



Contract For Exhibit Space

St. Louis - St. Charles, MO
Saint Charles Convention Center
September 14-15, 2012

Company Name: (please print) _____

Person in charge of exhibit details: _____

Company Address: _____

City: _____ State/Prov: _____ Zip/PC: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Please check below your requested booth size. Sign and Return this contract with the required payment.

BOOTH COST - 50% PAYMENT REQUIRED

All booths are 8' x 10'

Booth Dimensions

Booth Price

- 8' x 10' \$ 550
- Make & Take Project Booth \$ 250
(One per Exhibitor NO exceptions)
- Sew & Quilt Guilds Non-profit (Complimentary)
8' x 10' booth. Tables and chairs are not included.
REQUIREMENT: Exchange Web site links, Expo information in your newsletters, distribute show information and help provide quilt art displays. Call for details.

TOTAL BOOTH COST \$ _____

PAYMENT ENCLOSED \$ _____

BALANCE DUE \$ _____

NO REFUNDS for cancellations for any reason.
 Booth assignments will be announced 90 days prior to event.

BOOTH INFORMATION

NO SPACE WILL BE CONFIRMED WITHOUT A 50% NON-REFUNDABLE PAYMENT OF BOOTH SPACE & ASSIGNED CONTRACT. FINAL PAYMENT DUE: AUGUST 1, 2012.

1. No exhibitor shall be permitted to erect an exhibit without remittance of space rental fee.
2. Exhibit booth personnel shall wear an identification badge at all times, when on the floor.
3. No refunds or credits issued for cancellations for any reason.
4. Your booth will be assigned 60 days prior to show.

SPECIAL ITEMS/BOOTH PACKAGE

1. Standard 8' Backdrop, 3' Siderail and I.D. Sign. Tables are not included. All tables must be covered.
2. Electric is NOT included.
3. 8 foot side walls must be rented from the decorator.

EXHIBITOR: Agrees to all the TERMS & CONDITIONS of this contract

NO SPACE WILL BE ASSIGNED WITHOUT PAYMENT

Credit Card Automatic Payment Plan for BALANCE due once the deposit is made.
DUE DATE AUGUST 1, 2012
 Pay Balance on Due Date
 x _____
 Authorized Signature
 Date: _____

For Office Use ONLY
 Booth# _____

DOOR PRIZES (Will you supply door prizes to be given away at the show?)
 Yes List item(s): _____

VISA MasterCard

Card# _____

Expire Date: _____ *CID# _____ \$ _____
*Security code CID--3 or 4 digit codes on front or back of card.

SIGNATURE: _____

Authorization#: _____

Address of Cardholder if different than above: _____

For your convenience, we offer an AUTOMATIC PAYMENT plan. Complete the box above.

MAKE CHECK PAYABLE TO C.D. MANAGEMENT
 2724 2nd. Ave.
 Des Moines, IA 50313
 info@cdmshows.com

Exhibit Rules & Regulations

The Round Bobbin Expo September 14-15, 2012

The rules and regulations of CD Management, hereinafter known as Show Management and those of the Saint Charles Convention Center govern exhibits, displays and presentations in connection with the Show Management's show to be held at the Saint Charles Convention Center, September 14-15, 2012.

YOUR CONTACT FOR ANY QUESTIONS WILL BE:

CD Management, 2724 2nd., Des Moines, IA 50313

Phone: (515) 282-9101 or (800) 367-5651

Fax: (515) 282-4483

1. LIABILITY. Exhibitor agrees to protect, save and hold the Show Management and the Saint Charles Convention Center and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as, strictly comply with the applicable terms and conditions contained in the agreement between the Saint Charles Convention Center and the Show Management regarding the exhibition premises; and further, Exhibitor shall at all times protect, save and hold harmless the Show Management and the Saint Charles Convention Center against and from any and all losses, costs (including attorney fees), damage, liability, or expense arising from, or out of or by reason of any accident or bodily injury or by reason of said Exhibitor's occupancy and the use of the Exhibition premises or part thereof.

The Show Management and the Saint Charles Convention Center cannot assume responsibility for the safety of property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident, other causes, but will use all reasonable care to protect them against such loss. **IN ALL CASES, VENDORS MUST INSURE THEIR PROPERTY AT THEIR OWN EXPENSE. IT IS RECOMMENDED THAT ALL VENDORS HAVE REPRESENTATIVES IN ATTENDANCE AT ALL TIMES WHEN THE EXHIBITS ARE OPEN AND WHEN EXHIBITS ARE BEING SET UP OR DISMANTLED, TO PROTECT THEM AGAINST LOSS.** The Exhibitor will obtain and pay for public liability and property damage insurance in respect of the Premises which contains:

1. Coverage for personal injury;
2. Coverage for property damage;
3. Coverage for economic loss;
4. Acknowledgement of the existence of this Contract; and
5. A cross-liability clause

2. EXHIBITOR PERSONNEL. Admittance badges may be requested only for personnel in your employ that will staff your exhibit booth.

