



# CONTRACT FOR 2018

# SHOW EXHIBIT SPACE

Please reserve the following exhibit space for our use. We agree to comply with the accompanying rules and regulations on the back of this contract which are, by reference, hereby made a part of this contract. It is understood and agreed by applicants that this entire document constitutes a contract between applicant and Hot Rod & Racing Expo, LLC. This contract will not be binding and in effect until deposit payment is received by Hot Rod & Racing Expo, LLC and a copy is returned to exhibitor which bears acceptance signature of an authorized Hot Rod & Racing Expo, LLC representative.

**Novi, MI:** Suburban Collection Showplace   **March 24-25, 2018**   Booth # \_\_\_\_\_ Reserved: \_\_\_\_\_

### COST OF BOOTH SPACE

\_\_\_\_\_ 10 x 10 booth(s) x \$575 = \_\_\_\_\_

LESS \_\_\_\_\_ % volume disc. = \_\_\_\_\_

**SUB TOTAL** = \_\_\_\_\_

Premium Space \_\_\_\_\_ % upcharge = \_\_\_\_\_

**TOTAL SPACE COST** = \_\_\_\_\_

**Make Checks Payable to: Hot Rod & Racing Expo, LLC**

**50% Deposit with reservation = \_\_\_\_\_**

**Final 50% / payment Due Feb. 1, 2018 = \_\_\_\_\_**

**Credit card payments will be accessed a 2% surcharge fee.**

**Final Balance/Payment is due February 1, 2018 or space is forfeited.**

**See back of contract for refund policies.**

**Not just a booth! – Each booth includes:**

8' back & 3' side rail drapes	*	2 event parking passes
Company Identification Sign	*	2 badges per 10x10
Company logo displayed- website	*	Promo cards

**Booth Extras:** You can add just about anything you want to your booth. It is as simple as 1.2.3

Add: Electricity,  
Water, Internet

1. Go to: [www.suburbancollectionshowplace.com](http://www.suburbancollectionshowplace.com)
2. Click on "Exhibitor info"
3. Click on "Event Services"

Add: Lights, Banners  
Tables, Chairs

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

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Authorized by (sign)** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact person if different from above:** \_\_\_\_\_

Exact company name for show program: \_\_\_\_\_

Products Displaying: \_\_\_\_\_

Check here if you need a name sign for your booth: \_\_\_\_\_ YES \_\_\_\_\_ NO

E-mail address: \_\_\_\_\_

Web page address: \_\_\_\_\_

**CREDIT CARD #:** \_\_\_\_\_

\_\_\_\_\_ **VISA** \_\_\_\_\_ **MASTER CARD** \_\_\_\_\_ **AMEX** Is this a: \_\_\_\_\_ **DEBIT** or \_\_\_\_\_ **CREDIT**

v code: \_\_\_\_\_ **EXP:** \_\_\_/\_\_\_

**Name on Card:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Card Address (Street address If different than above):** \_\_\_\_\_

### **Return signed contract & deposit to:**

**Hot Rod & Racing Expo**

**43963 Grand River Ave., Novi, MI 48375.**

**Phone: (248) 349 – 3141 Fax: (248) 349 – 1969**

**Blanca@hotrodracingexpo.com**

Contract + Deposit	Final Payment	Payment	Additional Badges	Handbook

## HOT ROD & RACING EXPO

### *Exhibition Rules and Regulations*

**Exhibitors:** Exhibitors are limited to those companies offering products or services of specific interest to the attendees. Management reserves the right to determine the eligibility of any company for participation.

**Admission:** Hot Rod & Racing Expo reserves the right to refuse admission to children, or other persons, in the interest of the safety of those persons.

**Displayer's Handbooks:** All exhibitors will be provided a Displayer's Handbook and exhibitors must adhere to the instructions therein. These instructions are a binding part of this contract.

