SPECTRA PRODUCTIONS EVENT APPLICATION

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FOR SPECTRA OFFICE USE

Ref:			Date:	
Show #	Key	Add	Contract	Deposit
Special:			Assigned:	

Company Name | Contact Name

Address | Telephone

City | State | Zip | Cell Phone

Idaho State Tax ID # (Idaho Tax Code, Title 63-3620C) | Fax

E-Mail Address | Website Address

Your Spectra representative is:

David Beale
(208) 939-6426, ext. 29
david@spectraproductions.com

Show Title

Dates | Year

Facility

City | State

Products or services to be displayed:

Space Request

Size of Space	
Space Option 1	
Space Option 2	

Credit Card # Exp. Date & Security Code
Add billing address below if different than shown above

Space Price	
Discount	
*Electrical	
*Passes	
*Rentals/Other	
Total	
Deposit	

*Forms for pricing can be found HERE

Spectra Use
Rentals/Other

SPECTRA
PRODUCTIONS
P.O. Box 333
Eagle ID 83616
FAX: (208) 939-6437
www.spectraproductions.com

X
Authorized Signature◆ | Date

Type or print name and title

◆ The person signing this application, hereby requests Spectra to reserve booth space in the show listed above. It is understood that the "SHOW TERMS AND CONDITIONS" stated below, and the information within the Event Guide are the conditions which are accepted and agreed to. A 50% deposit is required, which shall be sent with this application. Other charges may be incurred, and signer agrees to pay all balances no later than thirty (30) days prior to the show date. This application is not a valid contract until confirmation is sent by an authorized representative of Spectra. Spectra management reserves the right to cancel or reject any application. All displays are subject to final approval by Spectra.

SHOW TERMS AND CONDITIONS

SPACE – The space contracted for is solely for the use of the exhibitor whose name appears above, and it is agreed that the exhibitor will not sublet or assign any portion of the same without the written consent of Spectra. No signs, brochures, handouts, printed material of any type may be exhibited in this space advertising any other business other than the one listed above. In the event the exhibitor fails to occupy their space by having their exhibit completed and in place two hours prior to the opening of the show, exhibitor forfeits their rights to the space and upon demand will pay any balance owed to Spectra. It is understood that Spectra will make an effort to assign the exhibitor the particular space requested, but Spectra has the right to make the final assignment at their own discretion and to alter the location if and as necessary, in order to create a more effective exposition.

CANCELLATION POLICY – If exhibitor desires to cancel this contract at least 60 days prior to the show, any deposit minus a $100 cancellation fee, will be refunded. If exhibitor desired to cancel this contract after 60 days prior to the show, but before 30 days prior to the show, exhibitor will be liable for 50% of the contract amount. If exhibitor cancels this contract within 30 days before an event, the full amount of the contract will be due and exhibitor agrees to pay the same to Spectra, unless the show is sold out, in which case deposit money will be refunded to the exhibitor, post event.

LIABILITIES – The exhibitor is entirely responsible for the space leased. Exhibitor shall not injure, mar, or deface the premise. Exhibitor shall not drive any nails, hooks, tacks, screws, etc. in any part of the facility, nor attach any portion of exhibitor's display to the decorator's equipment for the purposes of supporting exhibitor's display. Furthermore, exhibitors shall not attach to the wall any advertisements, signs, etc. by the use of scotch tape or any other adhesive type materials on painted surfaces. Automobiles, trucks, or similar vehicles shall have a protective material under them and shall be allowed according to local fire department permitting requirements. The exhibitor agrees to reimburse Spectra and/or decorator for damage or loss of the premises or equipment to either by actions of the exhibitor.

RESTRICTIONS – Spectra reserves the right to restrict or remove exhibits without refund if they have been falsely entered or may deemed by Spectra unsuitable or objectionable. This restriction applies, but is not limited to, noise*, PA systems*, persons, animals, conduct, printed matter, or anything of the character that might be objectionable to the Spectra. Furthermore, Spectra reserves the right to select applications for approval based upon several criteria: product balance; uniqueness of product; entry date. *Please refer to event forms: Sound/Ampliphication.