3. FAILURE TO COMPLY. If the Exhibitor or Booth Occupant fails to install a product or display in the assigned space, or fails to man the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, the Show Management shall have the right without notice to the Occupant to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem proper, and the Occupant agrees to pay any deficiency or any other loss or damage suffered by Show Management resulting from such failure to comply.

4. SUBLEASE OR SHARED SPACE. The Exhibit Occupant will not assign or sublet assigned space or any part thereof without prior written consent of Show Management, and agrees that no sign, placard or names shall be placed in or about the space herein leased or upon the printed list of Occupants or Directory of

the Exposition, except such as identify the Occupant or his product or products, that no products or services other than his own will be displayed in said space without the prior written consent of Show Management, and that all displays, shall be subject to the approval of Show Management.

5. MANAGEMENT. Should it be deemed advisable to transfer the management of the Conference or any part of it to a separate corporation set up by Show Management for that purpose, the Show Management reserves the right to assign this agreement to such corporation.

6. RULES. Show Management shall make rules and regulations and amend the same from time to time, and shall have exclusive final determination in the matter of the interpretation and enforcement of all such rules, regulations and amendments, every agreement and representation must be in writing and signed by the Show Management to be binding upon Show Management, and this agreement cannot be altered, modified or cancelled by the Exhibit Occupant without the written consent of the Show Management.

7. EXHIBITS. If deemed necessary for best interest of the show, Show Management reserves the right to move exhibits at the Show Management's discretion, prior to show and with or without the exhibitors' knowledge.

8. BILL OF RIGHTS FOR FELLOW EXHIBITORS. No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other displays. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recording, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from Show Management should be obtained in advance in order to avoid disappointment.

9. INSTALLATION OF EXHIBITS. Exhibits may be installed 1:00 p.m. to 8:00 p.m. Thursday, September 13, 2012. Show Management requests that all materials be in place on Thursday, September 13, 2012, 8:00 p.m. (Setup & Exhibit time subject to change.)

10. SECURITY. Security guard service will be furnished continuously by Show Management in the exhibition hall. During set up, the security guards will patrol and observe. Until the official show opening, they will limit entry to persons possessing an Exhibitor or Staff badge. Badges will be available at the show registration desk.

11. RIGHT TO PRIVACY. Cameras, audio and video recording equipment are prohibited in exhibition area, unless given exclusive permission by Show Management.

12. DISMANTLING. Exhibitors may not dismantle set-ups or do any packing before 4:00 p.m., Saturday, September 15, 2012. The Exhibit Hall must be cleared by 8:00 p.m. Saturday, September 15, 2012.

13. FORCE MAJEURE. Show Management shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of Show Management.

14. EXHIBIT PAYMENT. A non-refundable minimum of 50% of the total booth rental fee must accompany a signed contract to hold any space. Anyone with advertising balances overdue by 30 days on their account will not be allowed to exhibit until all balances are paid in full in at least 60 days prior to the show.

Rules & Regulations (Continued from page 2)

Exhibit Construction, Decoration, Signs, Etc. – Exhibitors are solely responsible for the safety of their exhibits. The Exhibitor and its display company remain solely liable for the safety of their exhibit. Exhibitors must comply with all regulations published by Show Management, laws, regulations, and ordinances in force in the exhibit facility, city of St. Charles the state of Missouri, and the United States.

Special Electrical, Cleaning, Catering Services, Etc. - For insurance, safety and security purposes, electrical, cleaning, catering, sign hanging, drayage, and other special services needed by individual Exhibitors are provided only when the Exhibitor orders and agrees to pay for them from the exclusive suppliers authorized to provide such services listed in the Exhibitor Manual.

Floor Plans - Show Management publishes floor plans that are provided by the exhibit facility and are believed to be correct.

Americans with Disabilities Act - Exhibitors must be in full compliance with the Americans with Disabilities Act.

Amendments - Show Management shall have full power to make or amend these rules.

SHOW MANAGEMENT RESERVES THE RIGHT TO RELOCATE ANY BOOTH(S) FOR ANY REASON DEEMED NECESSARY.

Height Restrictions

Standard Booth – Maximum height is 14 feet. This 14 foot height may be maintained on the side wall of your booth up to a distance of 5 feet forward from the back wall of your booth. The remaining length of the side wall may not exceed 5 feet in height.

Peninsula Booth backed by a row of standard booths – For a peninsula booth backed by a row of standard booths, the back wall can be 12-14 feet in the center of the back wall and must be no higher than 4 feet for 2 feet on either side of center.

