibits, displayed products and other material and property of the Exhibitor no later than the time designated by Show Management.

X. ELECTRICAL SERVICE:

Show Management furnishes electrical current, but spotlights and motor connections are the responsibility of the Exhibitor, subject to the approval of the Show Management. AMPS available are 20 AMPS per box (double plug in box) or 10 AMPS per plug. 220 outlets are limited and available at some locations. Please note that "daisy-chaining" of power strips will not be allowed by order of the Fire Marshall.

XI. LIABILITY:

The Longview Chamber of Commerce, the publicized sponsors of the Show and the Building Management, either collectively, individually or otherwise, will not in any way be liable, nor will they be required to maintain insurance, for any damage or loss, regardless of the cause of the same, either to person or property, sustained by the Exhibitor and/or his employees and representatives. Exhibitor will indemnify the Show Management against each and every claim, demand, or cause of action which may arise or be made against the Show Management by reason of, or in any way arising out of the Exhibitor's operation of his exhibit, the condition of his exhibit space, or on account of any act or omission on the part of the Exhibitor, or any of his agents or employees. Please see your own agent for whatever "riders" you feel is necessary. It is recommended that you cover or lock up small articles.

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XII. OBSERVANCE OF LAWS AND REGULATIONS:

The Exhibitor, its employees and representatives will observe and comply with all Federal, State, Municipal and Building Management laws, charter, ordinances, rules and regulations of the State, City and building in which the Show is presented. Aisles and emergency exits must be kept clear at all times. Materials utilized in the booth must be of a fire retardant nature.

XIII. PRE-SHOW HOUR EXHIBITOR ENTRANCE:

Exhibitors will be admitted into the Show during setup hours as stated below and one hour prior to opening of show, unless otherwise advised by Show Management. Please note that entrance and exit during Show hours should be through doors utilized by the public. All other doors are for emergency use.

XIV. EXHIBITOR BADGES:

Exhibitor Badges are for working personnel only and will be provided upon check in (registration area at the front of Maude Cobb Convention Center on Wednesday or Thursday). **Spouses and children of employees/personnel working exhibitors' booth will be expected to pay admission fees.** No exceptions. Each space will be provided with (4) badges. If you will require additional badges, please contact Dave Jochum at the Longview Chamber of Commerce, 903/237-4023, by January 8, 2019. There will be an additional fee of \$5.00 per badge. Additional Exhibitor badges will not be issued after the Show begins. Individual's business cards must be included for accuracy on name badges or a typed list should be prepared. No hand written list will be accepted. Exhibitors who have several shift changes can tell their working personnel to pick up their badge at the registration desk in Maude Cobb Activity Center prior to their shift. If exhibitor leaves the building without his/her badge then comes back in without the badge he/she will be stopped from entering the show. All exhibitors are required to wear badges at all times to ensure who is working the Show.

XV. PARKING:

Building regulations prohibit parking in the fire lanes and passenger drop-off areas, even for unloading and loading your vehicles. **Exhibitors must park in the back parking lot of Maude Cobb Activity Center.**

XVI. CLEANING:

For your protection, custodians will not be permitted to enter individual booths at any time. Please leave all trash in the aisle in front of your booth before leaving for the night.

XVII. MOVE-IN:

Move-in for Exhibitors will begin Tuesday, January 23, 2018. Please refer to your exhibitor move-in schedule for exact move-in time. **All Exhibitors MUST be checked-in and completely set-up by 4:00 p.m. on Thursday, January 17, 2019. All Exhibitors** should check-in prior to setting up. Check-in will be in the registration area in Maude Cobb Activity Center, from 9:00 a.m. – 5:00 p.m. on Wednesday and Thursday only.

XVIII. MOVE-OUT:

Please make arrangements to remove anything of value from the building Sunday night when the Show closes. With so many open doors, it is impossible to check out each item leaving the facilities. **Everything** must be out of the building by 12:00 noon, Monday, January 21, 2019. **There will be a \$200 fee for any exhibitor tearing down and /or moving out prior to Sunday at 5pm - regardless of reason or emergency.**

XIX. INSURANCE AND LIABILITY:

- A. Each Exhibitor shall be liable for the safety of their exhibits and other property against theft, vandalism, robbery, fire, accident or any other hazard, without limitation. All exhibitors must provide proof of liability insurance at limits prescribed. No right or claim shall be asserted against the Longview Chamber of Commerce or the owners and/or managers of the exhibit buildings and exhibit areas by any Exhibitor for the loss of, or damage to, any exhibits, articles of merchandise or other personal property owned, rented, or leased by the Exhibitor, arising from any cause.
- B. Exhibitor covenants and agrees to protect, indemnify and hold harmless Longview Chamber of Commerce and Show Management Personnel, contracted service providers and Maude Cobb Activity Center, from any and all liability, damage or expense arising out of, or connected with (1) any injury to person while in exhibitor's display area (2) any loss, damage or theft of exhibitors' vehicles or property while in transit to or from show or on premises, including but not limited to parking areas and exhibit hall(s) and (3) any breach of contract or failure of exhibitor to comply with any of the terms and conditions of Longview Chamber of Commerce, Maude Cobb Activity Center or City of Longview Fire Department Show Rules and Regulations.
- C. No Exhibitor shall allow any article or thing to be brought into, or any act to be done on the premises which will increase the premium on any policy or policies of insurance held by Longview Chamber of Commerce, or by the owners and/or managers of the exhibit building and exhibit area, or which may cause any such policy or policies of insurance to be cancelled.
- D. No Exhibitor shall in any manner damage, mar or deface the said grounds or exhibit buildings or permit anything to be done by its employees, agents or servants by which said premises shall in any manner be injured, marred or defaced.

XX. SECURITY

Security for the Boat & RV Show will be provided during show hours. We do suggest you remove personal valuables and cash from the premises daily.

XXI. INDEMNITY

Exhibitor agrees to indemnify, defend and hold the Boat & RV Show, Longview Chamber of Commerce, City of Longview, and the officers, directors, agents, employees, successors and assigns of both, harmless from any losses, claims, damages, attorney's fees and expenses for injuries, death or property damages suffered by any person, including Exhibitor, Exhibitor's employees and Exhibitor's patrons, arising directly or indirectly out of Exhibitor's activities on the grounds of the Boat & RV Show, and from any liability whatsoever for lost or stolen goods belonging to Exhibitor, Exhibitor's agents, employees or patrons.

XXII. DUPLICATION

No duplication of boat lines will be permitted, with the exception of non-motorized boats. The products you would like to display/sell must be listed on your contract and approved by the Show Management.

XXIII. FOR ADDITIONAL INFORMATION

The Boat & RV Show is produced by the Longview Chamber of Commerce, located at 410 North Center Street in Longview, Texas. All booth rentals should be handled by calling the Longview Chamber of Commerce, not Maude Cobb Activity Center. For additional information call Dave Jochum at 903/237-4023 or 903-237-4000 or email djochum@longviewtx.com.