

# Exhibit Space Contract



Northwest Indian Gaming Conference & Expo · June 18-20, 2018 · Little Creek Casino Resort

## EXHIBITOR INFORMATION (please type or print clearly ~ this information is for publication)

Company Name:		Booth Name:	
Contact Name for Program:			
Address:			
City:	State:	Zip Code:	
Phone:	WIGA Membership #:	Fax:	
E-mail:	Website:		
Brief description of your company's product or services in 25 words or less (this is for publication):			

## BOOTH PRICING

Size	Booth	Booth # Choices	
Single (10' x 10')	\$1650	1st	
Each Additional Booth	\$1550	2nd	
		3rd	
(See floor plan for booth locations.)			
<b>Note:</b>			
Booth includes draped 6 ft. table, two chairs, draped 8 ft. booth back wall, wastebasket and company name sign. WIGA members receive WIGA logo booth card and \$100 discount per booth at checkout. Must include membership ID number at checkout.			

## CALCULATION OF BOOTH PRICE AND ADDITIONAL REGISTRATIONS

Description	Quantity		Price		Total Cost
First Booth	1	x	\$1650	=	\$1650
Additional Booths		x	\$1550	=	
Additional Personnel (over 2)		x	\$150	=	
Discount for WIGA Members	Member #				
Include membership # here					
# Booths above					Less Discount
(\$100 per booth)		x	-\$100	=	
					<b>Total Amount Due</b>

## PAYMENT INFORMATION

<b>Payment By Check:</b>	<b>Please use the following credit card:</b> <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MC		
Attached is our check # _____ in the amount of \$ _____	Name as it Appears on Card:		
Payable to <b>Washington Indian Gaming Association.</b>	Address:		
	City:	State:	Zip:
	Credit Card Number:		
	Expiration Date:	V-Code (3 or 4 digit number)	
	Signature: _____		

<b>QUESTIONS?</b> Call Heidi Buss at 651-335-4915 Email: hbuss@msn.com	<b>CONFIRM YOUR SPACE:</b> EMAIL form to Shelly at shellysimpson@rainierconnect.com or call 360-352-3248 FAX form to 360-352-4819 MAIL form to WIGA, 1110 Capitol Way S., Suite 404, Olympia, WA 98501-2251
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<p>Please read the attached Rules and Regulations for the Northwest Indian Gaming Conference and Expo. I agree to the Rules and Regulations of the conference and expo.</p> <p>Signature: _____</p>	<p>Please use the back side of this form to register the names and E-mail addresses of your booth personnel. The first two people for each booth are included in booth price. Additional registrations for the conference and expo are \$150 each.</p> <p>Registration allows your personnel to attend break-out sessions, coffee and refreshment breaks, lunches and receptions, including the Salmon Luncheon on Tuesday</p>
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## BOOTH PERSONNEL NAME BADGES (include nicknames if applicable)

Single booth price includes conference registration for two people. There will be an Additional Registration Charge of \$150 per person for extra personnel over two. This registration allows your personnel to attend break-out sessions, all coffee and refreshment breaks, lunches, receptions, including the Salmon Luncheon on Tuesday. If you have purchased additional booths, indicate under 'Additional Booth Personnel' below the personnel assigned to the free registrations.

## LIMIT – 4 PEOPLE PER 10' x 10' BOOTH

### First Two Free Exhibit Booth Personnel

Name	Email Address
1.	Email:
2.	Email:

### Additional Booth Personnel (\$150 each)

1.	Email:
2.	Email:
3.	Email:
4.	Email:
5.	Email:
6.	Email:
7.	Email:
8.	Email:
9.	Email:
10.	Email:
11.	Email:
12.	Email:
13.	Email:
14.	Email:
15.	Email:
16.	Email:
17.	Email:
18.	Email:
19.	Email:
20.	Email:

# Exhibit Rules & Regulations

**1. Assignment of Booth Space:** All booth requests will be handled on a first-come, first served basis with your signed and paid contract. Heidi Buss and Washington Indian Gaming Association (WIGA) reserve the right to restrict entrance into the exhibition by any exhibitor who it deems is not in the best interest or purpose of the event as a whole.