Peninsula booth sharing common back wall with another peninsula - Where two peninsula booths share a common back wall with no standard booths in between, the maximum height may be 14 feet in all areas of the booth, including back wall.

Island Booths – The maximum height for all island booths may be 14 feet in all areas of your booth. There are no limitations on the number of solid walls for your island booth although we do ask that you be courteous to your neighbors.

Perimeter Booths - A perimeter booth, (a linear booth found on the edges of the show), may exceed the 12 -14 foot height restriction at the back wall only with the permission of Show Management and is limited to not more than 16 feet. Requests to exceed the 12-14 foot height restriction must be received in writing by Show Management at least four weeks prior to the opening of the Show.

Hanging Signs – Hanging signs must be a minimum of 16 feet from the floor. This is measured as the minimum distance between the bottom edge of the sign and the show floor.

Show Colors - Pipe & drape must be Show Management show colors unless permission is granted by Show Management.

Third Party Contractors – Must provide a certificate of insurance to CD Management, Attn: Show Manager, 2724 2nd Ave., Des Moines, IA 50313 • Fax: 515-282-4483.

Only EXHIBITORS & SHOW MANAGEMENT STAFF will have access to the show floor during setup hours. All booths shall be fully staffed during show hours.

Exhibit Hours - Show Hours

Friday, September 14 10:00 A.M. to 5:00 P.M.

Saturday, September 15 10:00 A.M. to 4:00 P.M.

Hours subject to change

Exhibit Move-In Hours (subject to change)

Thursday, September 13 1:00 P.M. to 8:00 P.M.

Exhibit Tear Down

Saturday, September 15 4:00 P.M. to 8:00 P.M.

Freight Shipments

The Saint Charles Convention Center cannot accept advance shipments for exhibitors. All freight should be directed to the official show service contractor. Late freight accepted could be charged an additional fee.

Freight Handling

You may elect to deliver your own product to your booth. You will **not be** allowed to drive your vehicle onto the showroom floor. You may use your own un-motorized carts to unload and deliver your own freight.

Labor can be arranged with the decorator at their published rates. A kit will be sent approximately 60 days prior to show.

Admission Policy - Exhibitor Personnel

Admittance badges may be requested only for employee personnel who are to staff your exhibit booth.

Questions? Call 800-473-9464

There is absolutely NO SMOKING permitted on the show floor or class rooms.



St. Louis - St. Charles, MO
Saint Charles Convention Center
September 14-15, 2012

Product Listing Form

Please type or print the names of all products you will be bringing to the show.

Name of person filling out this form: _____

Company name: _____

City, State, Zip: _____

Area Code/Telephone: _____ Fax: _____

E-mail: _____

Product or items to be sold at the show, including brand names (please type or print legibly).



St. Louis - St. Charles, MO
Saint Charles Convention Center
September 14-15, 2012

Name Badge Form

Please type or print the names of personnel who will be working in your booth. This information will be used for admission badges to the vendor hall and will speed up exhibitor check-in. Completed form must be returned by September 1, 2012.

Name of person filling out this form: _____

Company name: _____

City, State, Zip: _____

Area Code/Telephone: _____ Fax: _____

E-mail: _____

Personnel to be present at the show: (TYPE OR PRINT FIRST AND LAST NAME.)

Please limit name badges to booth company employees only, in order to help us with security.



St. Louis - St. Charles, MO
Saint Charles Convention Center
September 14-15, 2012

Class & Stage Presentation Application

Presenter's Name: _____
 Company Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____ Fax _____
 Cell: _____ E-mail address: _____

Class Type:

Please submit project photo for all hands-on classes.

Hands-On with sewing machines

Hands-On classrooms set for 16-20 students

Three Hours _____ All Day _____ Other _____

Hands-On without sewing machines

One Hour _____ Two Hours _____ Three Hours _____ All Day _____

Lecture

One Hour _____ Two Hours _____ Three Hours _____ All Day _____

Will you provide a project kit? Yes No Cost for kit \$ _____
 Kit must be complete including thread.

Class Title: _____

Class Description: Max 60 words (to be placed in brochure) _____

Show management provides the following equipment. AV orders must be received with this application. Orders made at the show will be at instructors expense.

Flip charts Screen Irons Ironing mats Rulers **Rolling racks are NOT provided.**

Please submit color photo of yourself and bio on a separate sheet.

Note: *Descriptions and bios will be edited for length, content and style.* Please submit photo and bio to address below.

Will you present a stage demonstration or fashion show? Yes No

Title of stage demonstration? _____

Will you be teaching at other events in the same area within 65 days of our event? Yes No

Where? _____