



October 12-14, 2018
The Fairgrounds Nashville
625 Smith Avenue.
Nashville, TN 37203
Exhibitor Information Packet

The **2018 Bicycle Tour & Travel Expo** will be held at The Fairgrounds Nashville, Nashville, TN, October 12-14, 2018.



***Friday, October 12,** is an Industry Only Day, giving bicycle tour provider, tourism agencies, manufacturers of touring and travel bikes and accessories the opportunity to meet, network, attend workshops and product demonstrations, test-ride bikes on the Outdoor Demo Track Arenas and enjoy time with other members of the industry.

Saturday and Sunday, October 13 & 14, the show is open to industry members, as well as bicycle tour and travel enthusiasts who will revel in the ability to see all the newest in bicycle tour and travel gear and equipment, and to meet with bicycle tour operators offering bicycle tours and vacations to help fulfill anyone's dreams.

The **The Fairgrounds Nashville** is In addition to over 20,000 square feet of indoor exhibits. Plus, our Outdoor Demo Riding Arena will give attendees the opportunity to ride the bikes of participating exhibitors.

Nashville is a very bicycle friendly city, featuring a large number of bike trails and greenways. (In

addition to being known as Music City USA!) [Click Here](#) to view The Music City Bikeway Map. The Tennessee Department of Transportation has statewide maps of bicycle routes available [Click Here](#) to view the state-wide maps. More information about cycling in and around Nashville is available from the Walk Bike Nashville website, click [Here](#) to visit that site.



All the information you need to exhibit at the [2018 Bicycle Tour & Travel Expo](#) is included in this Exhibitor's Packet. If you have any questions, please feel free to contact Charles Coyne, ccoyn@rtrmag.com or by phone (800) 351-2738.

The [Bicycle Tour & Travel Expo](#) is produced by Coyne Publishing/RTR Magazine, in conjunction with the [2018 Recumbent Cycle-Con](#), and the [2018 Adaptive Cycling Expo](#).



Bicycle Tour & Travel Expo

2018 Exhibit Space Contract
October 12-14, 2018
The Fairgrounds Nashville
625 Smith Avenue
Nashville, Tennessee, 37203

Company Brand/Marketing Name: _____

Address: _____ City: _____

State/Province: _____ Postal Code: _____ Country _____ Website _____

Trade Show Contact Information - Name: _____

Work Phone: _____ Cell/Mobile Phone: _____

Email: _____ Fax: _____

*All exhibitor information will be emailed to this contact.

By faxing or emailing form, you thereby agree to release all above information to the Recumbent Cycle-Con Trade Show & Convention for payment processing. Exhibit Booth space rental must be paid in full before the Exhibitor is permitted to install its display. The Exhibitor acknowledges having read and will follow the Exposition Rules and Regulations contained in this contract, conditions of contract, show web site, the Exhibitor's Manual, and the Health & Safety Policy, all of which are incorporated by reference herein and form part of this Trade Show Contract. The Exhibitor agrees to be bound by all of the above and to ensure that its employees, agents, and assigns also act in accordance with the above. Contract for Exhibitor, for promotion, presence and participation in regard to Recumbent Cycle-Con Trade Show & Convention produced and promoted by Coyne Publishing, LLC/Recumbent & Tandem Rider Magazine, set to occur October 12-14, 2018, at The Fairgrounds Nashville, 625 Smith Avenue, Nashville, TN 37203.

Agreed to by _____ Date _____

Authorized Signature by Exhibiting Company Representative

Booth Space Rate

- 10' x 10' Inline Booth = \$850.00: Booths 2, 3, 8, 9, 10, 12, 13, 15, 16, 17, 18, 19, 24, 25, 26, 27, 31, 34, 36, 39
- 10' x 10' Corner Booth = \$925.00: Booths 1, 11, 14, 28, 29, 32, 33, 37, 38, 50
- 10' x 20' Inline Booth = \$1700.00: Booths 20, 23
- 10' x 20' Corner Booth = \$1775.00: Booth 49
- 10' x 20' End Cap Booth = \$1850.00: Booths 30, 35, 43, 45, 48
- 10' x 30' Inline Booth = \$2550.00: Booths 4, 22
- 10' x 30' Corner Booth = \$2700: Booths 40, 41, 46, 47
- 10' x 40' Inline Booth = \$3400.00: Booths 7, 21
- 10' x 40' Corner Booth = \$3475.00: Booths 5, 6
- 40' x 40' Corner Booth = \$3550.00: Booths 42, 44

We would like to reserve the following:

1st Choice Booth(s) # _____ Space Rate \$ _____

2nd Choice Booth(s) # _____ Space Rate \$ _____

3rd Choice Booth(s) # _____ Space Rate \$ _____

Booth Payment

15% Deposit.....\$ _____

50% Deposit.....\$ _____

100% Payment.....\$ _____

Booth Deposit Amount.....\$ _____

Balance Due 4/16/2018\$ _____

Balance Due 7/16/2018\$ _____ a

Every effort will be made to accommodate booth location requests. Show Management reserves the right, in its sole and absolute discretion, to determine who will be permitted to display products as an exhibitor, and the size, location and configuration of exhibition space for which application is made. Exhibiting at prior shows, nature of product displayed, number of booths requested and other factors may influence, but does not guarantee location of exhibition space.

DEPOSIT SCHEDULE

15% deposit of Booth Space total due at time of contract submission to ensure booth space reservation. (Non-refundable processing fee.)
50% of total Booth invoice due by April 16, 2018. (Exhibitor is liable for 50% of total contract for cancellation or reductions after this date.)
100% of total Booth invoice due by July 16, 2018. (Exhibitor is liable for 100% of total contract for cancellations or reductions after this date.)
Booth cost does not include material handling, labor, electrical, decoration or other available auxiliary services. ALL REQUESTS FOR EXHIBIT SPACE MUST BE FOLLOWED IMMEDIATELY BY A DEPOSIT.

