



**June 1-2, 2024**

**Location of Expo:** Keene Ice

380 Marlboro St, Keene, NH 03431



**Sign and Date this form and return with your check/payment information to:**

**MONADNOCK BUSINESS & COMMUNITY EXPO**

351 Monadnock Hwy, Swanzey, NH 03446

Tel: 603-903-4228 Fax: 603-355-8055

Or scan and email to: [pam@monadnockbusinessexpo.com](mailto:pam@monadnockbusinessexpo.com)

## EXHIBITOR AGREEMENT

### Exhibitor Information

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

Contact: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Web: \_\_\_\_\_

20 WORD DESCRIPTION FOR PROGRAM LISTING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRODUCT / SERVICES TO BE DISPLAYED

\_\_\_\_\_  
\_\_\_\_\_

See floor plan map at:

[MonadnockBusinessExpo.com/floor-plan/](http://MonadnockBusinessExpo.com/floor-plan/)

Booth Choice: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

**Office Use Only**

Booth(s) assigned \_\_\_\_\_

YES, I am a member of Greater Monadnock

Collaborative (10% discount)

I would like to receive information on becoming a member of GK&PCC ([KeeneChamber.com](http://KeeneChamber.com))

YES, I am a non-profit organization

**ELECTRICITY – SEE FACT SHEET**

200 Watts electricity included in booth price

### Booth Rates

Each 8'x10' booth includes 10' back drape, 3' side drape, and company identification sign

	Reg.	Early Bird
<b>Standard Booths (10'x8').</b>	<b>\$750</b>	<b>\$650</b>

**Premium Booths:**

Booths: 80 & 81 ..... **\$1500ea** ..... **\$1400ea**

Booth 2 ..... **\$1400** ..... **\$1300**

Booth 33 ..... **\$1600** ..... **\$1500**

Booth 1 ..... **\$1000** ..... **\$900**

Booths 16, 19, 49, 50, 79 ..... **\$850** ..... **\$750**

Booths 17-18 ..... **\$950** ..... **\$850**

Outside Booths - Call for availability and Pricing.

**Greater Monadnock Collaborative Members receive a 10% member discount.**

**\*Early Bird rates for booths reserved by April 1, 2024**

**\*\*Non Profit Organizations must provide proof of current Non-Profit status.**

### Payment Information

50% deposit due at time of reservation, remainder due no later than **May 15, 2024.**

Booth(s) Total: \$ \_\_\_\_\_

Check enclosed

(payable to Monadnock Business Expo)

Credit Card **(Processing Fees Additional 3.6%)**

Visa

Mastercard

Amex

Discover

Card#: \_\_\_\_\_

Exp. \_\_\_\_\_ CVC: \_\_\_\_\_

Card Billing

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

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

Card Holder's

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this agreement, the Exhibiting Company agrees to Terms and Conditions on page 2 and all other rules Monadnock Business & Community Expo may require.**

**603-903-4228**

**[monadnockbusinessexpo.com](http://monadnockbusinessexpo.com)**

**[pam@monadnockbusinessexpo.com](mailto:pam@monadnockbusinessexpo.com)**

# Monadnock Business & Community Expo (MBCE)

June 1-2, 2024

[www.monadnockbusinessexpo.com](http://www.monadnockbusinessexpo.com)

## TERMS AND CONDITIONS

In consideration of the total sum timely paid by exhibitor to Monadnock Business & Community Expo as shown on Exhibitor Agreement, but subject to the terms hereof, exhibitor shall be allowed to display its products or services at the Monadnock Business & Community Expo to be conducted June 1-2, 2024 at Keene Ice, Keene, NH. Exhibitor acknowledges and agrees that although Monadnock Business & Community Expo will use its reasonable efforts to comply with the exhibitor's preference, Monadnock Business & Community Expo retains the right to assign booths at its sole discretion in the best interest of the Monadnock Business & Community Expo.

**INSTALLATION OF EXHIBITS:** The installation of standards exhibits may begin on Friday, May 31, 8am to 5pm, and Saturday, June 1, 7am-9am.

**EXHIBIT SPACE:** Each exhibitor agrees to set up exhibit within the perimeters of the assigned space only. Sides of exhibit limited to 3 ft. for open site distance to next exhibit, and back height restricted to 8ft. Any exceptions to this must be submitted in writing with design drawings and explanation to MBCE management for permission no later than May 1, 2024. Any exhibitors in violation will be asked to remove their display. Exhibitors with end caps shall be courteous of neighbors. In order to keep consistency and present a professional show to the public, these guidelines will be strictly enforced by MBCE and at their discretion.

**RENTAL SPACE OCCUPATION & CARE:** It is the responsibility of the exhibitor to ensure that their exhibit area is appropriately staffed at all times when the show is open to the public. In the event that the booth is found to be unattended for an extended period during show hours, the exhibitor will be deemed in breach of this agreement, the contents of their space placed in storage, and the space relet. If such a breach occurs, the exhibitor will forfeit all rental payments and hereby grants the owner a security interest in all its property and the owner may seize such property of exhibitor and hold it until any unpaid rental and other charges are fully settled together with accrued storage charges, moving costs, attorney fees, collection fees, court costs and any other fees.

All exhibits must be ready for display 30 minutes prior to show opening each day. Exhibits must remain intact on closing day. No exhibits can be broken down before 3:00 pm on Sunday June 2, 2024 without written permission of MBCE. Exhibitor is required at all times to cooperate with MBCE by maintaining its exhibit throughout the exhibition in presentable condition. In the event that exhibitor should breakdown its exhibit prior to 3:00 pm on Sunday, without written permission, exhibitor shall not be allowed to participate in the following year's expo.

