

**Fish & Feather Exhibitor Application**  
**CONTRACT FOR 2019 EXHIBIT SPACE**

This application for exhibit space at the Interstate Center in Bloomington, IL on the dates of January 25, 26, 27, 2019, for Fish & Feather will become a contract between **The Pantagraph** (Hereinafter called "Organizer") and the undersigned representative below (Herein after called "Exhibitor") upon acceptance by management and is based upon the terms set forth below and on the rules and regulations which must be strictly adhered to by exhibitor, their employees and representatives. This contract is deemed binding when the Organizer receives the non-refundable payment-in-full and an executed and signed contract.

Please enter your company name exactly as you wish it to appear on exhibit signage /promotions

Company Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Cell:(\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

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



**Friday, January 25**  
**Noon – 7 p.m.**

**Saturday, January 26**  
**9 a.m. – 6 p.m.**

**Sunday, January 27**  
**10 a.m. – 3 p.m.**

**REGISTRATION**

\$300 Corner Booth \_\_\_\_\_

\$200 Non-Profit \_\_\_\_\_ \*see disclaimer on p. 2

\$275 Standard Booth \_\_\_\_\_

\$100 Banner Space fee \_\_\_\_\_

\$200 Additional Booth \_\_\_\_\_

**Total Registration Costs** \_\_\_\_\_

**BOOTH SPACE**

Requests will be considered but not guaranteed.

1st Choice(s) \_\_\_\_\_

2nd Choice(s) \_\_\_\_\_

3rd Choice(s) \_\_\_\_\_

**\*\*Booth spaces WILL NOT be reserved until the following criterion has been met\*\***

Exhibitor application is complete.

Full payment received.

The individual signing this contract warrants that he/she has been duly authorized to execute this binding contract and that exhibitor will continue to fulfill these terms even if the individual ceases to be part of the exhibitor's company. This signature also verifies that the attached Exhibitor Information sheet has been read and agreed to.

**Company Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Show Organizer Signature (Indicating exhibit approval):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please send the original contract back completed in its entirety. A copy will be mailed to you and serve as your official receipt and contract. Mail to: The Pantagraph, Attn: Jill Redenius, 205 N. Main St., Bloomington, IL 61701.*

# Fish & Feather 2018 Exhibitor Details

All exhibitors must complete this section in full prior to contract approval. Please return with exhibitor application.

**PLEASE BE SURE YOU READ ALL THE CONTENTS OF THIS CONTRACT AND INITIAL EACH PAGE!**

**I understand that I am responsible for providing and running the extension cord for my booth.** Although booths may be next to an outlet, it is recommended you bring at least 150' of cable to reach the next available circuit in the event the circuit you are closest to has issues. Once all the cords are run, Interstate Center staff will ramp, tape, carpet, or otherwise secure them. Most of the electrical will be ran from the ceiling so be prepared to have a cord above your booth. In the event that you do have a cord running through your space, the Interstate Center will make sure it is secured for safety. We apologize in advance if this is an inconvenience for you but please understand with our arrangements it is totally necessary. Please note: **EXTENSION CORDS THROWN ACROSS THE FLOOR AT THE LAST MINUTE CREATE AN UNSAFE ENVIRONMENT FOR PATRONS, VENDORS, AND STAFF.**

## Mandatory Insurance

- a.) You must supply The Pantagraph with PROOF OF COVERAGE. See page 4 of the exhibitor application for compliance information.
- b.) **Banners:** Your banner hung from the ceiling will promote your company logo and relay your message to thousands of attendees. Every effort will be made to hang your banner above or as near as possible to your booth. We ask that you please limit your banners to 2 per company. Any banners displayed in your booth must not exceed the height of your pipe and drape. The cost of the banner space is \$100 each.

## Posters/Exhibitor Badges

- a.) 8 x 10 posters will be available on our website for you to download and print out for your business. We encourage you to print them out and post them in your business.
- b.) Exhibitor Badges will be handed out during your load-in. Please check the map for location.

## Exhibitor Parking

- a.) Parking for exhibitors while the show is in progress will be in the back and east side of the building. PLEASE DO NOT PARK IN THE FRONT PARKING LOT, this is for your customers.
- b.) We ask that all exhibitors use only the east doors for entrance and exit while the show is in progress. We will have our staff checking the side doors throughout the show to make sure they are secure at all times. Fire code requires these doors to be secured.

## Non-Profit Disclaimer

Non-Profit rates are available to corporations and organizations that have IRS 501C3 status or other applicable IRS non-profit status. Non-profit advertisers cannot co-op or broker their advertising space to not-for-profit entities. Charity rates are not eligible for any further discounts. Proof of IRS 501C3 status must accompany this form in order to receive the charity rate.

## Payment

If you are paying by check or cash, please print out the Exhibitor Application and return it with your check. Booths will only be held for 7 business days. Checks are made payable to The Pantagraph and should be mailed to:

*The Pantagraph*  
*Attn: Jill Redenius*  
*205 N. Main St.*  
*Bloomington, IL 61701*

## 1. EXHIBIT SPACE

Exhibit booth spaces are 10' wide by 10' deep.

## 2. BOOTH ALLOCATION

The Organizer will assign booth locations. Requests for booth locations will be considered but not guaranteed. No booth assignment is finalized until you receive email confirmation.

## 3. SUBLETTING OF SPACE

No Exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein any other goods than those manufactured or sold in the regular course of business by the Exhibitor.

