

# EXHIBITOR CONTRACT AND REGISTRATION FORM (3 pages)

**2019 Northwest Fly Tyer & Fly Fishing Expo**  
**Linn County Expo Center – Albany, Oregon**  
**March 8 & 9, 2019** <http://www.nwexpo.com/>

***Pre-Registration Due (postmark) by Dec 14, 2018***

## **EXHIBITOR CONTRACT REGULATIONS R2)**

**Codes and Agreements:** Exhibitor agrees to be bound by the Oregon Council of Fly Fishers International (ORCFFI) regulations. Exhibitor further agrees to adhere to all applicable fire, utility and building codes; regulations of the facility where the Expo is held; the terms of all agreements between the ORCFFI and the managers or owners of said facility; and the terms of all agreements between ORCFFI and any other party relating to the exhibit or in the facility that would cause a difference in conditions from those approved by the insurance carriers of ORCFFI or the owners or managers of the facility, which will increase premiums payable by any of said parties.

**Space Assignments:** Because of the limited number of exhibit booths available, ORCFFI will assign exhibit space on a first-come, first-served basis. ORCFFI will make a best effort to accommodate exhibitor special needs, but reserves the right to change the location assignment any time prior to the exhibition dates as deemed necessary.

***Provided to Exhibitor: Each exhibitor booth space will include: pipe and drape for a 10' x 10' booth, one 6' skirted table, and two chairs. Electrical service of one 120-volt, receptacle will be available at each booth, Wi-Fi is free. Please note that exhibitors will be given two registration badges per booth. Additional badges can be issued at Merchandise Booth. Booth includes 2 Expo pins and 2-Food Court drink tickets.***

***Table Spaces & Boat/large spaces will include one 6' skirted table, and two chairs. Electrical service of one 120-volt, receptacle. No Pipe & Drape will be included.***

***Reception Fundraiser Friday Night Dinner Tickets can be purchased from our website <http://www.nwexpo.com/> are an additional \$10.00/per person (kids under 18 free)***

**Exclusion:** The ORCFFI retains the right to exclude or require modification of any display or demonstration that, at the discretion of the ORCFFI Expo Chair, it considers unsuitable to the character of the ORCFFI Expo.

**Assignment or Sublease:** Exhibitor will not sublet exhibit space or equipment provided by the ORCFFI Expo, or assigns this lease without written notice and approval.

**Liability:** This agreement does not constitute a partnership, employer-employee relationship, joint venture or agency between the ORCFFI Expo and Exhibitor. Exhibitor agrees to indemnify, hold harmless, and defend the ORCFFI Expo, its attendees, exhibitors, participants, etc. from any liability, loss, damage, cost or expense (including but not limited to interest and attorney's fees) that the Expo may incur, incident to or arising directly or indirectly from, intentional or negligent acts or omission or security breach by Exhibitor or its employees or agents. Exhibitor agrees that the Expo, its agents and employees, and the exhibit facility will not be responsible for loss, damage or destruction of any property of exhibitor or injury to exhibitor or its representative, agency,

employees, licensees, or invitees. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Linn County Expo Center, its owners or managers, which results from any act or omission by Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Linn County Expo Center its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property.

Exhibitor's liability should include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises.

**Cancellation or Postponement:** In the event that the exposition is postponed because of any occurrence not occasioned by the conduct of the ORCFFI Expo or Exhibitor, whether by an act of nature, the result of war, riot, civil commotion or the conduct of any person not party to this lease, the performance of the parties under this agreement will be excused for such period as is reasonably necessary after such occurrence to remedy the effect thereof. In the event that such occurrence results in cancellation of the conference, the obligations of the parties under this agreement will be terminated and all rental payments made under this lease will be refunded to Exhibitor less a pro rata share of expenses actually incurred by the ORCFFI Expo.

**Handling and Storage:** Once a signed contract is received and processed, instructions will be sent to you on shipping and handling of Exhibitor booth equipment as needed or requested.

**Cancellation of Contract:** Exhibitor has the right to cancel this agreement at any time by *written* notice to the ORCFFI Treasurer. Cancellations prior to January 4, 2019 will receive an 80% refund; cancellations on or after January 4, 2019 will *not* receive a refund. Under all circumstances, ORCFFI reserves the right to fill any exhibit space canceled by an Exhibitor.

**If Pre-Registration deposit payment is not received or responded to after 3 attempts ORCFFI has the right to sell your space to another vendor and will not guarantee booth availability or your choice of booth location.**

## **REMINDER**

**Exhibit Space Occupancy and Expo Times: (Call for Thursday early setup time slot)**

**Sherry Steele 541-549-2072**

Exhibitor setup Thursday March 7<sup>th</sup> ----- 2:00 PM to 9:00 PM

Exhibitor setup Friday March 8<sup>th</sup> ----- 7:30 AM to 9:00 AM

Exhibitor Reception Dinner Friday March 8<sup>th</sup> ----- 5:00 PM to 9:30 PM

Reception Fundraiser Dinner is \$10.00/person (kids under 18 free) Reception Dinner tickets will be available on the Expo website [www.nwexpo.com](http://www.nwexpo.com)

**All exhibits must be open during the Expo hours, which are as follows:**

Exhibitor Hours Friday March 8<sup>th</sup> ----- 9:00 AM to 5:00 PM

Exhibitor Hours Saturday March 9<sup>th</sup> ----- 9:00 AM to 5:00 PM

**(All Exhibitor items must be removed by Saturday 9:30PM)**

Tear Down Saturday March 9<sup>th</sup> ----- 5:00 PM to 9:30 PM

**Expo Exhibitor Registration For March 8 & 9, 2019**

**R2**

Exhibitor Company Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Badge Names \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web site \_\_\_\_\_

Booth Preference: Same as last year \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

**Exhibitor Fees Per Location**

Regular Booth (Regular 10' x 10') \$495.00 Per Booth Fee X number of booths.... \$ \_\_\_\_\_

The Village Entrepreneur (6' table) \$125.00 Fee..... \$ \_\_\_\_\_

Boat/Large Spaces (see layout) \$ 675.00 Fee ..... \$ \_\_\_\_\_

Major Sponsor \$1,500.00) (includes 1 booth) see attached benefits ..... \$ \_\_\_\_\_

(Deposit Booths & Boats/Lg \$200.00). (Table Deposit \$50.00) **Due Dec 14, 2018** \$ \_\_\_\_\_

**Total Balance Due on or before Jan 4, 2019** ..... \$ \_\_\_\_\_

*The Expo Committee reserves the right to sell your pre arranged booth space if the fee is not received (postmarked) by January 4, 2019. After payment is received, we will do our best to assign your choice of booth location.*

*I have read understand and agree to the above contract & registration: We accept Electronic signature by typing in your Name, Company, Signature and Date.*

*Return this document by email or Snail Mail. Do not Email credit card #s- will call you*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Remit Signed Contract & Registration check to: Oregon Council FFI**

P.O. Box 1438 Sisters, OR 97759 OR Email to [steelefly@msn.com](mailto:steelefly@msn.com) (do not Email credit card #s)

If Check Enclosed, make payable to: **Oregon Council FFI.**

*Keep a copy of this registration for your records*

For payment by phone contact Sherry Steele Vendor chair 541-549-2072

\_\_\_\_\_  
Visa or MasterCard Information (do not Email credit card #s will call you)

Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_