

SPONSOR AND VENDOR AGREEMENT

FARM & FOOD EXPO – November 3 & 4, 2017

Vendor Exhibits will be Nov. 4 in the Spokane Community College LAIR Building
1810 N Greene St, Spokane, WA 99217

Target Small Farmers, Gardeners and Foodies as they gather for the educational event of the year!

Time Commitment: Programming runs from 8am-5:30pm, vendor set up times will be available on Friday, November 3, with overnight security to help protect displays. Day-of set up starts at 7am. Preliminary tear down is permitted after 4:30pm with respect and courtesy to participants and other vendors; i.e. no loud noises or blocking walkways.

COMPANY NAME: _____ DATE: _____
(To be listed in the program, etc.)

SIGNATURE: _____ TITLE: _____
I have read and agree to the rules and regulations on the BACK OF THIS AGREEMENT governing the use of exhibit space.

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____ WEBSITE: _____

ON-SITE REP (if different than above): _____ TITLE: _____

PHONE: _____ E-MAIL ADDRESS: _____

Exhibitor Pricing			
Item	Cost	#	Total
Booth and 1 Lunch for main on-site rep, includes table and two chairs (no table coverings provided)	\$150		
Additional Lunch	\$25		
If you would like to buy a participant ticket in order to attend classes, early bird registration starts in August at www.SCCD.org .	-----		
Grand Total			
Do you require electricity at your booth?			

Check List
<input type="checkbox"/> Certificate of Liability (all booths) <input type="checkbox"/> Resellers Permit (if applicable) <input type="checkbox"/> Donation to raffle (optional)
Send files via email to erica-johnson@sccd.org .
Make checks payable to SCD Mail to: SCD 210 N. Havana Spokane, WA 99202

CANCELLATION POLICY: Cancellations must be received at least 60 days prior to the Expo in order to receive a refund. All requests for cancellations **MUST BE IN WRITING to:**

Spokane Conservation District, 210 N Havana Spokane, WA 99202 or erica-johnson@sccd.org

RULES AND REGULATIONS

These rules and regulations are a part of the Exhibit Space Rental Agreement for the Farm & Food Expo

Terms of Payment: Payment is required upon the signing of this Agreement. **No exhibit or part of an exhibit will be permitted space until the rental of space has been paid in full and proof of Liability insurance and Department of Revenue form is on file.**

Liability: Neither the Farm & Food Expo, WSU Spokane County Extension, Spokane Conservation District, Spokane County, the official show decorator, nor their representative, or any member of the above named will be responsible for any injury, loss or damage that may occur to the Exhibitor or Exhibitor's employees or property unless such injuries were solely caused by the negligent acts or omissions of Farm & Food Expo, WSU Spokane County Extension, Spokane Conservation District, Spokane County, the show decorator, or their employees, representative, agents or members. The Exhibitor, on signing the contract expressly releases the aforementioned from any and all claims including consequential or incidental damages arising from any such loss, damage or injury, unless such damages or injuries are solely caused by the negligent acts, errors or omissions of the Farm & Food Expo, WSU Spokane County Extension, Spokane Conservation District, Spokane County, the show decorator or their employees, representatives, agents or members. Farm & Food Expo shall not be liable for failure to perform its obligations under their contract due to strikes, riots, act of God, or any other act, circumstance, occurrence or cause beyond its reasonable control.

Insurance: Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of comprehensive Commercial General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. Exhibitor must provide Farm & Food Expo with a certificate of insurance covering the show location for the period of the show, including move-in and move-out, which names Farm & Food Expo, and the exhibition facility management as co-insured. Farm & Food Expo RESERVES THE RIGHT TO PROHIBIT EXHIBITOR FROM SETTING UP OR OPERATING ITS EXHIBIT WITHOUT HAVING PROVIDED A CERTIFICATE OF INSURANCE.

Indemnification: In consideration of the mutual covenants contained herein, Exhibitor hereby agrees and shall defend, indemnify and save harmless the Farm & Food Expo, WSU Spokane County Extension, Spokane Conservation District, Spokane County, the official show decorator or their representatives or any member of the above named against any and all suits, claims, actions, losses, costs, penalties, liabilities and damages, including attorney's fees, of whatsoever kind or nature, including injury to exhibitor employees, arising out of, in connection with or incident to the Exhibitor's participation in the Farm & Food Expo, unless such loss, cost, damages, etc. are solely caused by the negligence of the Farm & Food Expo. WSU Spokane County Extension, Spokane Conservation District, Spokane County, show decorator or their representatives, employees, agents or members.

