



# 2011 Exhibitor Space Application & Contract

## CALIFORNIA

Long Beach – March 2, 2011  
San Francisco – March 16, 2011

## SOUTHEAST

Raleigh – February 15, 2011  
Atlanta – February 17, 2011

## NORTH-CENTRAL

Minneapolis – April 7, 2011

### 1. COMPANY INFORMATION

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Description of product(s) to be exhibited: \_\_\_\_\_

List specific companies (not product lines) that you do not wish to be next to (limit 3 companies):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### 2. EXHIBIT CONTACT (if different than above)

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address for exhibitor kit shipment, if different from above. No PO Box please.)

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

If you are exhibiting at more than one Fair and want to provide multiple contacts, please email [wsftradeshow@woodworks.org](mailto:wsftradeshow@woodworks.org) and indicate where each exhibitor kit should be shipped.

### 3. EXHIBIT SPACE – BOOTH COST

	10x10 Booth	10x20 Booth
Single Fair	\$1,200	\$2,000
Two Fairs	\$2,000	\$3,200
Three Fairs	\$3,200	\$5,200
Four Fairs	\$4,000	\$6,400
Five Fairs	\$5,200	\$8,400
Six Fairs	\$6,000	\$10,000

Please indicate which Fairs you plan to attend and size of booth space:

	Long Beach	San Francisco	Raleigh	Atlanta	Minneapolis
10' x 10' booth*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10' x 20' booth*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I'd like to book the above Fairs at a total cost of \$\_\_\_\_\_

**Sponsors only** — percent discount:  Bronze - 15%  Silver - 20%  Gold - 30% = \$\_\_\_\_\_

Total amount due \$\_\_\_\_\_

Booth space **must be paid in full** 30 days prior to the Fair's exhibit set-up date.

\*Included in exhibit space fee: two chairs, carpet, waste basket, booth ID sign and lunch/refreshments for two company representatives.

### 4. PAYMENT AND TERMS

Exhibitors will receive an invoice by email once their applications are approved. Please indicate which contact person listed above should receive the invoice:

Name: \_\_\_\_\_ Confirm email address: \_\_\_\_\_

Please check the box below to indicate your agreement with the Terms and Conditions:

We understand this application becomes a binding contract when accepted by the Wood Products Council. We agree to abide by the Terms and Conditions specified on this form and those included in the Exhibitor Information Kit.

#### FOR FAIR MANAGEMENT USE ONLY:

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Check#: \_\_\_\_\_

Booth(s) Assigned: \_\_\_\_\_ PROMO CODE: \_\_\_\_\_



#### PLEASE NOTE

This event is dedicated to the promotion of North American wood products & products used to facilitate the use of wood products, such as fasteners or coatings. Competing products which may displace North American wood, such as steel shear wall panels or cement fiberboard, for example, **will not** be permitted at the Fairs.

#### SPONSORSHIP AND PROMO OPPORTUNITIES

With an average of 500 attendees, Wood Solutions Fairs provide unparalleled access to architects, engineers, and others in a position to influence the use of wood in non-residential buildings. To put the spotlight on your organization, WoodWorks offers a variety of **sponsorship opportunities**, from exclusive sponsorship of a Wood Design Award to a breakout room for the day, exhibit bags or lanyards. Opportunities can be selected individually or combined to achieve Bronze, Silver or Gold status—which entitle sponsors to 15%/20%/30% discounts on exhibitor space, respectively.

**Promotion** – WoodWorks promotes each Wood Solutions Fair through trade advertising, earned media, direct mail, calendar listings and via its website. We encourage you to use the Wood Solutions Fair logo in your own promotional materials and would be happy to provide information for your company website, advertising, in-house publications or invitations to design and building professionals.

For details on either of the above, please email [wsftradeshow@woodworks.org](mailto:wsftradeshow@woodworks.org).

**Email completed contracts to:**  
[wsftradeshow@woodworks.org](mailto:wsftradeshow@woodworks.org)

**Or fax:**  
(604) 639-0750

**Make checks payable to the:**  
Wood Products Council

**Mail checks to:**  
Wood Products Council  
601-207 Hastings Street  
Vancouver, BC V6B 1H7

**Questions?**  
Email: [wsftradeshow@woodworks.org](mailto:wsftradeshow@woodworks.org)  
Call: 1 (866) 966-3448

## WOOD SOLUTIONS FAIR TERMS AND CONDITIONS

Wood Solutions Fair hereinafter referred to as "WSF" and Wood Products Council hereinafter referred to as "WPC"

**1. SPACE RENTAL CHARGE.** Exhibit space rental charges vary by booth size and number of Fairs booked at the same time. See details on page 1 of this form.

