



# Application & Contract For 2010 Exhibit Space

## All American Fastener Show

May 6-7, 2010 • Branson, Missouri USA

Toll Free: 1-877-865-8237 • AllAmericanFastenerShow.com

**Agreement:** All American Fastener Show Management, is hereby requested and authorized to reserve exhibit space for our use during this above mentioned show. It is understood and agreed that all space will be assigned on a first-come, first-served basis, and that Show Management reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the exhibition, to assign exhibitors to the best alternate space in the event that all the first three choices are already reserved, and to make reasonable shifts in location for the benefit of the exhibitor or the betterment of the show. Original Equipment Manufacturers (OEM's) are NOT invited to participate in this show.

**Show Program Information:** Contract must be received by April 1, 2010 in order to be included in the program. We will include your company name, telephone number, website, products exhibiting, and booth number.

**Application:** Application and payment can be processed through our secure website or you may fax or mail your application and payment.

**Online at:** AllAmericanFastenerShow.com • **Fax to:** (870)453-8707 • **Mail to:** All American Fastener Show, 80 Industry Lane, Flippin, AR 72634

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

Contact Title: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Products Exhibiting (150 character max): \_\_\_\_\_

**Booth Identification Sign:** Our 7”h x 44”w, one line sign should read as follows (no advertising copy permitted – we’ll include your booth number on the sign):

No sign needed Copy for sign: \_\_\_\_\_

**Booth Space Includes:** 1 - 8 foot table, 2 chairs, 1 wastepaper basket, and 3 exhibitor passes.

**Show Fees:** Early birds, register by February 1, 2010 to get \$100 off each space rental. Registration deadline is April 1, 2010. Standard 10x10 space is \$695.00, Premium Corner 10x10 space is \$795.

**Exhibit Space Requested:** Indicate choices below, please select from different areas of floorplan.

1st choice space number(s): \_\_\_\_\_ Total US \$ \_\_\_\_\_

2nd choice space number(s): \_\_\_\_\_ Total US \$ \_\_\_\_\_

3rd choice space number(s): \_\_\_\_\_ Total US \$ \_\_\_\_\_

**Additional Items:** 3 exhibitor passes are included with each space.

Additional Exhibitor Passes: Qty: \_\_\_\_\_ @ \$15 each Total US \$ \_\_\_\_\_

Attendee Passes: Qty: \_\_\_\_\_ @ \$15 each Total US \$ \_\_\_\_\_  
(attendee passes at the door are \$25 each)

Locate us near (company name): \_\_\_\_\_

Do not locate us near (company name): \_\_\_\_\_

**Acceptance:** We understand that upon acceptance, this application becomes a contract upon the terms and conditions mutually agreed to by the parties. In making this application, we agree to exhibit under and comply with the “Rules and Regulations: (on reverse) and any amendments thereto, and the terms in all space assignment letters sent to us, all of which are made a part of this agreement. This agreement shall bind the parties hereto, and their respective permitted successors and assigns.

Exhibitor Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**Payment:** 50% deposit is required with this contract to guarantee exhibit space. Balance/Payment in Full is due April 1, 2010.

**Amount submitted with contract:**

US \$

**Payment Method:**

- Check (payable to All American Fastener Show)
- Visa  MasterCard  American Express

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3-Digit Code (on back): \_\_\_\_\_

Amex 4-Digit Code (on front): \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do not write in box - for Show Management ONLY**

Booth Numbers Assigned: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, Date Assigned: \_\_\_\_\_

Ck Date: \_\_\_\_\_ Ck#/Auth#: \_\_\_\_\_

Deposit with Application \$ \_\_\_\_\_ Total Due \$ \_\_\_\_\_

Wire Transfer Fee \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Accepted by: \_\_\_\_\_

Balance paid ck date: \_\_\_\_\_ Ck# \_\_\_\_\_ \$ \_\_\_\_\_

# RULES AND REGULATIONS GOVERNING EXHIBITS

**PAYMENT FOR EXHIBIT SPACE** — Exhibitors shall pay all, or not less than 50% of total charge for exhibit space when submitting contract. Balance is due by April 6, 2010. All cancellations received prior to November 21, 2009 will receive a full refund minus a 25% cancellation fee. Cancellations after November 21, 2009 will cost exhibitor 50% of the price of the booth(s) assigned, and space shall be forfeited. No refunds will be allowed on cancellations requested after February 6, 2010 and space shall be forfeited. If exhibitor fails to pay the balance on or before April 6, 2010, exhibitor's right to exhibit may be cancelled by Show Management without further notice, recourse or refund. Payments for exhibit space does NOT include the cost of any booth equipment, furnishings, special utilities or services ordered by the exhibitor. All such optional costs shall be the exhibitor's responsibility. Cancellation requests must be submitted in writing.

**INDEMNITY AND LIMITATION OF LIABILITY** — Neither Show Management, nor the Hilton Branson Convention Center Hotel, nor any of the officers, agents, employees or other representatives shall be held liable for, and are hereby released from liability for, any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees or their representatives, resulting from theft, fire, water, accident or any other cause. The exhibitor shall also indemnify and hold harmless Show Management and the HBCCH, from demands, suits, liability, damages, loss, costs, attorneys' fees and expenses of any kind or nature, including but not limited to, claims of damage or loss resulting from the breach of these terms, conditions and rules, claims of property or personal injury caused by or attributable in whole or in part to any action or failure to act whether by negligence or otherwise, on the part of the exhibitor or any of its officers, agents, employees or other representatives, and claims of damage or loss to any third party resulting from an infringement of a copyright or patent or the unauthorized use of a registered trademark.