**2. Booth Fees and Cancellation Policy:** Booth spaces will be assigned by phone or email, however, if assigned space is canceled or reduced by the exhibitor in writing by May 15, 2018 a \$150.00 fee will be retained. If assigned space is canceled or reduced by the exhibitor in writing after May 15, 2018, WIGA will retain all monies. Checks should be made out to WIGA and mailed to: WIGA, 1110 Capitol Way S., Suite 404, Olympia, WA 98501. In the event of conflicts or conditions beyond its control, WIGA and Heidi Buss reserves the right to rearrange the floor plan. Also, WIGA or Heidi Buss may relocate any exhibit at any time with the understanding that, if the exhibitor does not agree with such relocations full payments for exhibit space will be refunded, provided the company chooses not to exhibit.

**3. Contractor Services:** Each exhibitor will be mailed a service kit by GES. WIGA has designated GES Convention Services as the official show contractor. GES will provide all show services. GES will have control of all dock and loading facilities. It will receive all direct and advance shipments and van loads, handle all freight and provide all rigging, labor and equipment. All services not ordered in advance must be procured through the Expo desk, which will be maintained in the back of the exhibit hall at Little Creek Casino Resort.

**4. Storage of Crates and Boxes:** GES will handle and provide storage space for crates, boxes, etc., during the exhibition and will return properly marked stored materials at the completion of the show. They will supply tags to be attached to each piece stored. No boards will be accepted for storage unless securely tied into bundles and tagged. Fire regulations require that wrapping materials such as paper, excelsior, etc., must be completely enclosed within the packing boxes.

**5. Booth Construction and Arrangement:** GES will provide and arrange for the erection of necessary draped backgrounds of uniform style. All booths will be provided with one 7" by 44" booth sign, 6 ft. table and 2 chairs. Only one company name per booth. Each exhibit must be confined by the spatial limits of its respective booth indicated on the floor plan. Placement of equipment must be done to avoid blocking the visibility of neighboring exhibitors. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors. Displays must conform to local building and fire department codes and regulations. WIGA trusts exhibitors will create a professional atmosphere with their display. GES and Heidi Buss staff will be inspecting booth displays to make sure they meet the specified guidelines. Any booth not meeting requirements will be asked to correct the violation immediately.

**6. Care of Exhibit Space:** The exhibitor must maintain and keep the exhibit and contracted space in good order.

**7. Exhibitor's Representatives:** Each exhibitor MUST provide a representative(s) within the exhibit space during scheduled show hours at all times.

**8. Liability, Security and Cancellation:** Each exhibitor must make provisions for the safeguarding of goods, materials, equipment and display at all times. General overall security services will be provided by WIGA for the exhibition period, but WIGA and the security service will not be responsible for loss of any materials by or for any cause. The exhibit hall will be locked during non-show hours. To the extent

permitted by law, the exhibitor is responsible for all damage to the exhibit hall and for any and all claims and demands on account of any injury, death or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitor or his/her employees, agents, licensees, or contractors, and the exhibitor agrees to and shall indemnify and hold harmless WIGA from and against any and all liability, claims or demands that may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor. Neither WIGA its service contractors, the management of the Little Creek Casino Resort, their agents, contractors or employees are or shall be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, unless caused by or resulting from negligence of WIGA, its service contractors or the management of Little Creek Casino Resort. In case any part of the exhibit hall is destroyed or damaged, preventing WIGA from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in case occupation of assigned space during any part or the whole of the exhibition period prevented by strikes, acts of God, national emergency or other cause only for the period space was or could have been occupied by the exhibitor, the exhibitor hereby waives any claim against WIGA, its directors, officers, agents, or employees for losses or damages that may arise in consequence of such liability to occupy assigned space.

**9. Special Visual and Sound Effects:** Audio visual and other sound and attention getting devices and effects will be permitted only in those locations and in such intensity as in the opinion of Heidi Buss do not interfere with activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors or attendees.

**10. Other Activities:** All activities of each exhibitor must be confined to the exhibitor's allotted space. No liquor is to be served on the exhibit floor by any exhibiting company or representatives.

**11. Violations:** Violations of any of these regulations on the part of the exhibitor or agents of the exhibitor shall, at the option of WIGA, annul the right to occupy space and may be cause for having fines assessed, and such exhibitor shall forfeit to WIGA all monies paid. Upon evidence of a violation, WIGA may re-enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all such expenses and all damages that WIGA may incur and shall forfeit all monies paid or due WIGA on account thereof. The exhibitor waives any right to service or written notice of WIGA's intention to terminate this agreement and repossess space occupied by the exhibitor.

