

CONTRACT FOR EXHIBITOR SPACE



APRIL 17, 2011

Royal Plaza Hotel & Trade Center • Marlborough, Massachusetts

(OFFICE USE ONLY)

SET UP: SATURDAY APRIL 16 8AM-6PM
 MARKET DATES SUNDAY APRIL 17 9AM-3PM
 & TIMES:
 MOVE OUT: SUNDAY APRIL 17 3PM-9PM

PRINT OR TYPE PRINT OR TYPE PRINT OR TYPE

SHOW DIRECTORY INFORMATION

IS YOUR COMPANY 100% AMERICAN MADE? Yes No
 COMPANY NAME (As to appear on booth sign & in show directory): _____
 CONTACT PERSON: _____ ADDITIONAL CONTACT: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE: () _____ EXT.: _____ FAX: () _____ CELL: () _____
 DESCRIPTION OF PRODUCT LINE (Must be completed for Show Directory, ten words or less): _____
 E-MAIL ADDRESS: _____ WEB SITE: _____

EXHIBITOR LISTING BY CATEGORY (Circle up to three categories which best describes your product(s))

- | | | | | | | |
|---------------------|---------------------------------|-----------------------|-----------------------|-------------------|-------------------------------|-------------------------|
| Animals | Chalkware | Dolls | Hand Forged Iron | Painting | Rugs & Floor Cloths | Stamps |
| Baskets | Christmas Figures & Accessories | Folk Instruments | Historic Collectibles | Paper Maché | Samplers | Stencils |
| Bears | Clocks | Folk Sculpture | Jewelry | Pewter | Santas | Table Top & Accessories |
| Beeswax | Clothing | Fraktur | Lighting & Shades | Pillows | Scherenschnitte & Silhouettes | Textiles |
| Bells | Country Collectibles | Furniture | Magazines | Potpourri & Herbs | Signs | Tinware |
| Birdhouses | Decorative Flags | Furniture Accessories | Metal | Pottery | Slates | Theorems |
| Calendars | Decorative Wooden Accessories | Garden Accessories | Music | Prints | Soaps & Accessories | Toys & Game Boards |
| Candles | Decoys & Fish | Gift Wrap | Nautical | Publications | Soft Sculptures | Wall Decor |
| Cards & Accessories | Display Fixtures | Glass | Ornaments | Puzzles | Specialty Foods | Wreaths & Dried Flowers |
| Carving | | | | Quilts | | |

EXHIBITOR BADGE NAMES		PRE-MARKET PROMOTIONAL MATERIAL NEEDED
1. _____	3. _____	(For Special Mailings to Your Buyers) CARDS _____ (Amount needed)
2. _____	4. _____	

BOOTH SIZE AND RENTAL AGREEMENT

10' x 10' 8' high drape	\$ 495.00	_____
10' x 15' 8' high drape	\$ 743.00	_____
10' x 20' 8' high drape	\$ 990.00	_____
10' x 25' 8' high drape	\$ 1238.00	_____
10' x 30' 8' high drape	\$ 1485.00	_____
10' x 40' 8' high drape	\$ 1980.00	_____
10' x 50' 8' high drape	\$ 2475.00	_____
• All booths are 8' high draped in Black (3 sides) unless corner requested		
CORNER LOCATIONS (additional for each corner)	\$ 175.00	_____
SHARED BOOTH (approval of Show Manager)	\$ 200.00	_____
*ELECTRICITY minimum of 500 watts REQUIRED	\$ 90.00	_____
<input type="checkbox"/> up to 1000 wattsADDITIONAL \$20.00	<input type="checkbox"/> up to 4000 wattsADDITIONAL \$75.00	REQUIRED ELECTRIC
<input type="checkbox"/> up to 2000 wattsADDITIONAL \$35.00	<input type="checkbox"/> additional amount, please contact office	ADDITIONAL ELECTRIC
<input type="checkbox"/> up to 3000 wattsADDITIONAL \$55.00		_____
*UNSKIRTED TABLES \$20.00 EA. (4') _____ (6') _____ (8') _____ (Quantity)		TABLES
(24" wide x 30" high) (30" wide x 30" high)		CHAIRS
*CHAIRS \$8.00 EA. _____ (Quantity)		_____

50% TOTAL BOOTH RENT DUE WITH CONTRACT
100% payment due MARCH 3, 2011

***No changes or refunds after MARCH 18, 2011 for contracted tables, chairs, and electricity**

(OFFICE USE ONLY)

TOTAL BOOTH RENT

CK# _____
 CK# _____
 CK# _____
 CK# _____
 CK# _____

CREDIT CARD PAYMENTS Mastercard VISA Credit card will be charged for 50% booth rent.
 If contract is received on or after **MARCH 3, 2011**, full balance will be charged.