Care of Building and Equipment: Exhibitors shall be responsible for any and all damage or injury of the building and adjacent areas, including outside surfaces; injury caused by ordinary wear and tear and/or causes beyond the control of and without the negligence of Exhibitor excepted. If such damage appears, the Exhibitor is liable to Spokane County for the property so damaged. Adhesive backed material of any kind or nature are expressly prohibited. **Exhibitor assumes total responsibility and liability for any and all damage due, related, pertaining to or caused by loading or unloading of equipment or any exhibit materials to be utilized by the exhibitor.**

Fire and Safety Rules and Regulations: Combustible exhibit and display materials must be flame proofed. Explosive materials are not allowed on the premises. Vehicles may not be operated on the premises during show hours. Gas and chemical tanks must be less than one-fourth full of gas. Tank openings must have a secure cap and be taped to prevent fumes from escaping. All fertilizer and chemical tanks must be empty prior to move-in. Battery cables must be disconnected and taped to prevent contact. All rules and regulations relative to public buildings as prescribed by the City of Spokane Fire Department must be adhered to. All demonstrations with cutting torches shall be protected with proper and approved safety shields. Spare fuel tanks are not allowed. All exhibits must meet the fire marshal's and existing fire code requirements. Farm & Food Expo and Spokane County reserves the privilege and right to restrict or prevent the demonstration of equipment that creates excessive noise, odor to distraction. A determination will be made at the sole discretion of Farm & Food Expo and Spokane County.

Exhibit Agreement: Exhibitors will not be allowed to exhibit and display material unless and until they have executed the Exhibit Space Rental Agreement and returned the original to the Farm & Food Expo. Farm & Food Expo does not warrant, or guarantee the availability of an exhibit space to any exhibitor arriving after 8 am, on Saturday, November 4, 2017. Move-out in the Spokane Community College must be completed by 6 pm, Saturday, November 4, 2017. **ANY EXHIBITOR WHO LOSES HIS SPACE BY FAILING TO ARRIVE BY 8:00 AM, OR FAILS TO ARRIVE FOR ANY REASON AFTER THEIR SCHEDULED TIME HAS NO RIGHT TO A REFUND OF EXHIBIT FEE.**

The Farm & Food Expo reserves the right to decline and prohibit any Exhibit or Exhibitor, or part thereof, which in its opinion is not in accord with the purpose of the success of the show or damaging to the professional nature and family image of the show, including but not limited to: show content, signage, decoration and personal attire. The Farm & Food Expo reserves the right to remove any and all material and/or persons engaged in conduct deemed offensive and/or detrimental to the success of the show.

Amendments: In addition to the other provisions of this agreement, these rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well regulated, attractive and successful show. The show manager shall have full power to so interpret the rules and regulations or make reasonable and necessary amendments of the foregoing rules, regulations and conditions which shall bind the exhibitors. No exclusive or verbal contracts will be recognized without written approval of the show manager or his/her designee.

The Exhibitor Hereby Agrees as Follows:

- a) To abide by and conform to all rules and regulations prescribed or adopted by the Farm & Food Expo which apply to the use or occupancy of the exhibit area covered by this agreement, or which pertain to the operation or administration of the show.
- b) To comply with the laws, ordinances or regulations imposed by the management of the facility or the municipal authorities of City of Spokane Valley, Spokane County or the State of Washington applicable to the use of the building or ground areas of the facility and as imposed by the management. Copies of most of such laws, ordinances or regulations can be obtained from the management on request.
- c) To clean up Exhibitor's space at completion of exhibit, returning said space to original condition. In the event of failure to clean to the satisfaction of the show manager, management may perform said cleaning and charge Exhibitor a reasonable fee, which fee Exhibitor agrees to pay to the management on demand.
- d) All exhibit equipment and materials must be confined within the area of the rented square footage of space.
- e) All exhibit equipment and materials must be fireproofed and electrical wiring installed in a safe manner, including ground wire. Combustible materials or explosives are not permitted in the building.
- f) **NO PROMOTIONAL MATERIAL, PETITIONS, OR OTHER MATERIALS CAN BE DISTRIBUTED BY AN EXHIBITOR BEYOND THE AREA IN WHICH HE/SHE IS EXHIBITING**
- g) Exhibitors or their agents agree to collect all Washington State, Spokane County and City of Spokane Valley sales, use or B&O taxes applicable to any on floor sales during the exposition and shall be responsible for accounting for and paying said taxes to the proper taxing authorities and shall hold harmless and indemnify Farm & Food Expo, WSU Spokane County Extension, Spokane Conservation District from and against any and all claims from such taxing authorities on account of any taxes due and payable and from and against any and all damages, consequential or otherwise, occurring as the result of exhibitors' failure to comply with paragraph.
- h) The Farm & Food Expo and its partners including the Spokane Community College will not be liable for loss.
- i) Sub-letting: Sub-leasing or sharing of exhibit space is subject to prior approval from the Farm & Food Expo. The Expo also reserves the right to limit the amount or type of merchandise or the number of subject matters to displayed by an Exhibitor