



**EXHIBIT SPACE AGREEMENT  
FEBRUARY 25TH & 26TH, 2017  
RENAISSANCE SCHAUMBURG  
CONVENTION CENTER  
1551 Thoreau Dr. Schaumburg, IL 60173**

This is an agreement between the Hot Rodders of Tomorrow Foundation; hereinafter referred to as "HROT", and the firm named below hereinafter referred to as "Exhibitor". Whereas, HROT is presenting a show entitled Race & Performance Expo at Renaissance Schaumburg Convention Center, Schaumburg Illinois from February 25th - 26th, 2017 and Whereas, Exhibitor desires to display goods and/or services at said show.

THE FOLLOWING IS AGREED TO:

1) Spaces And Charges: Exhibitor agrees to participate in the show and desires space as outlined below. HROT agrees to provide such space. Participation is governed by the additional agreements and regulations outlined below and on the reverse side of this agreement.

**NOTICE: Your booth costs go to provide scholarships to participating HROT students!**

| INCLUDED WITH EACH BOOTH ORDER  | BOOTH COSTS   |
|---|---|
| 8' Tall Back Drape<br>& 3' Side Rails*                                  | <b>One Booth</b> <b>\$800.00</b><br>10' X 10'       |
| 2 Badges Per 10 X 10 space<br>\$20 Each Additional Badge                | <b>Two Booths</b> <b>\$1300.00</b><br>10' X 20'     |
| <b>PLEASE NOTE:</b><br>TABLES & CHAIRS<br>MUST BE ORDERED<br>SEPARATELY | <b>2 Booth Endcap</b> <b>\$1500.00</b><br>10' X 20' |
|   | <b>Three Booths</b> <b>\$1600.00</b><br>10' X 30'   |
|   | <b>Four Booths</b> <b>\$2000.00</b><br>10' X 40'    |

Total # of Booth(s) \_\_\_\_\_, Endcap: \_\_\_\_\_ \$ \_\_\_\_\_

8' Skirted Table w/2 Chairs Qty \_\_\_\_\_ X \$50.00 = \$ \_\_\_\_\_

Additional Badges Qty \_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_  
(2 Badges Free per 10'X10' booth)

**A DEPOSIT OF 25% OF TOTAL MUST ACCOMPANY THIS APPLICATION**      Total \$ \_\_\_\_\_

Amount of Deposit -\$ \_\_\_\_\_

**PLEASE MAKE ALL CHECKS OUT TO "HOT RODDERS OF TOMORROW"**

Balance due January 1, 2017 \$ \_\_\_\_\_

Note: Wireless Internet must be ordered through PSAV Presentation Services and Electric must be ordered through Source One Events. You may download the needed information off our Website: [raceperformanceexpo.com](http://raceperformanceexpo.com)

**Note: We cannot take Credit Card information by Fax or E-Mail, If paying by Credit Card, please call 815-727-1208 with all information**

2) A Deposit payment of 25% shall be paid with this application. The balance is due and payable January 1, 2017 and is a condition to the continued reservation of the space. ALL CANCELLATIONS MUST BE REQUESTED IN WRITING. Cancellations received 90 days prior to RP Expo will result in a full refund. Refunds paid 30 days after date of RP Expo. Payments will be forfeited if cancellations are received after 90 days prior to the RP Expo.

3) Exhibitor agrees to indemnify and hold harmless HROT, Renaissance Schaumburg Convention Center, their agents and employees from and against all claims, injuries, damages or losses including reasonable attorney's fees arising from all activities of exhibitor pertaining to show.

4) Signatures below represent acknowledgment of all agreements and regulations on both sides of this agreement. All blank spaces on this sheet must be filled in.

Agreed to by exhibitor:

Firm Name \_\_\_\_\_ DBA \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Person in charge of Exhibit \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Product/Service \_\_\_\_\_

**Please Sign This Form and Return With Your Deposit to the Address Below: Upon receipt of your signed agreement and deposit, Hot Rodders of Tomorrow will send back conformation of the agreement for your records.**

Accepted by X \_\_\_\_\_ Date \_\_\_\_\_

*Signature of your authorized company representative*

**PLEASE MAKE ALL CHECKS OUT TO "HOT RODDERS OF TOMORROW" Questions - Please E-Mail me at [tstockenberg@rpexpo.com](mailto:tstockenberg@rpexpo.com)  
Hot Rodders of Tomorrow - 207 N. SCOTT ST., JOLIET, IL. 60432 - ATTN: TOM STOCKENBERG, PHONE 815-727-1208, FAX 815-727-2880**

# Race & Performance Expo Terms & Conditions Governing This Exhibit Space Agreement

## **1. Assignment of Exhibit Space**

Space is assigned with due consideration to an Exhibitor's preference based upon date of receipt of application along with required deposit. If for any reason the floor plan must be changed, Race & Performance Expo reserves the right to relocate Exhibitors affected by these changes. Every effort will be made to make an equitable change based on the receipt of application for said Exhibitor. Space is not considered rented until full payment has been received. Race & Performance Expo reserves the right to accept or refuse any company from exhibiting in the show.

## **2. Cancellation or Withdrawal**

Race & Performance Expo reserves the right to terminate a contract and withhold exhibit space where Race & Performance Expo has received complaints that the Exhibitor has engaged in unscrupulous and/or fraudulent business practices; or where complaints or reports have been received by the Better Business Bureau or similar governmental agencies.

### **Refund of space rental is subject to the following conditions:**

- a. If written notice is received 90 days prior to show opening, space rental will be refunded.
- b. If notice is received less than 90 days prior to the event, no refund will be due Exhibitor.
- c. Any refunds and/or credit as a result of a revision in an Exhibitor's contract will be at the sole discretion of management.
- d. Convenience fees and/or processing fees are non-refundable.

