

## **CONTRACT FOR SHRINERS INTERNATIONAL SESSION OF 2024, INC. MARKETPLACE BOOTHS PLACE, DATE AND HOURS OF OPERATION:**

**Place, Date and Hours of Operation:** The marketplace in conjunction with the meeting of the Shriners International Session of 2024, Inc. shall be held in the 400 University Way, Reno, NV 89501.

Booths reserved and paid for through this contract will be available for exhibitor set-up.

### **Exhibitor setup:**

- Friday, June 28, 2024, 1 – 5 p.m.
- Saturday June 29, 2024, 8 a.m. - Noon

### **Open to the Public:**

- Saturday, June 29, 2024, Noon – 6 p.m.
- Sunday, June 30, 2024, 9 a.m. – 5 p.m.
- Monday, July 1, 2024, 9 a.m. – 5 p.m.
- Tuesday, July 2, 2024, 9 a.m. – 5 p.m.
- Wednesday, July 3, 2024, 9 a.m. – 5 p.m.
- Thursday, July 4, 2024, 9 a.m. – 1 p.m.

### **Move out:**

Thursday, July 4, 2024, 1 p.m. to be completed by 6 p.m.

\*Late departures will be at the Exhibitor expense as determined by the Show Contractor.

**Business Area and Activities:** The exhibitor agrees to conduct business only during the specified business hours and to restrict activity to their booth.

**Description of Booth Space:** Each booth shall be standard 10' x 10' space with an 8—foot high back wall and a 3—foot high side wall. Booth shall include 1 table and 2 chairs with each booth. Additional items required by the Exhibitor shall be rented from the Show Contractor at the Exhibitors expense. Electrical services shall be at the exhibitor's expense thru the Show Contractor. WIFI service shall be provided by the venue.

### **Terms of Payment and Reservations of Booths – Rental Fees are as Follows:**

1. All corner booths are priced at \$1,000.00 each (corner booths are not discounted)
2. All interior booths are priced at \$800.00 each
3. A discount of \$100.00 per booth is offered if adjoining booths are rented.
4. No discount is offered for adjacent corner booths (peninsular booths). The cost for two booths would be \$2,000.00.

**A NON-REFUNDABLE** binder fee of \$500.00 per booth is required to reserve each booth. The date of receipt of the binder fee by this Corporation shall govern priority of space assignment on a first come, first served basis. The binder fee shall be credited to the cost of each booth with the remaining balance due on or before April 1, 2024. If the balance is not received by April 1, 2024, the Exhibitor forfeits all rights to the both reservation and binder fees. All prices are quoted in United States Dollars. US Bank Checks or US Money Order should be **made payable to SHRINERS INTERNATIONAL SESSION OF 2024, INC.** In the event of cancellation by the Exhibitor, no monies will be refunded or credited to future Marketplace operations.

Exhibitors are requested to stipulate their preferences for booth space by booth number including first, second, third, and fourth choices. Every effort will be made to comply with the Exhibitor's highest priority preference.

**Subletting of Space:** No Exhibitor may assign, sublet, or apportion the whole or any part of the allocated space, nor exhibit therein any goods other than those manufactured or handled by the Exhibitor in the regular course of business, nor permit any representative of any other firm to solicit business, take orders, or sublet the space.

**Liability:** The Exhibitor understands and expressly agrees the Shriners International Session of 2024, Inc. the Reno event center, the City of Reno, and their directors, officers, members, agents and employees will not be responsible for any of, or damage to, goods, services, or property of Exhibitor or Exhibitor's employees, Exhibitor on signing this contract expressly releases the above mentioned and agrees to indemnify them against all claims. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Shriners International Session of 2024, Inc. the Reno Event Center, the City of Reno and their directors, officers, members, agents and employees harmless against all claims, losses and damages to persons or property, government charges or fines, and attorney fees arising out of or caused by Exhibitors acts of omission and/or commission of any nature.

**Sales Taxes:** Information pertaining to Exhibitors responsibility to meet Nevada, City, and County sales tax requirements, may be obtained by contacting the State of Nevada, and City of Reno. The Exhibitor shall be solely responsible for payment of all tax liabilities to the proper authority. For assistance, the Nevada Dept. of Revenue can be contacted at 866-962-3707.

**Maximum Exhibit Size:** All exhibits shall conform to the assigned booth space and shall not restrict visual or physical access to adjacent Exhibitors or infringe upon adjacent access aisle ways. Booths shall not exceed 8' in height without the written permission of the Marketplace Chair.

**Relocation of Exhibits:** The Shriners International Session of 2024, Inc. reserves the right to alter location of exhibits or of displays as shown on the official floor plan in their sole discretion if deemed advisable and to be in the best interests of the Shriners International Session of 2024, Inc.

**Show Contractor:** The Show Contractor will provide furnishings as listed in the "Description of Booth." Additional services, furnishings and labor will be available through the Show Contractor at additional costs.

**Serving Food and Drink:** The serving or sale of any food or beverage in the exhibit area is forbidden without the written permission of the Marketplace Chair.

**Licensing:** Should any of the items your company plans to sell at the Marketplace contain the words "Shriners Hospitals", "Shriners Hospitals for Children", "Shriners Childrens" or the logo for Shriners Hospitals for Children or the picture of the "Editorial Without Words", it is necessary that a written Licensing Agreement be signed between your company and Shriners Children's Hospital. If your company needs the license, please contact: Shriners Children's Hospital, Legal Department at Phone: 813-281-0300. Should any of the items your company plans to sell at the Marketplace contain the official Shriners International Session of 2024, Inc. logo, it is necessary that a written Licensing Agreement be signed between your company and Shriners International Session of 2024, Inc. If your company needs the license, please contact the Marketplace Chair.

**Amendments of Contract Rules:** Any questions not specifically covered by the preceding provisions shall be subject solely to the decision of the Shriners International Session of 2024, Inc. The rules and regulations may be amended at any time by the Shriners International Session of 2024, Inc. and as such amendments so made shall be binding on Exhibitors.

**Contract Agreement:** We hereby agree to the terms of this contract with the Shriners International Session of 2024, Inc.

**Booth Number:**

1st Choice: \_\_\_\_\_ 2nd Choice \_\_\_\_\_

3rd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

Name of Firm/business (Print):

\_\_\_\_\_

General category of items to be sold \_\_\_\_\_

How many years have you been a vendor at Imperial Session: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Make checks or money order payable to Shriners International Session of 2024, Inc. and mail to: Keith Seplak, Marketplace Chair, 7759 East Onza ave., Mesa, AZ, 85212  
Cell: 602-400-3878 Email: Keith.Seplak@gmail.com.