

2018 Exhibitor Booth Space Reservation Form

WEST VALLEY



Saturday March 17, 2018

Exhibitor Set-Up Hours: 7:00 a.m. to 9 a.m.
Show Hours: 9 a.m. to 4 p.m.

FREE ADMISSION FREE PARKING
 DOOR PRIZES FREE SAMPLES SEMINARS



5750 W. Glenn Drive Glendale, AZ 85301

Mail Exhibitor Application and
 Make Checks Payable to:
 SEI, Inc.
 6499 S. Kings Ranch Rd. #6-80
 Gold Canyon, AZ 85118
 Fax: 480-288-2000
 E-Mail: info@youngatheartseniorexpo.com

Exhibitor Information

Mr. Mrs. Miss _____ Company: _____
 Address: _____
 City, State: _____ Zip Code: _____
 Phone: () _____ Fax #: () _____ Cell #: () _____
 E-Mail Address: (Please Print Clearly) _____@_____
 Web Address: www. _____

Please Reserve:	<input type="checkbox"/> No Tables Needed	Check	Credit/Debit	Total
<input type="checkbox"/> Non-Profit 501c3	1 Table/2 Chairs	\$200.00	\$220.00	\$ _____
<input type="checkbox"/> Non-Sales Table	1 Table/2 Chairs	\$240.00	\$260.00	\$ _____
<input type="checkbox"/> Exhibitor 10' x 8' Booth	1 Tables/2Chairs	\$340.00	\$360.00	\$ _____
<input type="checkbox"/> Exhibitor Booth 20' x 8'	2 Tables/4 Chairs	\$640.00	\$660.00	\$ _____
<input type="checkbox"/> Electric Outlet: \$75.00 (Optional)				\$ _____
<input type="checkbox"/> Pipe & Draped Backdrop \$60.00 (Optional)				\$ _____

NOTE: Final Booth Fee Payment Due 60 Days Prior to First Show Date. **Total Due:** \$ _____
Less Deposit Enclosed (\$100.00 non-refundable) deposit required with application. \$ _____
Payment Information: (please include payment with exhibitor application form) **Balance Due:** \$ _____

Check Payment Cashiers Check/Money Order Debit Card Master Card Visa
 Please charge any balance due to credit/debit card below 30 days prior to show:
 I state that the below credit card number is in my name.
 Credit/Debit Card Number: _____ Exp. Date: _____ Security #: _____

Authorized Signature: _____ Today's Date: _____

THE APPLICANT (Show Exhibitor) Agrees to hold harmless. (SEI, Inc.) from any and all claims, demands, suits, damages, liability, loss, expenses and attorney fees which may arise out of any action of failure to act of the applicant (**EXHIBITOR**) or any of its employees, representatives, or assignees including but not limited to, claims of damages or loss of property, injury, harm or death to the person or any of the **APPLICANTS** or any of its employees, representatives or assignees **EXHIBITORS**.

Exhibitors are encouraged to insure themselves against all loss and claims and hold SEI, Inc. harmless from all claims and liabilities. Additionally, the applicant, agent, employee, or assignee shall not hold SEI, Inc. or Show Venue or Show Location Staff or Management accountable for or liable in the case of fire, water, earthquake, hurricane, tropical storm, venue utility disruption and other acts of God or any accident or loss.

APPLICANT PAYMENT REQUIREMENTS: A NON-REFUNDABLE DEPOSIT in the amount of \$100.00 must be included in the form of a check, money order or credit card. Complete credit card information must include: account number and associated required information ie. Account Number, Security Number (Back of Card), Complete Statement Billing Address (If different from address provided) and Authorized Signature. Booths will NOT be secured without all required information and/or payment. Balances for all fees are due 30 days prior to the first event show date. If you pay by credit card you agree to not dispute the charge against your credit card for the amount listed in your contract plus a \$20.00 processing fee. By providing a required signature, you are authorizing the charge against your credit card for the requested deposit and balance. A late entry fee (see page one) of \$20.00 will apply if final booth fees are not paid 45 days prior to first show date. Any refund is at the discretion of SEI, Inc. Number of Participants: SEI, Inc. makes no guarantee of participation, attendance or sales results. SEI reserves the right to change show venues & dates.