Exhibitor Display Info. Enter products/services to be onexhibit? _____
Will you be providing bikes, trikes or tandems for the Demo Riding Arena? _____ How Many? _____

EXHIBITOR DEPOSIT / PAYMENT SCHEDULE

- 15% of Contracted Booth Space rental due with contract to reserve space. (Non-refundable processing fee.) All requests for exhibit space must be followed immediately by a deposit.
- 50% of total Booth Invoice due by April 16, 2018
- 100% of total Booth Invoice due by July 1, 2018. (Exhibitor is liable for 100% of total contract for cancellations or reductions after this date.)
- Booth cost does not include material handling, labor, electrical, decoration of other services.
- Completed and signed contract must be faxed to (909) 614-7353 or emailed to ccoyne@rtmag.com to request a space reservation. The deposit must be received within ten (10) days of the faxed or emailed reservation.
- Checks payable to: Coyne Publishing LLC, P.O. Box 337, San Dimas, CA 91773

2018 Bicycle Tour & Travel Expo Exhibitor Space Contract

1. Exhibitor agrees to abide by all regulations and rules adopted by Management in the best interests of the Show, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Show.

2. Booth Payment Schedule: 15% deposit due with contract submission. 50% of total due April 16, 2018. 100% of total due July 16, 2018.

3. All cancellations must be in writing to Coyne Publishing, LLC. There will be a 25% cancellation fee prior to August 1, 2018. After that date, there will be no refunds.

4. a: Non-Exhibiting Manufacturers Products. Exhibitor may not display products or signage in or above their booth from eligible non-exhibiting companies unless approved in writing by Show Management.

4. b: Sharing or Subletting Booth Space. Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have representatives, products, equipment, signs, printed materials or any representation from other than the company contracted and assigned the exhibit space without the prior written consent of Show Management.

5. All electrical wiring and outlets shall be at the Exhibitor's expense. Exhibitor must use The Fairgrounds Nashville-approved electrical contractor for such services.

6. Exhibitor will be liable for and will indemnify and hold harmless Management for any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing. Exhibitor, other Exhibitors, Management, official show contractors, the owner of the building and their respective agents, servants and employees, and members of the public attending the Show either (a) on the said space or (b) elsewhere if said loss damages arose from and were in any way connected with Exhibitor's occupancy of said space.

7. Management reserves the right any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, product signs, lights or sound, and to expel exhibitors or their personnel if, in management's opinion, their conduct or presentation is objectionable to other Show participants. All printed materials, product signs, lights or sound, shall be in good taste and will not contravene the spirit, mission and objectives of the Show.

8. Exhibitors agree to confine their presentations within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain a staff in their booth space during show hours. All single and inline linear booth back walls are restricted to 8 feet in height. No part of the structural display at its full 8ft. height may extend out more than 5 feet from the back wall at the height. Exhibitors may contract with Show Management other opportunities for further visibility, public presentations and advertising.

9. All goods shipped to the Show must be clearly marked with the name of the Exhibitor and booth number. Management will not accept equipment or goods shipped to the Show C.O.D. Management assumes no responsibility for loss or damage to goods before, during the period of the show, nor after its closing.

10. Exhibitor is responsible for the placement and cost of insurance related to Show participation. The Exhibitor is responsible to forward to the Show Management proof of insurance 60 days before the Show. The Exhibitor cannot participate in the show in any way until proof of insurance is provided.

11. Exhibitor agrees that no display or any part of the display be dismantled or removed during the entire run of the Show, but must remain intact until the closing of the hour of the last day of the Show. The Exhibitor also agrees to remove the exhibit, equipment and appurtenances from the Show building by the final move-out time limit. In the event of failure to do so, the Exhibitor agrees to pay for additional costs as may be incurred.

12. Exhibitor agrees to abide by the instructions given by the Show Director pertaining to the move-in and move-out schedule.

13. Exhibitor agrees to observe all union contracts and labor relations agreements in force, agreements between Show Management, official contractors serving companies, and the building in which the Show will take place, in accordance with the labor laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with the display or regulation of any governmental body, or which may be in violation of The Fairgrounds Nashville, city, county or state regulations.

14. Management reserves the right at its sole discretion to change the date or dates upon which the Show is to be held, and shall not be liable in damages otherwise by reasons of any such change. In addition, Management shall not be liable for damages or otherwise failure to carry out the terms of this Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, water damage, war, rebellion, insurrection, Wind Damage, Act of God, riot, civil commotion, strike or by any cause whatsoever beyond the control of Management, whether similar to or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have used as determined within the sole discretion of Management.

15. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by him and any further occupancy of such space.

16. The Exhibitor Service Manual will be forwarded to all participants at the latest 60 days before the event. *Show Management reserves the right to modify, or add to the above noted regulations. All modifications if any will be announced on Show Management's web site and/or will be published in the Exhibitor Service Manual. The names Bicycle Tour & Travel Expo Trade Show & Convention and the Bicycle Tour & Travel Expo belong to Coyne Publishing, LLC. All use of these names may only be used with the permission of Coyne Publishing, LLC. All unauthorized uses will be prosecuted. PAYMENT: All prices in U.S. Dollars, 100% due, or remaining balance due, July 15, 2018. A 15% deposit must accompany this contract. Contracts will NOT be processed without correct deposit amount. MAIL COMPLETED FORM AND CHECK (PLEASE MAKE CHECKS PAYABLE TO: Coyne Publishing LLC, P.O. Box 337 San Dimas, CA 91773 Voice (800) 351-2738 Fax (909) 614-7353