

# NORTHWEST AGRICULTURAL SHOW

Portland Expo Center, Portland Oregon  
January 24, 2017 - January 26, 2017

## 48<sup>th</sup> Annual

*This application for exhibit space at the Northwest Agricultural Show will become contract upon acceptance.*

## PAYMENT OF SPACE RENTAL

Please sign and mail this agreement to the address shown on the back. The first half of the space rent will be due April 10, 2016 with the balance due November 10, 2016. Should these terms not be met, the N.W. Ag Show reserves the right to void this agreement.

**PLEASE REVIEW THE CANCELATION POLICY ON THE BACK OF THE CONTRACT**

## SPACE ASSIGNMENT

Space assignments will be based on your choice of exhibit area and postmark of application. The show management reserves the right of assignment and to curtail exhibits in whole or part that reflect the character of the show.

BOOTH SPACE REQUESTED: 1<sup>st</sup>

2<sup>nd</sup>

Company Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Website:

Person in Charge of Exhibit:

Address to Send Exhibitor info. (If different from above):

Street:

City:

State:

Zip:

What Equipment or Products Will You Be Exhibiting?

Submitted By:

Title:

Date:

*(Do Not Write Below This Line)*

Booth #:  
Price:  
Square Footage:  
Corner Charge:  
First Payment:  
Ck#:  
Date:  
Balance:  
Second Payment:  
Ck#:  
Date:  
Balance:

## EXHIBIT INFORMATION AND APPLICATION FORM

### FACTS ON BOOTHS AND SERVICES

Each 10' by 10' display booth is supplied with an 8-foot back drop and 3-foot dividers. Bulk spaces are not draped.

110 volt and 220 volt power are available for a nominal charge. Please let the electrical contractor know of your requirements in advance.

### USE OF SPACE

All demonstrations or promotional activities must be confined to the limits of the purchased space. Noise resulting there from must not interfere with other exhibitors. *No exhibitor shall assign, sublet, or share the space allotted* and must show only goods manufactured or dealt in by them in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the confines of the exhibiting area. No interference with the light or space of other exhibitors will be permitted.

### LIABILITY

Neither the Northwest Agricultural Show, the Portland Expo Center, nor their representatives, nor any member of the above named will be responsible for any injury, loss or damage that may occur to exhibitor or the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage or injury. Exhibit halls will be locked during the time that exhibits are not being shown, and security guards will be on duty. Exhibitors will provide a certificate of insurance listing the N.W. Ag Show as an additional insured.

### CARE OF BUILDING AND EQUIPMENT

Exhibitors and/or agents must not injure or deface the walls or floors of the building, booths or the equipment of the booths.

If such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decorating must be flame proofed. Combustible materials or explosives are not permitted within the confines of the exhibiting area. Helium balloons/exhibits are not permitted.

### SHOW DAYS AND TIMES

*Tuesday: 9am - 6pm Wednesday: 9am - 8pm*

*Thursday: 9am - 3pm*

Set up of exhibits will begin the Monday prior to the show and must be completed by show time on the following day. Dismantling will start at the close of the show on Thursday and be finished by 12 noon the following day.

### CANCELATION POLICY

No refunds will be given on cancelled spaces after August 1. Any cancellations after that date are still responsible for the full amount of the booth rent. Any cancellations after December 1 will incur a cancellation fee equal to 30% of the total booth rent.