**2. PAYMENT.** Full payment is due thirty (30) days prior to exhibiting WSF set-up date. Applications will not be processed or assigned without the required payment.

**3. CANCELLATION OF CONTRACT.** Exhibitors may cancel their exhibit space and receive a refund for the amount over and above the nonrefundable deposit of \$100 administrative fee, providing WSF receives a written notice of such cancellation a minimum of six weeks prior to WSF date. Cancellation by the exhibitor received in writing, less than six weeks prior to the event, will result in a refund minus 50% of the exhibiting fee. Cancellation by the exhibitor the day before the event will result in NO REFUND of the exhibiting fee. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract. WSF reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit, all space rental fees paid if, (a) the exhibitor fails to pay all space rental charges by the WSF date or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions.

**4. ELIGIBLE EXHIBITS.** WPC reserves the right to determine eligibility of any company or product to participate in the WSF. WPC can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of WPC, compatible with the educational character and objectives of the WSF.

**5. ALLOCATION OF SPACE AND ASSIGNMENT.** Whenever possible, WPC intends to make space assignments in keeping with the exhibitor's location preferences. WPC however, reserves the right to make the final determination of all space assignments in the best interest of the WSF. Final booth location is assigned by WSF Management.

**6. SUBLETTING OF EXHIBIT SPACE.** Exhibitors may not assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from WPC. Exhibitors must show goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

**7. LIABILITY.** Neither WSF or Wood Products Council, its sponsors, members, nor the representatives and employees thereof, WSF Management, its official service contractors, nor its representatives and employees will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the exhibitor shall be the exhibitor's responsibility.

**8. EXHIBITOR INSURANCE.** The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, and the following minimums are required: \$100,000 workmen's compensation and employer's liability; and general liability of \$500,000 bodily injury and \$100,000 property damage, or \$500,000 combined single limits of both bodily injury and property damage. Such insurance shall name WPC as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of the exhibitor's employees engaged in the performance of any work for the exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall.

**9. DISABILITY PROVISIONS.** The exhibitor shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any US regulations implemented by that Act.

**10. DAMAGE PROPERTY.** The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. The exhibitor may not

apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.

**11. LABOR.** Exhibitors are required to observe all contracts in effect between service contractors, convention space, and labor organizations.

**12. INSTALLATION.** Exhibit installation in exhibit space depends on the location of your exhibit space. Target move-in dates are published in the Exhibitor Information Kit (EIK). Please see your EIK for your specific exhibiting WSF for move-in dates and times. After the cut-off time, any unattended booths will be set up at the discretion of WPC, and all expenses will be charged to the exhibitor. In the best interest of the WSF, WPC reserves the right, at its discretion, to reassign any un-set exhibit space.

**13. DELIVERIES AND REMOVAL DURING FAIR.** Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during WSF hours without written permission from WSF Management. All arrangements for deliveries during non-WSF hours, of supplies—such as flexible materials, cartons and products to be packaged must be made with WSF Management.

**14. ADMITTANCE DURING NON-FAIR HOURS.** Booth personnel will not be permitted to enter the exhibit floor earlier than 6:30am on WSF day and will not be permitted to remain on the exhibit floor after the official closing of the WSF. Please see your EIK for complete details, as each WSF closing time will differ. Exhibitors that require additional time should check with WSF Management on the previous day. No exhibitor will be permitted to set-up after the official set-up times outlined in your EIK.

**15. EXHIBITOR APPOINTED CONTRACTORS (EAC).** Exhibitors who desire to use an EAC to set up and/or dismantle their exhibit booth(s) must provide WPC with the following information thirty (30) days prior to the WSF: a. name address, and telephone number of the EAC; b. name of the supervisor to be in attendance; c. assurance that a certificate of insurance is valid through the show date with minimums of \$100,000 workmen's compensation and employer's liability—general liability coverage must provide for \$500,000 bodily injury and \$100,000 property damage or \$500,000 combined single limits of both; and d. a statement that the EAC shall comply with these printed Rules for Exhibitors, shall observe local labor jurisdiction and shall assure that the EAC will be responsive to the Official Service Contractor's requirement for move-in and move-out scheduling of both the hall and dock. When requested, an EAC work space area will be provided by WPC at a nominal fee for use during setup and teardown; otherwise all tools and equipment required to accomplish the work must be stored within the exhibitor booth space. Each EAC supervisor shall be required to report to the WSF Registration Desk, to verify work authorizations and to receive workmen badges for the crew. Upon verification, official service badges allowing access to the exhibit area during service hours only will be issued. No solicitation by an EAC will be allowed in the exhibit hall. Failure to comply with these Rules for Exhibitors will result in immediate expulsion from the hall.

