

Agreement: Exhibitors must list products and services that will be promoted or sold at their booth. Please keep a copy of the contract and Policies and Procedures for your own records. A letter of confirmation will be emailed notifying you of your final acceptance status and booth location, schedule and sponsorship details. *Exhibitor may not sublet or share their booth space.*

Atmosphere: Vyking Events (VE) focus on bringing quality, memorable events to the community. We require all vendors to support that goal by adding to a fun and positive atmosphere for themselves, other vendors and attendees through the entire duration of the event, including setup and tear down. Events are family-friendly and all-ages. Early move-out is not allowed.

Booth/Table Space: Exhibitor space varies by event. Please refer to original application (i.e. 10'x10' booth or 8' table, stand alone, etc.) Additional equipment (tables, chairs, etc.) may be ordered through Vyking Events, as available. Booths will be assigned on a first come, first serve basis when both your payment are received. However, VE reserves the right to move exhibitors if deemed necessary. Pipe and drape dividers may or may not be included, based on event.

Cancellations: All vendor fees are nonrefundable so please be sure you're able to attend when applying for and securing a vendor space. If the event is cancelled by VE for any reason, other than an act of God or an act of war, the amount paid by Exhibitor will be refunded within 30 days or transferred to a future event. All cancellations must be submitted in writing. Exhibitors forfeit booth space if they have not yet arrived at least one hour before event start time. "No Show" Exhibitors will risk future participation in future VE events.

Cleanup: Exhibitors are required to submit a \$50 refundable deposit via check along with the application to secure cleaning and care of their booth space. At event conclusion and after teardown of booth space, designated area must be clear of garbage or debris and free of damage to receive \$50 deposit refund. A VE representative will do a final review and checkout of Exhibitor area and return deposit, once approved. Deposit may be forfeited, partial or entirety, at

VE discretion, or if Exhibitor leaves show early. [**Currently waived but please keep your booth area clean.**]

Electricity & Internet: Electricity and internet services may be an additional fee and must be ordered through the venue, based on event. The venue's onsite Engineer may run all electric/internet to booths as ordered, based on event. To order contact the VE.

Exhibit Display: The event supports an attractive and professional atmosphere and encourages all exhibits to do the same, adding to the overall event appearance and experience. The Exhibitor agrees that no display will be dismantled or goods removed during the term of the event but will remain intact until the end of the final closing hour.

Facilities: VE reserves the right to move any equipment (i.e. tables, chairs...) that are in violation of fire code regulations or can be considered hazardous.

Food & Beverage: The venue provides all food & beverages services within the venue, based on event. Should you wish to offer food and/or beverage samples during the show, a Food Sample Request form must be filled out and submitted to VE and approved by the venue. A form will be provided to you upon request.

General Etiquette: VE events maintain a smoke and alcohol free environment. All events are family-friendly.

Insurance: Exhibitors hereby agree to indemnify and hold Vyking Events and the venue and all their officers, partners, employees or agents harmless from any liability arising out of the exhibitor's use of the venue during the show including load in, set up, tear down, and load out. Exhibitor acknowledges and agrees that all of its property shall be used and/or stored in the facility at the sole risk of Exhibitor, and Exhibitor hereby waives and releases, Vyking Events and the venue from any and all claims or costs related thereto to the fullest extent

permitted by law.

Sign here: X _____

Setup/Tear Down: Setup dates and times are as follows: (varies by show). Complete Exhibitor space must be setup no later than 30 minutes before event start. Tear down will begin immediately following the event. All property must be removed immediately following event completion. Any property left two hours after the event will be disposed of by VE with additional clean-up fees charged at \$25 per hour plus additional fees as necessary. Exhibitors are responsible for the clean-up of their booth space. Exhibitors are responsible to bring their own loading/unloading equipment.

Event Hours: Event hours vary by event. All booths must be staffed during all hours of the expo or until the Event manager agrees to early load.

Legal: Exhibitor agrees to obey all laws, by-laws, ordinances and regulations governing use of the facility and operation of the Show, abide by the rules and regulations of the city, fire and police departments and of any other government or regulatory body having authority to regulate the facility and the event, and obey all laws, including those pertaining to health and safety, consumer protection and protection of visitors of the show.

Marketing: Exhibitors will be listed in event marketing information including website, flyers, posters, advertisements, etc. according to sponsorship level if information, including logo, is received by _____ (based on event).

Non-Discrimination: VE welcomes all, regardless of race, creed, color, sex, religion, sexual orientation, age, nationality, or marital status but vendors must be approved, based upon mission and goal of the event.

Payment: Potential vendors can choose to pay the booth in full or submit a deposit of \$_____ (varies per event) to secure their booth or table. The deposit is nonrefundable but will be

applied toward the balance due. Final payment in full is due by _____ (depends on event) or booth space will be released. Signed contract will be due upon final payment receipt. All returned checks will be assessed a \$20 charge the first time they are returned and a \$30 charge if returned a second time.

Parking: Exhibitors must park in sponsor designated parking lot after load in and must park within designated stalls.

Security: VE is not liable for losses or damages of any kind, including vendor sales.

Taxes and Licensing: Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required for the operation of its trade or business during the term of the event and to pay all taxes. The Utah State Tax Commission requires vendors who engage in direct sales at the event to pay sales tax to the state. Exhibitor will need to obtain a temporary sales tax ID number specifically for this event which may be provided by VE. This fee is not included in the booth cost and is to be paid to the Utah State Tax Commission.

Event Promotion: VE will implement an advertising campaign, varies by event. Each event Exhibitor and Sponsor is required to assist with event promotion via website link, poster or flyer display, database promotion, social media, etc. Each individual Exhibitor is responsible for their own booth success as part of the event. For additional assistance with marketing efforts as part of the event, please contact VE for additional promotional opportunities and/or ideas. VE does not guarantee any minimum event attendance and is not responsible for individual sponsor results. VE's goal is to create a successful and memorable event and market and promote with the purpose of producing mass exposure and reaching vast individuals encouraging event attendance.

Schedule: Event schedule will be updated daily on the event website and is subject to change up until and through show completion.

Vyking Events Rights: Vyking Events reserves the right to (i) determine the eligibility of Exhibitors and exhibits, reject or prohibit Exhibitors which VE considers contrary to law, common decency, or not in line with event mission statement, at VE's sole discretion; (ii) change or modify the layout of the event or relocate Exhibitors; (iii) change the date, location, or duration of the event, (iv) cancel in whole or part of the event; (v) establish and amend or modify any regulations of the event.

Thank you and we look forward to working with you on this and future events!!