

W ^{NEW YORK} Women's Expo ^{12th Annual}

EXHIBIT SPACE / CONTRACT - March 5 & 6, 2022

The Albany Marriott, 124 Wolf Road. Albany, NY 12205

EXPO HOURS: Saturday 10-6 Sunday 10-4

1. Booth Registration

Company Name: _____

Contact Name: _____ Title: _____

Address: _____ City: _____ State _____ Zip: _____

Cell phone: _____ Business Phone: _____

Email: _____ Website: _____

Complete ALL sections, sign and email back to mariah@swaghouseproductions.com

BOOTH FEES: Booth Includes pipe & drape with link on NY Women's Expo website

- \$650 per 10' x 6' booth - Main Exhibit Hall
- \$575 per 8' x 6' booth (limited amount of these) Main Exhibit Hall
(Take \$50 off per booth for Multiple Booths)
- \$495 per 8'x6' booth (limited amount of these) Town Hall Exhibit Area
- \$100 Corner booth upgrade
- \$700 High Top Table and reserved area for your own display (instead of booth) or 8 x 6 booth in the Welcome Area / Hallway. Be the first to greet the attendees.
- Electricity \$50 per 500 watts
- \$50 - 6' Table, Linen & 2 chairs placed in your booth space
- \$10 - Custom Booth Identification Sign 7"x44" with your company name

Total # Booths _____

Total Booth Fees: \$ _____

Sponsorship Opportunities - Call Us!

Presenting Sponsor (1 Available) \$10,000

Corporate Sponsor (4 Available) \$6,000

Show Bag Sponsor (2 Available) \$3,000

Expo Stage Demo Opportunities

Maximize exposure and be the expert by giving a 30 minute demo each day. \$300

MOVE IN - Fri March 4th from 3pm-7pm or Sat 8am-9:30am

MOVE OUT - Sunday March 6th 4 - 8PM no exceptions

2. PRODUCT or SERVICE Description:

3. PAYMENT:

50% DEPOSIT DUE WITH SIGNED CONTRACT WITH BALANCE PAID IN FULL BY 2/1/19. No refunds for any reason

Check (made payable to SwagHouse Productions, LLC) \$35.00 fee will be applied for all returned checks

Charge my credit card 50% now & remaining 50% on 2/1/222 Card#: _____ - _____ - _____ -Exp. Date: ____/____ Security Code: _____

Email me an invoice and I'll pay via credit card online.

Having read and agreed to the terms on front and back of this contract, it is understood and agreed that in addition to the express terms and conditions set forth on this contract, the Exhibitor shall be bound by all rules, regulations and requirements set forth by Show Management. All sales are final. Booth space not fully paid for by February 1st 2019 or Booth space not occupied by 7pm Friday or arranged for Saturday AM, 2022 can be sold to another Exhibitor by Expo Management. Absolutely No refunds for any reason.

Signature: _____ Date: _____

Rules Governing the Exhibit

- **Show Management.** The term "Show Management" as used herein shall refer to SwagHouse Productions, LLC.
- **Eligible Exhibits.** Show Management reserves the right to determine the eligibility of any company or product for inclusion in the show. No exhibitor shall exhibit in the space allocated them any merchandise other than that specified in this application.
- **Food & Beverage Sales / Sampling.** Exhibitors are allowed to sell, distribute and sample food and non- alcoholic beverage with the the expressed written consent of Show Management. These restrictions are to abide by the rules and regulations set forth by the exhibition center. It is your responsibility to comply with the rules and regulations of Albany County Temporary Food Vendor Permit - please got to [HYPERLINK Food Service Vendors: General Guidance for Temporary Food Service Establishments at Events \(ny.gov\)](#) for more information and application for a permit.
- **Limitations of Liability.** The exhibitor should have Liability Insurance for the show period. The exhibitor hereby agrees to indemnify, defend and protect Show Management and the facility against, and save Show Management and the facility harmless from, any and all claims, demands, suits, liabilities, damage, loss, costs, attorney fees and expenses of whatever kind or nature which might arise out of any action or failure to act of the exhibitor or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss to property or harm or injury to a person or persons. The exhibitor agrees to make no claim for any reason whatsoever, including negligence against Show Management, its members or agents or employees, or the sponsors, or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property, nor any injury to themselves or employees while in the exhibit area.
- **Exhibition Lighting.** Facility lighting may not illuminate all areas evenly and effectively, and Management assumes no responsibility for providing additional lighting. Electricity is available (if ordered at additional cost) to allow additional lighting.
- **Insurance.** Show Management is not responsible for loss or damage to exhibitor's property: and in the event the exhibitor desires to have goods, samples and other property brought upon the exhibition premises insured against loss due to any cause, they shall obtain such insurance at their own expense. The exhibitor shall, at no cost to Show Management obtain liability and property damage insurance from responsible insurance companies authorized to sell this insurance and workers compensation employers liability insurance for their own employees.
- **Exhibit Logistics.** Information in the form of an Exhibitors Manual will be e-mailed to each exhibitor in ample time for advance planning. The manual will contain information regarding shipment, rental items, electrical, exhibit hours, etc.
- **Amendment to the Rules.** Show Management reserves the right to adopt, orally or in writing, any additional rule or regulation, move or remove an exhibit, or take any further action if Show Management deems such action necessary for the good of the Show. Any such action shall have the same force and authority as though fully incorporated in the agreement herein.
- **Subleasing / Sharing.** Assignment (in whole or in part), subletting or licensing of space by the exhibitor or use of the space not authorized in writing by Show Management is prohibited.
- **Acts of God, Fire, Strikes, Etc.** In the event that any outside cause, such as war, fire, strike, government action, or other emergency, or even of "force majeure" prevents the exhibit from being held, Show Management may retain the Booth Fees as shall be required to recompense Show Management for expenses incurred up to the time such contingency shall have occurred and Show Management shall not be responsible for any of exhibitors expenses or damages resulting from such a cancellation or postponement of the exhibit.
- **Show Location.** If for any reason, Show Management determines that the location of the Show should be changed or the dates of the Show changed, no refund will be due the exhibitor, but Show Management shall assign to the exhibitor, in lieu of the original space, such other space as Show Management deems appropriate and the exhibitor agrees to use such space under the terms of this agreement. Show Management shall not be financially liable or otherwise obligated in the event the Show is postponed or relocated.
- **Taxes and Licenses.** Exhibitor shall be responsible for obtaining any licenses, permits or approvals required under local, state, or federal law applicable to their activity at the exhibition. Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authorities at accordance with the laws of the state of New York applicable to contracts entirely made and performed therein.
- the exhibition. More information at [HYPERLINK "http://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm"http://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm](#)

NY Women's Expo 547 Swaggertown road Schenectady, NY 12302

Phone: 518-879-2995 Email: Mariah@swaghouseproductions.com Website: nywomensexpo.com