## Northwest Indian Gaming Conference & Expo

### MOVE IN

June 19, 2018, 8:00 AM – 3:30 PM  
(Large exhibits only, June 18, 2018 1:00 – 6:00 PM)

### TRADE SHOW

June 19, 2018, 4:00 – 7:00 PM  
June 20, 2018, 9:00 AM – 2:00 PM (Breakfast)

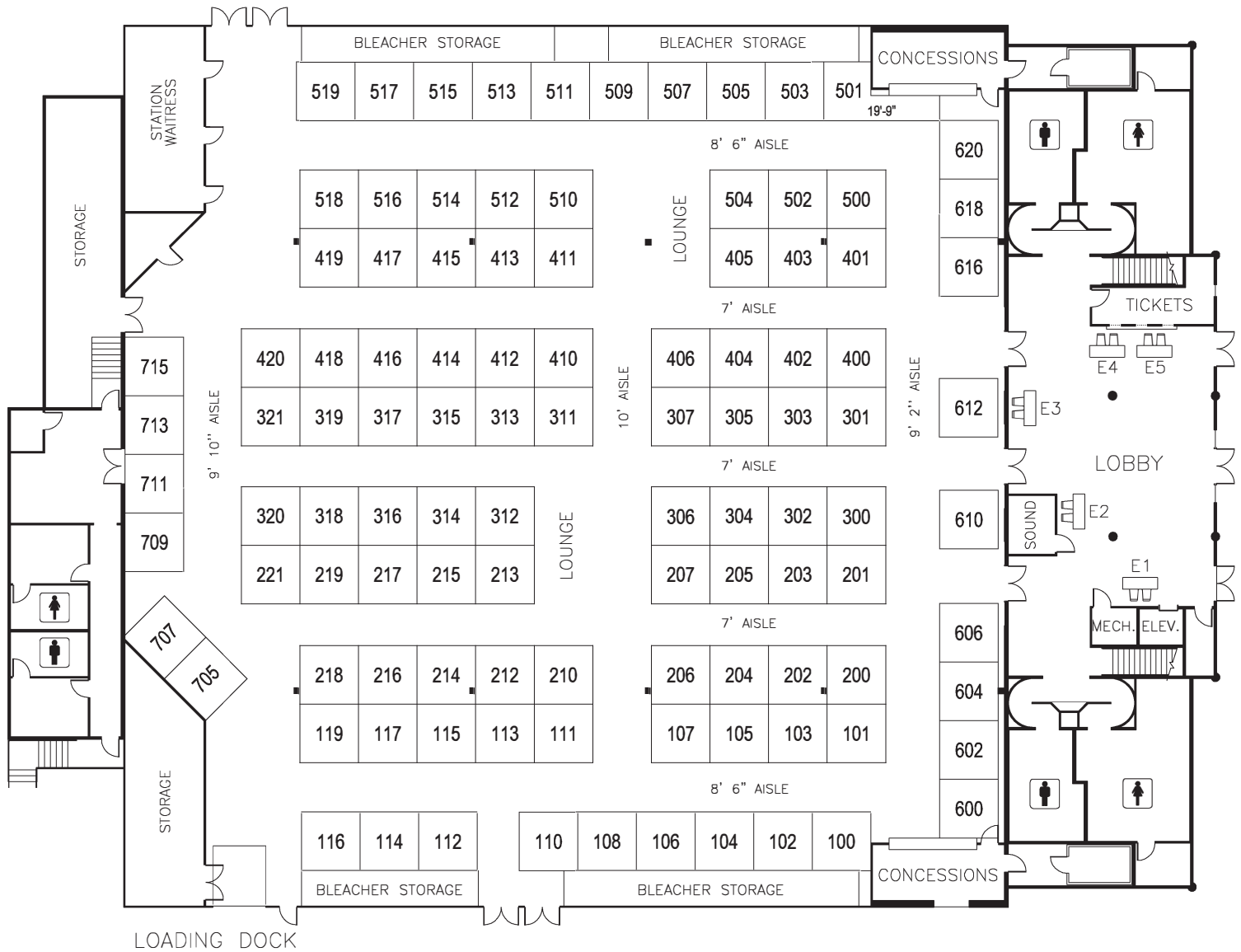
### MOVE OUT

June 20, 2018, 2:30 – 6:00 PM

# Little Creek Expo Hall Floor Plan



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