

# Exhibit Space Contract



Northwest Indian Gaming Conference & Expo · July 16 · 18, 2012 · 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 Member? <input type="checkbox"/> Yes <input type="checkbox"/> No | Fax:        |  |
| Email:   | Website:  |             |  |
| Brief Description of your company's product or services in 25 words or less (this is for publication): |   |             |  |

## BOOTH PRICING

| Size  | Booth  | Member Discount | Booth Choices |
|---|--------|-----------------|---------------|
| Single (8' X 10')   | \$1350 | \$1250          | 1st :         |
| Each Additional Booth   | \$1300 | \$1200          | 2nd :         |
| >>>see diagram for booth choices<<<   |        |                 | 3rd:          |
| <i>I agree to abide by the rules and regulations (back side) of the 2012 Northwest Indian Gaming Conference &amp; Expo:</i> |        |                 |               |
| Authorized Signature: _____   |        |                 |               |

## CALCULATIONS

| Description             | Quantity |   | Price |   | Total Cost |
|-------------------------|----------|---|-------|---|------------|
| Booth 1                 | 1        | x |       | = |            |
| Additional Booths       |          | x |       | = |            |
| Additional Personnel    |          | x | \$ 50 | = |            |
| <b>TOTAL AMOUNT DUE</b> |          |   |       |   |            |

## TRADE SHOW HOURS

| Move In   | Trade Show   | Move Out                        |
|---|--|---------------------------------|
| July 17, 2012 8:00 AM - 3:30 PM<br>(Large Exhibits Only July 16, 2012 1:00-6:00 PM) | July 17, 2012 4:00 - 7:00 PM<br>July 18, 2012 10:15 AM - 2:30 PM | July 18, 2012 2:30 PM - 6:00 PM |

## BOOTH PERSONNEL/NAME BADGES (include nicknames if applicable)

Your booth price includes conference registration for 2 people. There will be an Additional Charge of \$50 per person for extra booth personnel over 2.  
**LIMIT – 4 PEOPLE PER BOOTH**

| Exhibit Booth Personnel                |    |
|--|----|
| 1.                                     | 2. |
| Additional Booth Personnel (\$50 each) |    |
| 1.                                     | 2. |

## PAYMENT INFORMATION

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

### QUESTIONS?

Call Heidi Buss at 651-917-2301  
Email: hbuss@msn.com

### CONFIRM YOUR SPACE:

EMAIL form to Madeline at madelinebahr@reachone.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

# 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. 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 June 11, 2012 a \$100.00 fee will be retained. If assigned space is canceled or reduced by the exhibitor in writing after June 11, 2012, 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 event of conflicts or conditions beyond its control, WIGA and Buss reserves the right to rearrange the floor plan. Also, WIGA or 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 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 of 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 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.

