



## SIGNATURE AND PROGRAM GUIDE LISTING INFORMATION

With each booth you receive one free Business Listing in the Program Guide. Please provide your listing information here:

Business Name \_\_\_\_\_

Phone Number OR Website \_\_\_\_\_

Description (10 words or less) \_\_\_\_\_

*I have read the terms and conditions of the expo on both the front and back of this form. I understand and agree to these terms and conditions and understand that they will be enforced. All applications subject to approval.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PAYMENT

Booth Cost: \$ \_\_\_\_\_

Discounts (if applicable): - \_\_\_\_\_

Electricity (\$60 if needed for exhibit): \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

\$100 non-refundable Deposit per booth: \$ \_\_\_\_\_

Payment Type:  Check (payable to Archway Events)

Credit Card:  Visa  MC  Discover

Card Number

Exp. Date (mm/yy)

## OPTIONAL: DOOR PRIZE DONATION

Free door prizes will be given away each hour. Prizes will be on display at the registration table throughout the expo and winners will select their prize from those available on display. Your business name will be featured in the Program Guide and with your prize donation.

I will donate the following Door Prize (value of \$50 or more):

\_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS

**1** Applications must be accompanied by a \$100 non-refundable deposit; balance is due within 60 days. All accounts must be paid in full by August 15, 2008, no exceptions. Selection of booth locations will be made by Archway Events on the basis of date of receipt of this completed application and deposit. There is a full cancellation refund of booth price (minus deposit) prior to July 15, 2008. No cancellation refund of any kind will be made after July 15, 2008. Archway Events reserves the right to reject applications of potential exhibitors. Archway Events has the right to photograph exhibits, attendees and exhibitors for future marketing uses.

**2** Set up will be on Friday from 3 PM until 9 PM and break down will be Sunday from 4 PM until 7 PM. All exhibits must be ready for the opening of the show and occupied during official show hours. We have arranged for a guest room rate of \$119/night for overnight accommodations. Call the hotel directly at 508-347-7393 before September 5, 2008 to reserve at this rate. Call early, limited availability. RV's are allowed to park on the premises, however we are prevented from having people sleep in them due to local regulations. Campgrounds are nearby, or hotel rooms are available for rent.

**3** Exhibitors must note all the products to be showcased on your application. If you have music, TV or other sound producing media, you must note this on your application, otherwise, you may be required to mute the sound at the event. Only lighted candles protected by a glass globe are allowed. Exhibitors must have a fire extinguisher on hand if you plan to have lighted candles at your booth. The use, display or storage of flammable liquids or gas must be approved by the Fire Marshall in writing. Exhibitors are responsible for all state income and sales taxes. Exhibitors who will be conducting monetary transactions at the event must note this on the application. Exhibitors are responsible for complying with all local, state and federal laws.

**4** Archway Events has the right to remove from or prohibit the admittance to the hall of any person, exhibit or display or part of any exhibitor display that is, in the opinion of Archway Events, offensive to or not in keeping with reasonable standards of the character of the event. Exhibitors shall take no action or conduct themselves in any way so as to jeopardize the safety of any participants, or otherwise disrupt the event, and Archway Events may exercise its right to alleviate any danger or disruption.

**5** While Archway Events, Spirit of Change and the Sturbridge Host Hotel shall make reasonable efforts to provide security at the site, they are not responsible for the safety of any exhibitor, its property, employees, visitors or customers from theft, disappearance, injury or damage by fire, accident or any other cause, and exhibitors assume sole liability for any losses resulting from such causes. No insurance is provided for the benefit of exhibitors or their property. Exhibitors shall indemnify and hold Archway Events, Spirit of Change, the Sturbridge Host Hotel and their affiliates harmless from any damages, losses or liabilities resulting from any claims, demands, suits or other actions based on or arising out of the exhibitor's presence in the indoor and outdoor expo spaces or parking areas during the lease term of the show.

**6** If show spaces or other areas of the Sturbridge Host Hotel are rendered unusable by fire, other casualty, or by reason of strikes, civil disorder, acts of God or any other reason beyond the control of Archway Events, Archway Events shall have the right to terminate this application and contract. Archway Events and affiliates shall not be liable for any loss or damage suffered by any exhibitors should this contract be terminated, provided however, that Archway Events shall return a portion of payments made by exhibitors after deducting a pro rata share of expenses incurred in connection with the show.