_____-_____-_____-_____- Exp. Date _____
 Zip Code of Billing Address: _____ Card Identification # _____
(The last 3 digits of the number located on the back of your card.)

Name as it appears on card (Please Print) _____

Signature _____

YOUR FINAL BOOTH BALANCE WILL AUTOMATICALLY BE CHARGED ON MARCH 3, 2011

(OFFICE USE ONLY)

Contract _____

Decorator/Move-in _____

Floor Plan _____

Invoice _____

(OFFICE USE ONLY)

Signature _____ Date _____

(READ SHOW RULES AND REGULATIONS (REVERSE SIDE) BEFORE COMPLETING CONTRACT)

Accepted by Market Square _____ Date _____

MAKE CHECKS PAYABLE TO **MARKET SQUARE, INC.** AND RETURN WITH ALL SIGNED COPIES TO:

P.O. Box 899, Mechanicsburg, PA 17055, Ph: 717-796-2377 Fax: 717-796-2384, e-mail: mksqr@epix.net, web site: www.marketsqureshows.com

RULES & REGULATIONS

ASSIGNMENT OF SPACE

Exhibit space will be assigned at the sole discretion of show management. In assigning exhibit space, management will consider the following factors collectively.

(Factors are not presented in priority nor to be construed to be weighed or prioritize)

- The size of exhibit space vs. the overall space available for allocation to eligible exhibitors
- The need to accommodate and encourage the introduction of new products for the buyers' benefit
- The quality and creativity of the product display
- The continuity and length of an exhibitors' previous exhibitor activity
- The size and shape of the space requested
- The exhibitors' effort to assist in promotion of the show independently and in conjunction with show management.
- The need to promote buyer activity in all exhibitor areas

EXHIBIT REQUIREMENTS

- Tables and structural aspects of booth must be appropriately covered.
- Exhibitors may not erect or maintain a back wall higher than 8'.
- No booth may obstruct the general view or access to surrounding displays, aisles or public space.
- Exhibits must remain intact until the scheduled conclusion of the show.
- **Exhibitors agree to provide an appropriate display in keeping with a wholesale format.**
- The Buyers Cash & Carry Wholesale Mart reserves the right to remove any item from the show floor that in the opinion of the show promoter does not meet standards set by The Buyers Cash & Carry Wholesale Mart.
- Conducting business in the aisle space is prohibited.
- Pets are prohibited.
- Exhibitor's children under 15 years of age will not be admitted to the showroom floor.
- **Exhibitors should refrain from entering another exhibitor's booth at any time of the market. All booths are considered closed at all times to other exhibitors.**
- Exhibitors are strongly encouraged to establish and post a minimum order amount (quantity or \$ amount is recommended).
- No sales or price tag reductions.

RETURNED CHECKS

- **There will be a \$25.00 fee for each check that is returned for non-payment.**

PAYMENT/ACCEPTANCE POLICY

- For a contract to be valid it must be signed and dated by The Buyers Cash & Carry Wholesale Mart. If you and/or your company has any outstanding balance(s) with Market Square this contract is void.
- 50% of total booth rent must be made with this contract if over 46 days prior to the market.
- If contracting within 45 days prior to the market, 100% of total booth rent must be remitted in the form of a cashiers check, money order, Visa or Mastercard.
- **Total booth rent is due 45 days prior to the market. Failure to meet payment deadlines shall entitle management at its discretion to terminate this contract and retain all booth fees previously paid.**
- No personal checks will be accepted within 45 days prior to the market.
- Checks that you write for payment to Market Square, Inc. may be converted into an electronic debit or Image Replacement Document to your account and if your payment is returned for Non-Sufficient Funds (NSF) you acknowledge that your account can be electronically charged for a NSF Fee, not to exceed maximum NSF Fee set by law.

CANCELLATION POLICY

- The effective date for cancellation of this contract is defined as the date received in writing by The Buyers Cash & Carry Wholesale Mart.
- **There is a \$200.00 cancellation fee that is applied to all cancellations over 91 days prior to the market.** All payments received over 91 days prior to the market less the \$200.00 cancellation fee will be refunded or transferred.
- **Cancellations within 90 days prior to the market will be subject to a charge equal to 100% of total booth rent and/or all payments received.**
- There will be no changes or refunds made for tables, chairs and/or electricity after the deadline date that appears on the front of this contract.

SHOW DIRECTORY

- All exhibitors who return their contract and full payment for exhibit space 45 days prior to the market will be listed in the show directory. Listings are not guaranteed for those exhibitors whose contracts are returned after this date.

SOUND

- Music, sound projectors, tape decks and other sound producing or amplifying devices are prohibited on the showroom floor.

SUBLETTING

- Subletting of space by the exhibitor, or use of the space not authorized by The Buyers Cash & Carry Wholesale Mart is prohibited.
- No exhibitor shall exhibit or permit to be exhibited in the space allotted to him any items other than those specified in the application.