## **3. Forfeitures**

Exhibitors failing to occupy assigned space by the end of designated setup time, or to make payment as stipulated on the reverse side of this contract, or to abide by the other terms/conditions of the agreement shall forfeit said space and shall be held responsible for the entire amount due.

## **4. Reassignment of Space**

Exhibitor shall not assign or sublet exhibit space, in whole or in part without approval from Race & Performance Expo. Exhibitors are expressly prohibited from marketing and/or distributing promotional materials (i.e.: brochures, cards, etc.) for individuals and/or businesses other than the contracted Exhibitor and his/her business unless approved by Show Management.

## **5. Termination of Exhibit**

Show Management reserves the right, without liability for damages, claims or other demands, to terminate this agreement due to the premises where the show is being held becoming unfit for occupancy or the conduct of the show being irreparably interfered with by reason of strikes, injunction or any other legal authority, an act of God or other calamity, or any cause, act or event beyond the control and not the fault of Show Management. In the event of such termination, Exhibitor agrees that Show Management may, after deduction of all costs and expenses, including a reserve for claims, refund to Exhibitor as and for complete settlement and discharge of Exhibitor's claims and demands his/her prorated amount of all funds paid by all Exhibitors.

## **6. Insurance and Liability**

Neither Race & Performance Expo, nor any employee or representative of Race & Performance Expo, nor any affiliate organization, nor any Sponsor, the employees thereof, nor their representatives will be held liable for any damage, injury or loss of any kind to any person or property that may arise from rental and occupancy of exhibit space. Exhibitor agrees to indemnify and hold harmless, Race & Performance Expo, its employees, the show facility and representatives, affiliate organizations, the Sponsors and their representatives against any and all claims arising out of acts or omissions which cause, directly or indirectly, such loss, injury, death or damage to persons or property sustained prior to, during or subsequent to the period covered by this contract. Exhibitors must provide a certificate of insurance, which includes liability, theft, property damage and workers compensation coverage.

## **7. Rules and General Show Conditions**

### **Booth Dimensions and Design**

- a. Display guidelines require that exhibits and exhibit materials exceeding approximately three feet (3') in height must be confined to the rear of the booth, extending no more than four feet (4') from the back wall. Overall height of display and exhibit should not exceed eight feet (8'). Exhibitors who wish to vary from these guidelines must contact Race & Performance Expo for approval.
- b. Any display materials exposing an unfinished surface to a neighboring booth must be finished at the Exhibitors expense.
- c. Aisle space shall not be used for display purposes. Exhibits may not extend beyond rented space and all sales and promotional activities conducted by Exhibitor must be confined to this space. Distribution of literature outside of booth, building or on vehicles is not permitted.
- d. Exhibitors should complement the nature and purpose of the event.
- e. Occupancy and use of exhibit space shall be subject to Show Management approval, especially in regard to the character of exhibits, creation of noise including microphone volume or other offense, the conduct of promotions, dispensing food and beverages, the operation of machinery and equipment, the use of animals, etc.
- f. No distribution of helium balloons allowed.
- g. All signs must be professionally done.

### **Installation and Removal of Exhibits**

- a. All exhibits must be set up the day before show opening during designated show set-up hours.
- b. No parking in fire lanes.
- c. No dismantling, packing or vacating booth prior to the official show closing. No tools, loading carts, etc. allowed on the show floor until after official closing and the floor is cleared of attending public.
- d. Exhibits not completely dismantled and removed by 10:00 p.m. Sunday will be removed by an official drayage company at the prevailing rates and charged to the Exhibitor. Exhibitor does hereby waive all claims for theft, loss or damage to such goods by reason of said removal.

### **Exhibitor Credentials**

Badges will be issued at the show. Management reserves the right to limit the number of badges to each exhibitor and may refuse in its sole discretion to issue badges to any person whose presence the Show Management deems not to be in the best interest of the show.

### **Care of Exhibit Hall**

Exhibitors will be responsible for any damage done to the building by them, their agents or employees. Do not attach any materials to the exhibit hall. General cleaning of aisles will be provided. Exhibitors are responsible for keeping their space clean and exhibits manned and in good order.

### **Safety and Fire Laws**

All applicable fire/safety laws of the venue must be strictly observed by exhibitors. No flammable materials are permitted. Exhibits requiring a fuel source must have a 15-pound fire extinguisher of the ABC class. Wiring must comply with local Fire Department and Underwriters Rules.

## **8. Amendments:**

Show Management shall have full power in the interpretation and enforcement these rules and regulations, and reserves the right to make changes amendments and additions as it considers necessary for the good of the show.

## **9. Company Logos:**

Race & Performance Expo reserves the right to use participating companies registered logos for advertising and marketing purposes.



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER EXHIBITOR APPROVAL APPLICATION 1551 Thoreau Drive, Schaumburg, IL 60173 Phone 847.303.4137 Fax 847.303.4323

Name of Exhibit: \_\_\_\_\_ Exhibit Booth Number \_\_\_\_\_

Name & Date of Event/Show: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Info: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Goods or Services on Display: \_\_\_\_\_

Explain: \_\_\_\_\_

IBT # \_\_\_\_\_ Tax Exempt Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, proof of exempt status required.

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment
Smoke, Fog and Haze Machines
Laser Displays
Vehicle Displays.
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids
Open Flames and Candles
Any Cooking or Heat Producing Appliances
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/ 480 Volts. Temporary Power Permit is required. Inspections will be required.

Health

- Food
Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Animal Exhibits
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public
Raffles / Prizes / Give away
Sale of Food
Sale of Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Amusements / Admission Charge
Fundraiser / Charitable Event