

# 2008 Exhibitor Contract & Booth Space Reservation Form

Managed by Rubber Stamp & Scrapbook Expo, Inc.



**Chicago, Illinois**  
**September 20 & 21, 2008**  
**DuPage Expo Center**  
**4050 East Main Street St. Charles, IL 60174**

**Exhibitor Set-Up: Friday, September 19, 2008 12:30 p.m. to 7 p.m.**  
**Show Hours: Saturday: 9 a.m. to 5 p.m. Sunday: 10 a.m. to 4 p.m.**  
**Exhibitor Teardown: Sunday 4 p.m. to 8:30 p.m.**

**Address All Contracts and Make Checks Payable to:**  
 Rubber Stamp & Scrapbook Expo  
 P.O. Box 6921  
 Apache Junction, AZ 85278  
 Fax Application to: 480-288-2000

PLEASE CHECK IF YOU ARE A:

**NEW EXHIBITOR AT THIS SHOW LOCATION**

**A**

**Exhibitor Information**

Mr.  Mrs.  Miss  Ms. \_\_\_\_\_  
Full Name

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

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

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Toll Free: (\_\_\_\_) \_\_\_\_\_

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

E-mail: \_\_\_\_\_@\_\_\_\_\_ Web: \_\_\_\_\_

**B**

**Please Reserve**

**Note:** Each booth size includes 2 tables and 2 chairs at no charge. Each table ordered at the expo on set-up day is \$20.00.

|  |                        |          |
|--|------------------------|----------|
| <input type="checkbox"/> 10' x 10'.....  | 535.00                 | \$ _____ |
| <input type="checkbox"/> 10' x 15'.....  | 805.00                 | \$ _____ |
| <input type="checkbox"/> 10' x 20'.....  | 985.00                 | \$ _____ |
| <input type="checkbox"/> 10' x 30'.....  | 1115.00                | \$ _____ |
| <input type="checkbox"/> 10' x 40'.....  | 1245.00                | \$ _____ |
| <input type="checkbox"/> 10' x 50'.....  | 1380.00                | \$ _____ |
| <input type="checkbox"/> <b>Electricity \$65.00.....</b>   |                        | \$ _____ |
| <input type="checkbox"/> <b>8 foot tall back curtain - \$50.00 per 10' Section.....</b>                        | No. of Sections: _____ | \$ _____ |
| <input type="checkbox"/> <b>Booth Make N' Take (See Reverse Side)</b>  |                        | \$ _____ |
| <input type="checkbox"/> <b>Purchase ALL-DAY " Make N' Take Area away from your booth: 4 Tables 12 chairs.</b> | 60.00                  | \$ _____ |
| <input type="checkbox"/> Additional Tables Requested _____ X \$15 if ordered in advance.                       |                        | \$ _____ |
| <input type="checkbox"/> Additional chairs are available at \$3.00 each. # Requested _____ X \$3               |                        | \$ _____ |
| <input type="checkbox"/> Corner End-Cap Booth Premium.....   | 100.00                 | \$ _____ |
| <b>TOTAL AMOUNT DUE (U.S. dollars)</b>   |                        | \$ _____ |
| <b>Less Deposit Enclosed (\$75 non-refundabl) deposit required with contract.</b>                              |                        | \$ _____ |

**Balance must be remitted no later than 45 days prior to the expo or space may be reassigned. Payments remitted within 45 days of the expo must be made by credit card or cashier's check.**

**BALANCE DUE = \$ \_\_\_\_\_**

**C**

**Payment Information** (Please include payment with registration form; make checks payable to Rubber Stamp & Scrapbook Expo)

Company Check  Cashier's Check/Money Order  Debit Card  Credit Card  MasterCard  Visa

**Please charge any balance due to the credit card below 45 days prior to the Expo:**

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ VIN#(3-Digit # on reverse side of credit card \_\_\_\_\_

Cardholder's Name (please print): \_\_\_\_\_ Authorized Signature \_\_\_\_\_



# 2008 Exhibitor Participation Rules and Regulations

# RUBBER STAMP AND SCRAPBOOK EXPO

*The Nation's  
Leading Paper  
Craft Show*

**THE APPLICANT (Show Exhibitor)** Agrees to hold harmless Rubber Stamp and Scrapbook Expo, 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 Rubber Stamp and Scrapbook Expo, Inc. harmless from all claims and liabilities. Additionally, the applicant, agent, employee, or assignee shall not hold Rubber Stamp and Scrapbook Expo, Inc. or Show Venue or Show Location Staff or Management accountable for or liable in the case of fire, water, earthquake, venue utility disruption and other acts of God or any accident or loss.

**APPLICANT PAYMENT REQUIREMENTS: a NON-REFUNDABLE DEPOSIT** in the amount of \$75.00 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 45 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 including a \$5.00 processing fee. By providing a required signature, you are authorizing the charge against your credit card for the requested deposit and balance. A late fee 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 Rubber Stamp and Scrapbook Expo, Inc. **CANCELLATION:** A management administrative processing fee of \$100.00 will be assessed for each booth cancellation after Exhibitor Contract approval. **NO REFUNDS WILL BE MADE 45 days or less prior to first show date.** Cancellation request must be submitted in writing. Rubber Stamp and Scrapbook Expo, Inc. has 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 available on show managements web site at: rubberstampandscrapbookexpo.com Information can be found by clicking the EXHIBITOR PORTAL button. No information is mailed other than an "acceptance post card.

**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.

**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:** Rubber Stamp and Scrapbook Expo, 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 Rubber Stamp and Scrapbook Expo, Inc.

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

**SMOKING:** Always prohibited in 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.

**DOOR PRIZE(S)** Exhibitors are required to donate \$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.

**LIQUIDATION, SALE, CLOSE-OUT BOOTHS:** Prior consent must be received by Rubber Stamp and Scrapbook Expo if exhibitor booth exceeds more than 30% of liquidation, sale or close-out product. If prior consent is NOT received. Exhibitor may forfeit all deposits and booth fees and be asked to leave show venue.

## Authorized Signature

I have read and agree to abide with all "Exhibitor Rules and Regulations".

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

X \_\_\_\_\_