CANCELLATION: A management administrative processing fee of \$50.00 will be assessed for each booth cancellation after Exhibitor Contract receipt. **NO REFUNDS WILL BE MADE 45 days or less prior to first show date.** Cancellation request must be submitted in writing.

SEI reserves the right to cancel an EXHIBITOR CONTRACT & BOOTH SPACE RESERVATION form in the event of any violation of specific rules and regulations, WITHOUT REFUND. A fee of \$25.00 will be assessed for any returned checks.

EXHIBITOR SET-UP/EXHIBITOR MOVE-OUT: Instructions for exhibitor set-up and move-out will be emailed prior to all events.

SALES TAX: (Where applicable)

Sales Tax must be collected on all items sold. Exhibitors must have valid licenses prior to show and for payment of all applicable taxes and fees. Floor selling or soliciting is prohibited except from inside exhibitor booths.

EXHIBITOR REGISTRATION: All exhibitor employees and other authorized representatives must register and obtain an exhibitor badge before entering show floor. Exhibitor Badges must be worn during show set-up and during all show hours. No exceptions.

ENTIRE AGREEMENT: This printed means of communication contains the entire agreement between the parties relating to the subject matter hereof. The parties have made no contracts, representations or guarantees relating to the subject matter hereof which are not included herein. Modifications of this contract will void the entire contract unless made in writing and signed by both parties.

MASSAGE THERAPISTS: Any massages, chair or otherwise, are only permitted by being a City or County licensed massage therapist whichever applies. The individual(s) performing the massage must have their appropriate license during the event. Any and all fines imposed by the authorities will be paid by the Exhibiting Company as listed in Exhibitor Contract.

EXHIBITOR RESPONSIBILITIES:

Displays inside exhibitor booths must be attractive, neat, and orderly displayed during all show hours. Exhibitors shall not display products and or items for sale inside cardboard boxes. **EXHIBITOR must** protect the show venue and property from damage done by the Exhibitor, its employees, staff and agents. Nothing may be tacked, taped, stapled or nailed in any way attached to facility property. Repair costs will be assumed by the exhibitor.

PROHIBITED: Balloons, Paint and Spray Cans.

FLAMMABLE MATERIALS: No combustible decorations or drape materials shall be used inside show venue. All materials must be flame- retardant. As directed by the fire ordinance in all state and city municipalities.

ARRANGEMENT OF EXHIBIT BOOTHS: Must be confined within the perimeter of booth space rented. Exhibitor personnel and or staff may NOT work the aisles. Back drops must not exceed 8 feet. Booth designs shall not interfere or obstruct with the exhibits of others. Exhibits will not exceed or extend beyond the 10 foot depth of assigned booth space. No exhibit shall lean or rest against an adjacent booth.

EXHIBITOR ITEMS NOT COVERED HEREIN:

SEI, Inc. shall rule upon all matters or issues not covered herein regarding disputes, or problems which may arise pertaining to issues not specifically covered and/or agreed upon in the foregoing content of this contract, and such ruling, when made, shall be binding both on the EXHIBITOR and SEI, Inc.

VERBAL MARKETING: Verbal marketing which extends beyond rented booth space is strictly prohibited.

SMOKING: Always prohibited in or near the exhibit building.

TEAR DOWN. Exhibitors may not under any circumstances begin dismantling booths prior to the close of the show. Exhibitors must await the "OK" from show management that the public has 100% vacated the show venue in order to open any large overhead doors and OK the use of carts, wagons, power jacks etc.

DOOR PRIZE(S) Exhibitors are required to contribute \$25.00 (retail value) to be given away as door prizes.

ELECTRICAL. Exhibitor understands that each electrical outlet is limited up to 500 watts. It is advised to check electrical items being used to avoid any power outages. Exhibitors are responsible for all other supplies ie. Extension cords.

CO-LOCATION:

SEI, Inc. reserves the right to co-locate it's shows within the same venue as Health and Wellness Expo and Women's Day Out Expo.

PARCELS/SHIPMENTS. It is advised that parcels & shipments arrive on Exhibitor Set-Up Day. Exhibitors are responsible for charges to hold, store or deliver to an exhibitor booth.

TWO PAGE EXHIBITOR APPLICATION. Incomplete Exhibitor Applications will not be accepted. Exhibitor Application must be completed and signed. (both pages).

Authorized Signature

I have read and agree to abide with all exhibitor terms.