INSURANCE AND LIABILITY – Spectra shall not be responsible for loss or damage incurred by the exhibitor by any cause whatsoever. Small and valuable exhibit material should be packed away each night. The exhibitor must obtain their own theft insurance if it is desired. The exhibitor agrees to protect and save, harmless Spectra, against any and all claims for loss, injury, or damage to persons or property arising from the activities of the exhibitor, his agents, employees or guests, defend Spectra against any and all such claims, and to reimburse and indemnify Spectra for any loss, damage, expense, or payment suffered thereby. Exhibitor's proof of Bodily Injury and General Liability insurance shall be made available upon request, and signer agrees that said insurance shall be in force during the event according to normal business practices, standards, and amounts outlined in the Event Guide.

WORKERS COMPENSATION INSURANCE - Signer agrees that Workers Compensation Insurance shall be in force during the event, meeting the statutory requirements of the State of Idaho.

RIGHTS OF THE MANAGEMENT – Spectra shall not be liable for any damages or other expenses that are incurred by the exhibitor in any event that the show is delayed, interrupted, or not held as scheduled. For any reason whatsoever and if for any reason beyond the control of Spectra the show is not held, Spectra may retain so much of the money paid by the exhibitor as is necessary to pay expenses already incurred by Spectra.

AISLES – Aisles, passageways, and overhead spaces remain strictly in the control of Spectra, and no signs, decorations, banners, advertising materials, will be permitted in them except by special written permission. Furthermore, exhibitor shall not distribute any materials in any parking areas. All exhibits and personnel must remain in their own confines of their booth spaces and no exhibitor will be allowed to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of any other exhibitor as outlined in the Event Guide.

LICENSES – Any and all licenses, inspections or permits, required by law (city, county, state, or federal) in the installation or operation of exhibitor's display shall be the sole responsibility the exhibitor. Procurement of any of these items shall be obtained by the exhibitor at their own expense prior to the opening of the event. Proof of same shall be made available upon request of Spectra.

ELECTRICITY – Due to the diversity of products and the variety of electrical requirements, power may not be provided as part of your booth. Please refer to the Event Guide for electrical needs.

RUNNING OF ENGINES – Oil, gas, or diesel engines may be operated only with the consent of Spectra and must conform to city ordinances and regulations of the local fire marshal.

FIRE – All exhibits must comply with local fire marshal regulations. For any information regarding this portion of the contract, contact the local fire marshal's office.

FOOD SALES – Exhibitor sales, samples, or gifts of food and beverages may be made only by written permission of Spectra. Please refer to Event Forms: Fair Food Sampling/Sales.

MUSIC – Exhibitor warrants and guarantees to Spectra that all ASCAP and/or BMI fees are paid for any copyrighted music or similar materials utilized in conjunction with their exhibitor space. Exhibitor agrees to save and hold harmless Spectra from any and all disputes involving payment or non-payment of the aforementioned fees. Exhibitor agrees to defend and pay all costs incurred out of any action filed by ASCAP and/or BMI or any other party for collection or fees due.

LOTTERIES – Exhibitors shall not engage in any raffle, chance drawing, lottery, etc. unless and until Spectra has given its specific written approval of said activity.

MERCHANDISE REMOVAL – No exhibit or any portion of an exhibit may be removed until after the closing hour of the last day of the show. Upon the close of an event all exhibitors shall be responsible for the removal of the entirety of their display. All merchandise and display material must be removed from the building by the times given in the official Event Guide.

LITIGATION – If a suit or action is filed regarding this contract, the exhibitor promises to pay Spectra costs and reasonable attorney fees in such a manner as set by the court.

TERMS & CONDITIONS – This contract and the information contained in the Event Guide are the terms and conditions agreed on by the parties hereto and no other agreement, oral or otherwise regarding the subject matter of this contract, unless agreed to in writing by both parties, shall be deemed to exist or to bind any of the parties hereto. The parties understand and agree that exhibitor is an independent entity and is not an employee, agent, representative, joint venturer, business partner, or any other like entity, with Spectra. The parties understand and agree that the act of each party hereto is the individual act of that party.