



We're excited to have you as part of the Duluth Women's Expo. Please make sure to review the rules on the second page of this form.

Payment options:

- 1. Pay in full now
- 2. Pay \$100 non-refundable deposit then use LP EzPay to amortize payments over the months remaining until the show. Billed monthly thru Paypal.
- 3. Pay \$100 non-refundable deposit now, then pay 50% by 10/1/2021 remaining balance by 2/1/2022.

Please include an ST-19 with your completed form.

MAIL COMPLETED FORM AND PAYMENT TO:

Lundeen Group LLC
PO Box 161664
Duluth, MN 55816

EMAIL TO:

office@lundeenproductions.com

FAX TO: (218) 216-8203

Questions? Call 218-727-1177

OFFICE USE ONLY:

__ EF __ MA __ BS __ ST __ ES

DULUTH WOMEN'S EXPO

EXHIBITOR FORM | FEBRUARY 26, 2022 | DECC | 9AM - 4PM

BUSINESS NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAY OF SHOW CONTACT PERSON & PHONE: _____

TYPE OF BUSINESS (What you'll be exhibiting): _____

SELECT YOUR BOOTH TYPE

Corner Booth w/ Pipe & Drape (8x10) \$675.00 \$ _____
Includes 1 skirted 8' table and 1 chair

Standard Booth w/ Pipe & Drape (8x10) \$595.00 \$ _____
Includes 1 skirted 8' table and 1 chair

Small Booth w/ Pipe & Drape (8x5) \$395.00 \$ _____
Includes 1 skirted 4' table and 1 chair

ADD:

Electrical - \$80 \$ _____

Bag Stuffer - \$100 \$ _____

Magazine Ad (see separate form) \$ _____

Total Due: \$ _____
50% by 10/1/2021, remaining balance by 2/1/2022

Advertiser/Authorized Exhibitor Signature:

Date: _____

CHOOSE PAYMENT TYPE

___ Check ___ Credit Card (choose amount)

Please charge my card: ___ \$100 non-refundable deposit

___ Full Amount

Please sign me up for LP EzPay: ___ Yes ___ No

NAME ON CARD:

CARD NUMBER:

EXPIRATION DATE: ____/____/____ **CVV:** _____

Accepted by Lundeen Productions - Lundeen Group, LLC

Date: _____

By signing this agreement I am agreeing to participate in the Duluth Women's Expo at the DECC for the fee listed above and paid by the option acknowledged above. I acknowledge that I have read, understand, and will abide by the terms and conditions set forth with this agreement either on the reverse side, page 2, or as an attachment. Please submit an ST-19 with this form.

ADDITIONAL TERMS & CONDITIONS PLEASE READ CAREFULLY

1. Exhibitor cannot sublet space or hand out literature or display product belonging to a person or business that is NOT exhibiting at **DULUTH WOMEN'S EXPO** without the sole permission of the Management. Additionally, exhibitor is prohibited from distributing or promoting any other events construed as being in direct competition with **DULUTH WOMEN'S EXPO**. Any exhibitor doing so will be asked to stop immediately. Violation of policy could mean expulsion from the **DULUTH WOMEN'S EXPO** without a refund of exhibitor fees.
2. In the event that Exhibitor fails to pay balances by agreed dates, deposits, and/or fees paid shall be forfeited and exhibit space reservation cancelled. This agreement cannot be cancelled within 60 days of the event date without forfeiting all previously paid fees and deposits, and furthermore if cancelled within 60 days of the event, any unpaid balances are due and payable in full. If cancelled 61 or more days in advance of the event only the \$100 deposit is non-refundable.
3. Exhibit space, as provided by **DULUTH WOMEN'S EXPO**, only includes what is listed on the reverse side. Furnishings, internet service, decorations, etc. shall be the responsibility of the exhibitor.
4. Exhibitor agrees to staff Exhibition space during all hours show is open. Absolutely NO goods or displays are to be removed from the show during show hours. Any exhibitor removing exhibits prior to the **4PM** conclusion of the event is subject to a \$300 early removal fee.
5. Management reserves the right to make changes in exhibitor space location with no advance notice to the exhibitor.
6. Management reserves the right to prohibit or decline any exhibit, exhibitor, proposed exhibit or exhibitors not approved by the Management and to permit only such matter and conduct as approved by management.
7. All decorations must be flameproof and pass inspection by all designated authorities. Additionally, management reserves the right to designate official decorators.
8. The Lundeen Group, LLC is not responsible for any materials or items left in the booth either at set-up or during, and after the expo.
9. **INSURANCE, LIABILITY, AND INDEMNIFICATION** All exhibitors, their contractors and suppliers working at the Expo, are required to carry liability and property insurance. Exhibitor agrees that the Lundeen Group LLC or their respective officers, directors, employees, and/or agents (hereinafter "Indemnities") are not responsible for loss or damage to any property of exhibitor, in storage, in transit, to and from, and within the confines of the venue. Exhibitor agrees that Indemnities are not responsible for any damages or charges imposed for violation of any law or ordinance, whether due to exhibitor or agent of the exhibitor.

Exhibitor shall indemnify, defend and hold harmless Indemnities against and from any and all losses, costs and damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage, or other claims to any person, including exhibitor, its employees, agents, or invitees, arising out of or related to Exhibitor's occupancy of use of expo premises.

10. In case the premises are destroyed by fire or the elements, or by any other causes, or in causes, or in case any circumstances whatsoever, including labor disputes/strikes, storms, or pandemics, etc make it impossible for the Management to permit any exhibitor or exhibitors to occupy the premises, **DULUTH WOMEN'S EXPO** and the Lundeen Group, LLC, event producers, are released from any and all claims for damage which might arise in consequence thereof.
11. In the event the expo is not rescheduled for any reason **DULUTH WOMEN'S EXPO** and the Lundeen Group, LLC are released from any and all claims for damages upon refunding any monies received from an exhibitor or exhibitors.
12. Should inclement weather, strikes, pandemics or any circumstance beyond the **DULUTH WOMEN'S EXPO** control force the producer to postpone and reschedule the expo, all fees paid will be transferred to the reschedule date or in the event of cancellation, transferred to the following year's expo. No exceptions.
13. **ATTENDANCE DISCLAIMER** The projected number of attendees expected to participate at the expo is not guaranteed. It is based on attendance of past events.
14. All displays, distribution of literature, sales, live models, etc. will be conducted **INSIDE** the assigned exhibitor space unless approved in advance by Management. No exhibitor may send staff around Exhibit Hall distributing materials or advertising. Music/AV levels at booths cannot be excessive and disrupt other exhibitors. Excessive/intrusive audio levels are a violation of Exhibitor Agreement.
15. Management reserves the right to name exclusive sponsors for **DULUTH WOMEN'S EXPO**
16. Any samples distributed of food or beverage (alcoholic and non-alcoholic) must be pre-approved by Management and must be in accordance with all applicable rules and regulations set forth by the DECC and the St. Louis County Health Department, City of Duluth and State of Minnesota and must be in sample portions only. No sales for on-site consumption are permitted.