**BOOTH ASSIGNMENTS** — Booths will be assigned on a first come - first served basis. Only one company promoted in each 10'x10' booth.

**USE OF SPACE** — Show Management reserves the right to decline or prohibit any exhibit or part of an exhibit, exhibitor, exhibitor representative or proposed exhibit which, in Show Management's opinion, is not suitable to and in keeping with the character of the exhibition. No sharing, subletting or re-assignment of space will be permitted. Exhibitors may not sell or give away any food or beverage, unless arrangements have been made with Hilton Event Manager.

**INSTALLATION OF EXHIBITS** — **Thursday, May 6, 12:00 noon - 4:00p.m.** Exhibitors must have their displays in complete order by 5:00p.m., Thursday, May 6. If exhibit is not complete by this time, special permission must be granted by Show Management to proceed. Decorators, displaymen, electricians, freight handlers, and other craftsmen will be available to assist exhibitors in setting up and maintaining their displays at an additional charge to the exhibitor. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the Exhibit Room B. Two wheeled carts and luggage on wheels are excepted.

**EMPTY BOOTHS** — Displays not erected in unattended booths one (1) hour prior to Show opening will be uncrated and erected by the Liberty Exposition Services at the exhibitor's expense. If no freight has been received, exhibitor's right to exhibit may be cancelled by Show Management without further notice or refund. Also, freight sitting in unattended booths will be removed by the Official Exposition Service Contractor and redelivered only with permission of Show Management and at the exhibitor's expense.

**EXHIBIT ARRANGEMENT** — Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. No materials may be fastened to booth drapery, framework, building walls, ceilings, floors or columns. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. Permits are required for multi-level or covered booths. Displays having unfinished or unsightly exposures at the rear or sides must be acceptably covered at the exhibitor's expense to the satisfaction of Show Management. End of aisle and double booth require special set. Please go to [AllAmericanFastnerShow.com](http://AllAmericanFastnerShow.com) or call Show Management for details.

**STRUCTURAL INTEGRITY** — All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installations/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall. Exhibitors should ensure that any display fixtures such as tables, racks, shelves, etc. are designed and installed properly and will support the products or marketing materials being displayed.

**EXHIBITOR PERSONNEL REGISTRATION** — A valid, current badge is required for admittance to the exhibit hall, meeting rooms and show events. Advance registration is available. An Exhibitor Personnel Registration Form will be sent to the company contact for listing the names or representatives who will be working at the Exhibition. Badges not received by mail, will be available at Registration beginning at noon, Thursday, May 6. All employees, agents, models, temporary help and other authorized representatives must have a badge.

**EXHIBIT HOURS** — Friday, May 7, 9:00a.m. - 4:00p.m.

**AMERICANS WITH DISABILITIES ACT (ADA)** — Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm)

**EXHIBITOR CONDUCT** — Exhibiting companies shall limit the number or personnel working concurrently to three (3) per 100 sq. ft. of space rented, to a maximum of twelve (12). Exhibitor personnel are prohibited from soliciting business anywhere in the Exhibit Hall or contiguous areas outside their exhibit space. Exhibits must be properly staffed during all exhibit hours. Unattended exhibits are prohibited. Exhibitor shall not lead buyers from one exhibit space to another or to elevators or escalators. Exhibitor shall not enter into another exhibitor's space without invitation or when unattended. Adhesive-backed stick-on decals or similar items are not permitted in the Convention Center and may not be distributed by exhibitors. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste. Exhibitors must comply with all applicable federal, state and local laws. Exhibitors will not display literature or products from any company not exhibiting in the show.

**REMOVAL OF EXHIBITS** — **Packing and removal of exhibits will be from 4:00p.m. - 6:00p.m., Friday, May 7.** Any exhibitor property remaining after that time will be removed by Show Management at the exhibitor's expense. Empty crates and packing containers being held in storage will not be returned until closing time. In the interest of public safety and show continuity, no exhibit booth or display shall be dismantled or packed prior to the official closing of the Exhibition. Violation of this policy may result in the refusal of the violating exhibitor's application for exhibit space in future Exhibitions.

**SECURITY** — Uniformed security personnel will be on duty from Thursday, May 6 at 10:00a.m. until Friday, May 7 at 6:00p.m.; however, exhibitors will be ultimately responsible for the security of their own exhibit areas and property. Any damage to the Hilton Branson Convention Center Hotel by an exhibitor will be at exhibitor's expense.

**SAFETY PRECAUTIONS** — All materials and installations must conform with the requirements of the building and inspection authorities having local jurisdiction. All decorative materials must be nonflammable. All display vehicles must have fuel tanks drained, fuel filler pipe openings locked or taped shut, and batteries disconnected. The operation of combustible gas containers may be used or stored on the premises. Explosives, firearms and weapons of any kind are expressly prohibited. Helium filled balloons are prohibited.

**STORAGE** — Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind drapes or under draped tables, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

**CONTESTS, PRIZES OR LOTTERIES** — To ensure the highly professional and educational standards of the Exhibition, contests or prizes are prohibited unless fully explained in writing and approved by Show Management at least two weeks prior to the Exhibition. Show Management reserves the right to approve or decline any/all such applications. Winners cannot be announced on the PA System.

**MUSIC & AMPLIFICATION** — Due to ASCAP, BMI and SESEC licensing requirements, no copyrighted music, live or recorded, will be permitted in the exhibit hall without the appropriate license. The use of amplification, recordings, videos, slides or other audio-visual devices are permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

**MATTERS NOT COVERED** — Show Management reserves the right to rule on all matters pertaining to the Exhibition, whether expressly mentioned or not, and the exhibitor, by executing the application on the reverse side, agrees that all rulings shall be binding upon both the exhibitor and Show Management.