

Exhibitor Application and Contract



By completing this contract we agree to exhibit at the Boston Bicycle Show and/or the New York City Bicycle Show, and to abide by the rules and regulations stated on the reverse and any amendments thereto. Please return the completed application and deposit to:



PLEASE TYPE OR PRINT

Company _____ DBA: _____

Street Address (No P.O. Boxes) _____

City _____ State _____ Zip _____

Phone _____ Fax _____ 800# _____

Email _____

The person at your company to whom we should send the exhibitor kit and information:

Address (if different from above) _____

I have read and understand the rules and regulations on the reverse side of this contract and agree to abide by them.

Authorized Signature _____ Title _____ Date _____

New York City Bicycle Show \$1,100 per 10x10 booth	RATES Boston Bicycle Show \$950 per 10x10 booth	Pay in full by 2/1/04 and save \$200 per booth!
Booth includes pipe and draping, table, tablecloth, and two chairs.		
Total number of Boston Bicycle Show 10x10 booth spaces requested: _____		
Total number of New York City Bicycle Show 10x10 booth spaces requested: _____		

PAYMENT

We accept checks and credit cards.

A minimum of 50 percent deposit is due with this application, and reserves the quantity of booth space you request. You may request a specific booth location only when your balance is paid in full. All balances are due by 3/1/04 for the Boston show; 4/2/04 for the NYC show.

Make checks payable to **Bicycle Shows U.S.** -OR-

Credit Card Payment (Circle one) Visa MasterCard Amount to charge:\$ _____

Name as it appears on card _____ Card number _____

Signature _____ Exp. Date: _____

RETURN CONTRACT TO:

Bicycle Shows U.S. • 398 Columbus Avenue -- #519 • Boston, MA • 02116
Ph: 866.891.2387 • Fx: 617.507.9197 • E: registration@bicycleshows.us • web: www.bicycleshows.us

2004 Boston Bicycle Show & New York City Bicycle Show

Rules & Regulations

Eligibility

The show is limited to those that serve the cycling community with products and services. The show organizers reserve the right to deny exhibition space to any person, company, or organization.

Sublets

Exhibitors shall not assign, sublet, or apportion the whole or any part of their space without written permission from the show organizers.

Sales

Non-exhibiting manufacturers or companies are not permitted to solicit business at the shows' exhibit halls or nearby city properties. Exhibitors may sell products from their booths, and are encouraged to have their local retail partners join them in their booths, provided they do not interfere with other exhibitors. Exhibitors are responsible for all applicable sales taxes.

Booth Restrictions

Please read your exhibitors kit carefully for New York City laws regarding the legal size and construction requirements of booths.

Terms of Payment

A 50% deposit holds the quantity of booth space requested by the exhibitor. A specific booth location may not be requested by the exhibitor until full booth payment has been made. March 1, 2004 is the deadline for booth space payment in full for the Boston show. April 2, 2004 is the deadline for the NYC show. If not paid in full, Bicycle Shows U.S. may reassign or cancel the space without notice or refund of deposit. **NOTE: Exhibitors that have not paid in full will NOT be permitted to set up their booths. No exceptions!**

Cancellation

If an exhibitor cancels or reduces space prior to February 15, 2004, Bicycle Shows U.S. will retain \$500 per booth for administrative expenses. All cancellations must be made in writing. If an exhibitor cancels or reduces space on or after February 15, 2004, no refund will be made. Bicycle Shows U.S. reserves the right to assign any space not claimed and occupied on opening day without refunding payments. There are no exceptions to these procedures.

Show Contractor and Decorator

We have selected an official show contractor. If any exhibitor contracts with a different outside service contractor they must secure written permission from Bicycle Shows U.S. no later than 30 days prior to the show. An exhibitor's service kit will be provided.

Installation and Dismantling of Exhibits

An exhibitor's kit will be provided to you, and on-going directives from Bicycle Shows U.S. will allow ample time for proper arrangements. Each exhibitor and his agent agree to abide by the schedule for set-up and dismantling accordance with those directives. No exhibitors shall be allowed to remove any part of their displays until the show officially closes.

For the "Good of the Show"

Exhibitors will keep his or her exhibit open and staffed at all times during show hours. Exhibitors and all staff will conduct themselves in a professional manner. Exhibitor agrees that management may substitute the actual space assigned to exhibitor if necessary for the mutual benefit of all exhibitors.

Liability

As an Exhibitor at shows presented by Bicycle Shows U.S., you assume entire responsibility and hereby agree to protect, indemnify, defend, and hold Bicycle Shows U.S., the owners of our halls and related facilities, and its respective employees, vendors, sub-contractors, officers, directors, stockholders, members, partners, representatives and agents harmless against all claims, losses, or damages to persons or property, government charges or fines, and attorney's fees arising out of, relating to, or caused by, Exhibitor, its suppliers, invitees, or guests. In addition, Exhibitor acknowledges that the owners of our halls and its related facilities do not maintain insurance covering Exhibitor's property or liability for personal or property damage carried by Exhibitor and that it is the sole responsibility of the Exhibitor to obtain insurance covering any such loss.

Exhibitor's Insurance

Exhibitors shall carry and maintain during the period of the show, at their sole cost and expense, personal injury and property damage coverage under a policy of general public liability insurance. Exhibitor is required to provide a certificate of General Liability and Workers Compensation Insurance prior to occupying exhibit space. Bicycle Shows U.S. requires the exhibitors to name Bicycle Shows U.S. and the exhibit hall as additional insured on their policies and reflect this on their certificate. Exhibitors are required to carry a minimum of \$1,000,000 bodily injury and property damage coverage and \$50,000 of Fire Insurance.

Exhibitors warrant that by signing this contract they have complied specifically with the insurance requirement of this contract. Exhibitors are required to submit a copy of their insurance certificate prior to setting up their show booth.

Fire Safety and Health Regulations

Exhibitor agrees to comply with local, state, and city laws, ordinances, and regulations of the hall covering fire, safety, health, and all other matters. All exhibit equipment and materials will be reasonably located within the booth or display area and protected by safety guards and devices when necessary. Only fireproof materials may be used in displays and exhibitor must take necessary fire precautions.

Literature, Fliers & Handouts

Brochures, fliers, or handouts may only be distributed from your booth.

Promotional Materials and Displays

Materials may be affixed to walls and pillars of our halls but only with materials approved by Bicycle Shows U.S. **Distribution of gummed promotional stickers or labels is strictly prohibited.** Any such defacement of property will be repaired at the expense of the exhibitor. All banners and posters are subject to approval by Bicycle Shows U.S.

Music, Video, Live Performance

No live or recorded music or videos containing music may be used/played or performed without show approval. All ASCAP fees will apply and be charged to exhibitor; ASCAP #103 fee schedule applies.

Inability to Perform

If Bicycle Shows U.S. is prevented from holding the show(s) for any reason, or if it cannot permit the exhibitor to occupy his or her space for any reason including, but not limited to, strikes, civil disobedience or acts of God, Bicycle Shows U.S.'s only obligation will be to refund the amount of rental paid by the exhibitor, less its proportional share of the exposition expenses. **BICYCLE SHOWS U.S. SHALL HAVE NO FURTHER OBLIGATION OR LIABILITY TO THE EXHIBITOR.**

Amendments

Bicycle Shows U.S.'s management shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such amendments hereto and such further rules and regulations as it considers necessary to properly conduct our shows. It is the responsibility of the Exhibitor to read these rules and all further directives carefully and comply with the same. This contract constitutes the entire agreement of the parties and may not be changed (except as stated above) except in writing and signed by both parties. The contract shall be governed by the laws of The State of New York