**16. CONFLICTING EVENTS DURING FAIR HOURS.** The exhibitor agrees not to extend invitations, call meetings, hold hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Education and WSF activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by WSF. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms. Exhibitors must receive written approval from WPC to conduct drawings and raffles. WPC permits contribution of souvenirs and samples, provided it is dignified and does not interfere with other exhibitors.

**17. DISMANTLING.** Exhibitor displays must not be dismantled or packed in preparation for removal prior to the official closing time of 3:45 pm, on exhibiting WSF day. Every exhibit must be fully staffed and operational during the entire WSF. The dismantling of displays will begin at 3:45 pm on exhibiting WSF day. At this time, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of WPC, and all charges will be applied to the exhibitor. All exhibits must be removed prior to 7pm on exhibiting WSF day.

**18. BADGES.** Official show badges shall be visibly displayed by all exhibitor representatives at all times in the exhibit area. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. Business cards are not to be used in badge holders. Exhibitors will be granted an allotment of two (2) full conference badges per 100 square feet of exhibit space purchased. Any changes or additional badges are \$20.00 each. Children 16 years of age and younger are not permitted in the exhibit hall during set-up/teardown.

**19. CHARACTER OF EXHIBITS.** The general rule of the exhibit floor is "be a good neighbor." Exhibits which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle will not be permitted. Booth personnel, including demonstrators, hostesses and models, are required to confine their activities within

the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with WPC, no part of the convention space and its grounds may be used by any organization other than WPC for display purposes of any kind or nature. Within exhibit space property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only.

**A. Attire.** Representatives should be conservatively attired to maintain the professional and business-like climate of the WSF.

**B. Sound.** Videos or movies relating to exhibitor's equipment will be permitted, provided projection equipment and screen are located in the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

**C. Lighting.** In the best interest of the WSF, WPC reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.

**D. Booth Exteriors.** The exterior of any display cabinet or structure facing a side aisle or adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense.

**E. Noise and Odors.** In fairness to all exhibitors, noisy or obstructive activity, noisily operating displays, and exhibits producing objectionable odors will not be allowed.

**F. Booth Identification.** All booth identification must be part of the physical structure of the booth itself. In-line booths may not have booth identification graphics or theme notices on the exposed area on the rear or outside areas of the booth. Balloons of any type, banners, or other identification, which are suspended or otherwise separated from the booth itself will not be permitted.

**20. MUSIC LICENSING.** The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to any music performance agreement between WPC and ASCAP or BMI for meetings, conventions, trade shows and expositions. The exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present WSF Management with a copy of such license or grant no less than thirty (30) days prior to the start of the WSF.

**21. DISPLAY HEIGHTS.** Display material (including show cases, display or storage cabinets, electrical fixtures, wire, conduits, etc.) and equipment must adhere to the Exhibit Construction Guidelines outlined in the Exhibitor Information Kit.

**22. ORDINANCES AND REGULATIONS.** Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the WSF. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No storage of any kind is allowed behind the back drapes or in the exhibit space. The official service contractor will store all cartons, crates, containers, and packaging materials. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times that the WSF is open. No obstruction such as chairs, tables, displays or other materials will be allowed to protrude into the aisles.

**23. PHOTOGRAPHY AND SKETCHING.** Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without expressed authority of the exhibitor concerned in each case. Sketching or drawing machinery or product on display is prohibited. A photography order form will usually be included in the Exhibitor Information Kit; if not, please request one from the official service contractor in advance.

**24. FOOD SERVICE.** Exhibitors shall not dispense beverages or food in the exhibit area without written permission of WPC.

**25. PR/NEWS RELEASES.** Releases must be limited to coverage of individual exhibit activities. Exhibitors are encouraged to provide product literature for use by authorized press reporters.

**26. SOLICITATION/DISTRIBUTION OF MATERIAL.** Solicitation and distribution of materials is only permitted from within the contracted booth space. Each exhibitor shall report the name(s) of any solicitor(s) not abiding by this rule to WPC for corrective action.

**27. FAILURE TO HOLD FAIR.** Should any contingency prevent holding of the Fair, WPC may retain such part of the Exhibitor's rental fees as shall be required to compensate it for expenses incurred up to the time such contingency shall have occurred. All remaining rental fees shall be refunded. However, exhibitors will not be reimbursed if the WSF is cancelled, postponed, curtailed or abandoned due to an act of God, war, insurrection, terrorist act or epidemic, or radioactive contamination.

**28. AMENDMENT OF RULES.** WPC reserves the right to make changes, amendments and additions to these rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by WPC.