**Installation of exhibits:** Installation may begin 9 a.m. – 8 p.m. Friday. Exhibitors can erect and take down their own booths. No exhibits or exhibit materials may be removed prior to the closing of the show without the knowledge and consent of the show management. No exhibit shall be permitted to interfere with a neighboring exhibit. Booth side dividers of a height in excess of four feet (48") must not extend further than four feet (48") out from the back wall of the booth. Any exceptions must first be approved by the exhibition management. These guidelines will be strictly enforced.

**Use of space:** Distribution of circular or promotional material may be made only within the space assigned to the exhibitor presenting such material. No firm or individual not assigned space in the exhibit hall will be permitted to solicit business within the exhibit hall or convention area. The exhibitor is charged with the knowledge of national, state and local legal restrictions on any merchandise, advertising or promotional scheme that involves attracting visitors to an exhibitor's location by any inducement that might be construed as lottery. Hot Rod & Racing Expo does not accept responsibility for any promotional schemes undertaken by the exhibitor. Exhibitors are also responsible for meeting all state and local tax codes and are responsible for the collection of any and all sales taxes that apply.

**Sound level:** Any devices that produce sound must be operated so as not to disturb other exhibitors. Exhibition management reserves the right to determine acceptable sound levels

**Electrical:** All wiring on display fixtures must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinance. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the exhibition. Electrical wiring and decorator services are available only through the official electrician and the official decorator as designed by Hot Rod & Racing Expo.

**Signage Guidelines:** Only bulk size booths may hang signage from the ceiling. The signage must adhere to the signage size guidelines as indicated in the Displayer's Handbook. A fee may be assessed depending upon the show hall.

**Storage and packing boxes or crates:** Exhibitors will not be permitted to store packing boxes or crates in their booths during actual show hours.

**Fire Prevention:** All booth decorations must be flameproof and all hanging s must clear the floor. All gasoline tanks must be empty and the gas filler caps secured by a locking device or by duct tape. All battery connections must be disconnected and the contacts taped. If inspection indicates the exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards, Hot Rod & Racing Expo reserves the right to cancel all or such part of the exhibitor's display as may be irregular and not in compliance with existing fire codes.

**Liability and insurance:** Neither Hot Rod & Racing Expo nor the service contractor, nor the management of the show facility nor any office and/or staff members of the above will be responsible for the safety of the property of exhibitors from theft, strikes, damages by fire, water, storm, vandalism or other causes....unless caused by their own negligence, but they will take all reasonable precautions to protect the exhibitors from such loss. Exhibitors or their agents shall not deface or injure the walls, ceilings or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged. **All exhibitors shall carry:** comprehensive coverage including remises, operations and contractual liability coverage of at least \$1,000,000 for persona injury liability and property damage. Proof of same shall be furnished if requested by Management.

**Restrictions in operation of exhibits:** Show management reserves the right to restrict exhibits which, because of noise, method of operation, material or for any reason become objectionable, and also to prohibit or to evict any exhibit which in the opinion of the management may detract from the general character of the show as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the show. In the event of such restriction or eviction, Hot Rod & Racing Expo is not liable for any refunds or rentals or exhibit expense. All reservation deposit money is to be retained by Hot Rod & Racing Expo in the event exhibitor fails to fulfill contract.

**Cancellations:** In the event of a cancellation of exhibit space by the exhibitor, exhibition management shall retain as a cancellation fee, all amounts paid by the exhibitor (and due from exhibitor) up to the time of cancellation: 60+ days prior to show, exhibitor shall receive a full refund of amount paid. If 30-59 days prior to show, exhibitor will forfeit fifty percent of total space cost. Less than 30 days prior to show, forfeit total booth payment. All cancellations must be in writing. In the event the exhibitor has no representation on the show floor by the stated opening time of the show, exhibition management reserves the right to resell the exhibit space or to move another exhibitor into that space.

**Losses:** Hot Rod & Racing Expo cannot take responsibility for damage or loss of exhibitor's property during move-in or move-out of displays. If exhibit fails to arrive, exhibitor is nevertheless responsible for exhibit space rental.

**Inclusion:** These regulations become a part of the contract between the exhibitor and Hot Rod & Racing and have been formulated for the best interest of all concerned. The show producer respectfully asks for full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of Hot Rod & Racing Expo and show producer.