## 4. SAFETY PROVISIONS

- a.) All decorations, banners and other display materials must be class A fire retardant, and electrical wiring must conform with National Electrical Code safety rules.
- b.) Exhibitor must provide the necessary shielding or safety items to protect patrons, exhibitors and all others from equipment that is operable or any other materials, processes or operations which might cause bodily harm or damage to clothing. Please do not throw/toss items at patrons during the show.
- c.) Electrical cords, carpets, etc. must be securely taped to the floors and must be approved by Interstate Center Staff.
- d.) No portions of the sidewalks, entries, passageways, doors, aisles, vestibules, windows, ventilators, lighting fixtures or ways of access to the public utilities of the premises may be obstructed. Any damage resulting from misuse of any portion of the premises shall be the responsibility of individual exhibitors.

## 5. EXHIBITOR PACKET/EXHIBITOR INFORMATION

All exhibitor information will be posted on the Fish & Feather website. You can download all the information needed for the show from that site. Our website is [www.pantagraph.com/fishandfeather](http://www.pantagraph.com/fishandfeather). You can access the information from the Homepage. We encourage you to print anything you feel you may need for load-in and bring it with you.

## 6. INSTALLATION/REMOVAL

- a.) Check-in and set-up for Bulk Exhibitors will start at 8:00 am on Thursday morning, January 24, 2019. All boats must be in the building by 3:00 pm.
- b.) Check-in for booth exhibitors will start at 10:00 am Thursday, January 24, 2019. If you desire to arrive on Friday please let us know. Keep in mind that the show opens at **12:00 noon** on Friday. **All set up must be completed no later than 10 am Friday.**
- c.) There will be no storage for packing cartons.
- d.) Tear down is to start no sooner than **3:00 pm on Sunday**. Please maintain the integrity of your booth until the show closes at 3:00. Violation of this provision **may** jeopardize your participation in next year's show. If you plan to leave your display overnight Sunday, please let us know, we will have to make those arrangements with the Interstate Conference Center. You will have to have everything removed by 12:00 noon on Monday.
- e.) Exhibits that are carried or hand carted into the building after over-head load in doors are closed must fit through standard patron doors.

**Each vendor is responsible for providing and running their own extension cords.** Although booths may be next to an outlet, it is recommended you bring at least 150' of cable to reach the next available circuit in the event the circuit you are closest to has issues. Once all the cords are run, Interstate Center Staff will ramp, tape, carpet, or otherwise secure them as well as is possible. Please be aware that you may have cords running to or through your space and however most electrical is in the ceiling. **EXTENSION CORDS THROWN ACROSS THE FLOOR AT THE LAST MINUTE CREATE AN UNSAFE ENVIRONMENT FOR PATRONS, VENDORS, AND STAFF. ANY REQUESTS FOR POWER MADE AFTER 3PM FRIDAY WILL BE DECLINED. ANY CORDS RUN AFTER 3PM FRIDAY WILL BE UNPLUGGED AND REMOVED. NO EXCEPTIONS.** Electrical expenses are covered in the booth fee.

NOTE: Most electrical connections are located in the ceiling ABOVE your booth space. Thank you for your cooperation.

## 7. PROMOTION ACTIVITIES/ALCOHOL/SOUND/COOLERS

- a.) There will be no sale or samples of alcohol distributed by any vendor.
- b.) Distribution of printed promotional materials, samples, souvenirs and other articles is restricted to your own exhibit space. You may not represent or sell products of any firm or individual other than your own. No outside individuals are allowed to pass out business cards or flyers during the show. If you see anyone doing this, please inform us ASAP.
- c.) Exhibitors are permitted to sell products from their booths.
- d.) Loud speakers, radios, televisions, or the operation of machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or show visitors will not be permitted

## **8. INSURANCE**

Please make sure that you are in compliance with all the insurance requirements. General Liability and Auto Liability policies should be written on a primary and non-contributory basis and reflect a minimum limit of \$1,000,000. Please provide additional insured clause in favor of: The Pantagraph 205 N. Main St, Bloomington, IL 61701, MCF, McLean County Farm Bureau and McLean County Ag Expo, 1106 Interstate Drive, Bloomington, IL 61705. Please provide this information to your agent.

## **9. SECURITY/FIRST AID**

a.) The Interstate Center will be locked when the show is not open. Vendors are required to enter through the east doors for entrance. It is clearly marked on the map. All other doors will be locked and will remain locked during the show. **DO NOT OPEN THEM FOR ANY REASON!** We suggest you do not leave cash boxes, credit machines and other valuable items overnight. At no time however, will The Interstate Conference Center or The Pantagraph be liable for any property in the Interstate Center or on its surrounding grounds.

b.) There will be First Aid on site during regular show hours.

## **10. LIABILITY**

By signing this contract, all exhibitors must agree to indemnify The Pantagraph, the venue, their managers, officers, sponsors, employees agents, successors and assigns from any suit or claim for personal injury or for property by whomsoever sustained on or about Exhibitors participation in Show unless the damages or injury is due solely to the negligence of The Pantagraph or the venue.

## **11. FORCE MAJEURE**

In the event the venue or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of snow, ice, fire, flood, tempest or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot, or any other cause or agency over which The Pantagraph has no control or should the event decide that because of any such cause it is necessary to cancel, postpone or re-site The Pantagraph's Fish & Feather 2019 or reduce the installation time, event time or move-out time, The Pantagraph's Fish & Feather 2019 shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.

## **12. AMENDMENTS**

Fish & Feather management shall have the full power in the interpretation and enforcement of all contract rules and regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition.

**Please make sure you read all the above information carefully. We look forward to seeing you at The Pantagraph's Fish & Feather 2019.**