

WASHINGTON COUNTY  
**PET EXP** 

SATURDAY, SEPTEMBER 18<sup>TH</sup>, 2010 10AM to 5PM

SUNDAY, SEPTEMBER 19<sup>TH</sup>, 2010 10AM to 4PM

PH# (262) 893-5080 / (920) 296-1483

**TERMS & CONDITIONS**

You are invited to exhibit at the sixth annual Washington County Pet Expo held at the Washington County Fair Park, 3000 Hwy PV, West Bend, WI 53095.

All vendor space will be contracted on a first come, first served basis when signed contract and deposit are received.

All booths are 10' x 10' and they are all indoor spaces in the Ziegler Pavilion. The fee is \$175 (\$85 for non-profit). The first booth rented includes one 8' table covered and skirted and 2 chairs. Additional booths rented will not include a table or chairs. Additional tables with chairs are available at a cost of \$20 per table/chairs. Any extra tables brought in must be skirted to the floor.

All payments are final, rain or shine. NO REFUNDS.

Booth space will be assigned on a first come, first served basis and/or randomly placed based on electrical needs and sizes.

Approximately three weeks prior to the event you will receive further information regarding booth placement and further instructions. If necessary, please include a local mailing address in addition to your corporate address.

***EVENT SET-UP:***

Vendors will be allowed to set up on Friday the 17<sup>th</sup> from 4:00 pm to 9:00 pm, and/or Saturday the 18<sup>th</sup> from 7:30 am to 9:30 am.

All exhibitors/vendors must have booth completed and ready for business no later than 9:45 am.

**Vendor/exhibitor agrees to maintain booth for full show hours on both days.**

**ALL BOOTHS MUST REMAIN OPEN UNTIL 4:00 PM ON SUNDAY, ABSOLUTELY NO EARLY BREAKDOWN.**

Displays shall be confined to the area(s) reserved and shall not pose a physical, visual, or auditory obstruction to the event or neighboring area(s).

Pet Expo management reserves the right to restrict and alter, or evict any exhibit that detracts from the general character or operation of the event.

Vendor/exhibitor must comply with the Washington County Fair Park Rules of Operation.

The management is not responsible for loss or theft.

Display shall be flame proof, shall not damage walls or booth space, vendor/exhibitor is liable for any damage incurred.

Vendor/exhibitor must stay within the perimeter of the booth.

Banners or signs shall not be pinned to curtains. Hooks will be available upon request.

***EVENT TEAR-DOWN:***

Tear down will take place immediately following the event at 4:00 pm on Sunday, September 19<sup>th</sup> thru 8:00 pm. Please make arrangements to have all items out of the Fairgrounds no later than 9:00 pm or an additional fee will be applied.

All belongings and waste must be removed from your booth.

Any merchandise or display material left after the event shall not be the responsibility of the management and will be removed from the property on Sunday evening.

***PARKING:***

After you unload your vehicle, you must move it to the general parking area.

***CERTIFICATE OF LIABILITY INSURANCE:***

A copy of your Certificate of Liability Insurance is required and must be submitted along with your application and payment to be a vendor/exhibitor at the 2010 Washington County Pet Expo.

***VENDOR / EXHIBITOR DUTY:***

The vendor/exhibitor listed upon this contract agrees to hold harmless the Washington County Pet Expo LLC management from any and all claims, liability, injury, loss and expenses, including legal costs that may arise from or in connection with this event.

Vendor/exhibitor further agrees to protect and hold the event management and its agents forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the vendor/exhibitor or those acting on behalf of the exhibitor.

***ANIMALS:***

Exhibitors are encouraged to bring pets. However, they must be confined to your exhibit area and not in the aisle. All animals brought to the show must be healthy, current on vaccinations and properly socialized. If your animal seems aggressive, you will be asked to remove the animal immediately. Each exhibitor is responsible for "accident" clean-ups and outdoor relief area pick-ups.

***FOOD AND BEVERAGE:***

Food and beverages will be for sale throughout the show.

***NO SMOKING:***

Smoking is not permitted in the buildings.

BOOTH APPLICATION FORM  
WASHINGTON COUNTY PET EXPO LLC  
SATURDAY, SEPTEMBER 18<sup>TH</sup> 10 AM TO 5 PM  
SUNDAY, SEPTEMBER 19<sup>TH</sup> 10 AM TO 4 PM

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

(where we should send event set up info)

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Business Description: \_\_\_\_\_

BOOTHS ARE FILLED ON A FIRST COME, FIRST SERVED BASIS.

10' x 10' Indoor Booth @ \$175 = Total \$ \_\_\_\_\_  
(includes one skirted table and two chairs)

10' x 10' Non Profit Booth @ \$85 (limit one) = Total \$ \_\_\_\_\_  
(includes one skirted table and two chairs)

Additional Booth @ \$100 x Qty \_\_\_\_\_ (does not include table) = Total \$ \_\_\_\_\_

Additional 8' skirted table and 2 chairs @ \$20 x Qty \_\_\_\_\_ = Total \$ \_\_\_\_\_

Corner Booth guarantee add \$50 = Total \$ \_\_\_\_\_

Electrical hook up add \$25 Yes \_\_\_\_\_ No \_\_\_\_\_ = Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

I have read and agree to the enclosed terms and conditions. Vendor Certificate of Liability Insurance is enclosed.

On this date \_\_\_\_\_ Signed \_\_\_\_\_

Please make checks payable to: WCPE  
N3222 Jefferson Road  
Rubicon, WI 53078