**SOUND CONTROL:** Microphones, loud speakers, or public address systems used to attract the attention of people passing in front of your booth will NOT be permitted. Radios, computers, TV sets or the operation of any machinery or equipment which is sufficient volume as to be annoying to neighboring exhibitors will not be permitted.

**DISTRIBUTION OF LITERATURE & SOUVENIRS** may be distributed by exhibitor from its own booth space only. Any souvenir or advertising that is an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such advertising and souvenirs are subject to the approval of MBCE.

**SUBLETTING OF BOOTH(S):** Exhibitor shall not assign/sublet space, or any part thereof, without written and duly signed consent of MBCE.

## Expo Hours

June 1, 10am-4pm

June 2, 10am-3pm

**REMOVAL OF EXHIBITS:** All vendors must be completely broken down with exhibits removed from facility by 8pm Sunday, June 2 unless after arrangements have been made in advance. If vendor items are left in the exhibit areas, exhibitor will be charged an additional \$1,500 per space where items were left behind. Exhibits shall not be removed from the premises at any time after installation until final closing of the show, unless permission in writing is obtained from MBCE.

**CANCELLATION AND TERMINATION: If show is canceled due to Pandemic a FULL refund will be issued to exhibitor.** If agreement is canceled by exhibitor for any reason, or by owner (known as Monadnock Business & Community Expo) because of exhibitors' default, violation of this agreement or otherwise, monies paid to owner (MBCE) by exhibitor shall be dispersed as follows: If cancellation occurs prior to April, exhibitor shall be entitled to a refund of monies paid to date, minus a \$250.00 administration fee. If cancellation occurs after April 15, 2024 owner shall NOT be entitled to full rental fees. The retained rental shall be partial damages for the direct and indirect costs incurred by owner for organizing, setting up and providing space for exhibitor, and for losses and additional expenses caused by exhibitors' withdrawal or removal, including the subletting of space. All cancellations must be in writing. There will be a \$50.00 charge for any check returned by bank.

**LIABILITY:** Exhibitor specifically releases MBCE, employees and agents from any and all liabilities for damages to property or injury to person(s) arising out of or which is alleged to arise out of exhibitor's participation in the Monadnock Business & Community Expo, and further specifically agrees to indemnify, defend and keep harmless MBCE, employees, and agents to comply with the terms of this exhibitor's agreement.

**CERTIFICATE OF LIABILITY INSURANCE:** Exhibitor shall secure and maintain during the Monadnock Business & Community Expo, commercial liability insurance against claims for personal injury, death or property damage occurring upon, in, or about the premises of the Monadnock Business & Community Expo. Said insurance to have a limit of not less than five hundred thousand (\$500,000) each occurrence in respect to injury, death, or property damage, and to the limit of not less than one million dollars (\$1,000,000) aggregate. Said insurance shall also provide coverage with respect to exhibitor's obligation hereunder relative to indemnification. Certificate of liability insurance must be filed with MBCE no later than May 15, 2024.

**FORCE MAJEURE.** Neither party shall be liable to the other for any failure to perform or delay in performance hereunder as a direct result of the following: acts of God, riots, war, terrorist act, epidemic, pandemic (including Covid-19 cancellations), quarantine, civil commotion, natural and weather catastrophes, governmental acts or omissions, national strikes, fire, or explosion. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either Party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, (c) inconvenience; or (d) parties' financial inability to perform its obligations hereunder.

**ACKNOWLEDGMENT:** I have read and agree to Terms and Conditions of the Exhibitor Agreement. Return copy with Agreement.

Company \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ELECTRICITY:** Each inside booth will be provided **ONE** 120 volt, 1000 watt electric outlet free of charge. Management takes no responsibility for damage to equipment due to power failures or disturbances. It is recommended that anyone operating sensitive equipment such as computers provide their equipment with suitable protection such as surge protector for computers

**ADDITIONAL ELECTRICAL REQUIREMENTS:** If additional power is needed please fill in the following information:  
Extra 120 volt, 1000-watt outlets \_\_\_\_\_@\$25.00 each Total Cost \_\_\_\_\_

To make arrangements for electrical services other than those listed, please contact management, 603-903-4228, so that special arrangements can be made at exhibitors expense.  
Any electrical requirements not listed will be charged accordingly.

Please note the Plug type, Voltage, Amperage needed and reason for need so that we may best know how to service it, if plug configuration is other than 15A 120V straight blade designs.  
Reason for need: \_\_\_\_\_

**PLEASE INCLUDE ELECTRICAL FEES WITH PAYMENT**

Rental for Booth #(s) _____	\$ _____
Less 10% Greater Monadnock Collaborative Member Discount	\$ _____
Less Deposit- 50% of total invoice	\$ _____
Total Deposits and Discounts	\$ _____
Electrical Extras	\$ _____
Credit Card Processing Fee (Add 3.6%)	\$ _____
<b>BALANCE DUE ON BOOTH(S)</b>	<b>\$ _____</b>

\*If paying with a credit card, please add 3.6% to the total due.

**50% DEPOSIT DUE AT TIME OF BOOTH RESERVATION.**

ALL PAYMENTS IN FULL MUST BE RECEIVED NO LATER THAN May 15, 2024.

**ACKNOWLEDGMENT:** I have read and agree to the Terms and Conditions of the Exhibitor Agreement. Return copy with Agreement.

Company\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_