

**BOOTH RESERVATION CONTRACT**

**MONTGOMERY PRODUCTIONS**

**2012**

**READ CAREFULLY**

ALL BLANKS MUST BE FILLED IN AND CONTRACT SIGNED.  
YOUR BOOTH WILL NOT BE RESERVED UNTIL MONTGOMERY PRODUCTIONS RECEIVES THIS COMPLETED AGREEMENT & A 50% DEPOSIT.

**VANCE & MARCUS MONTGOMERY  
SHOW DIRECTORS**

<p><b>OKLAHOMA TACKLE &amp; HUNTING SHOW</b> OKLAHOMA CITY FAIRGROUNDS Jan 5-8<sup>th</sup>, 2012 3001 General Pershing Blvd, Oklahoma City OK 73107 <b>FREE PARKING</b></p>	<p>1<sup>st</sup> _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____ Select a 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> choice booth location for each city</p>
<p><b>ARKANSAS TACKLE &amp; HUNTING SHOW</b> FT SMITH PHOENIX EXPO CENTER Jan 19-22<sup>nd</sup>, 2012 4600 Towson Ave, Ft Smith AR 72901 <b>FREE PARKING</b></p>	<p>1<sup>st</sup> _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____ Select a 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> choice booth location for each city</p>
<p><b>GREEN COUNTRY'S MIDSOUTH TACKLE &amp; HUNTING SHOW</b> SPIRITBANK EVENT CENTER Feb 16-19<sup>th</sup>, 2012 10441 S Regal Blvd, Tulsa OK 74133 <b>FREE PARKING</b></p>	<p>1<sup>st</sup> _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____ Select a 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> choice booth location for each city</p>

**SPACE COST**

- Each 5x10 Booth.....\$350
- Each 10x10 Booth.....\$475
- Each 10x10 Corner Booth.....\$550
- Multiple Show Discount (on booth space only)  
10% if you sign up for all 3 shows (1 discount per contract) *if paid in FULL by OCT 15, 2011*

**BULK SPACE**

- 400 to 999.....\$3.00 per sq ft
- 1000 to 1499.....\$2.50 per sq ft
- 1500 to 2000.....\$2.00 per sq ft
- 2000 & up .....\$1.50 per sq ft

**EQUIPMENT/ELECTRIC**

_____ 30"x8' Plain Table	\$ 15.00	\$ 20.00
_____ Skirted table	\$ 60.00	\$ 80.00
_____ Skirted Raised Table	\$ 70.00	\$ 85.00
_____ Folding chair	\$ 5.00	\$ 7.00
_____ 9'x10' Carpet laid	\$ 70.00	\$100.00
_____ Telephone Line	\$150.00	\$175.00
_____ 110v Electricity	\$ 25.00	\$ 25.00
_____ WiFi Access	\$ 25.00	\$ 25.00

**PREORDER**

**AT SHOW**

**SILVER SPONSORSHIP \$600**

- Company Logo on Tackle & Hunting Show website
- Your sponsorship will be listed on the official event page &/or Facebook
- 10x10 Booth

**BOOTH SPACE INCLUDES**

- 1 Skirted table
- 2 Chairs
- 8' Backdrop curtain
- 3' Dividing curtain
- 7x40 Sign displaying Company Name (if signed up before deadline)

**PAYMENT**

- We accept check, money order, cash, MasterCard/Visa, (fill out form below)
- We cannot secure space without a 50% deposit
- Space must be PAID IN FULL 30 DAYS PRIOR TO EVENT
- NO REFUND ON DEPOSITS UNLESS WRITTEN NOTICE OF CANCELLATION IS RECEIVED AT OUR OFFICE AT LEAST 60 DAYS PRIOR TO SHOW DATE.

**SHOW HOURS**

Thursday	5:00pm to 9:00pm
Friday	10:00am to 9:00pm
Saturday	10:00am to 9:00pm
Sunday	10:00am to 5:00pm

**PLEASE PRINT:**

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

**TEARDOWN TIME**

- Booth must remain set up until 5:00pm Sunday – NO EXCEPTIONS
- Booth must be completely vacated by midnight Sunday

**BADGES**

- Exhibitor will receive 2 badges per 10x10 booth
- More Badges may be purchased at gate price
- We will be glad to hold badges at the ticket booth for show help. Show help without badges will be required to pay gate price-NO EXCEPTIONS
- EXHIBITORS MUST WEAR BADGES AT ALL TIMES. Badges are obtained when checking in upon set-up/arrival.

**SECURITY**

- Security is provided by show management from opening of show @ 5:00pm, Thursday until close of show @ 5:00pm, Sunday.
- Show management is not responsible for theft by public or other exhibitors

**SET-UP TIME**

- Larger displays may be set up Tuesday. Call Montgomery Productions for details.
- Move-in Wednesday 8:00am-8:00pm and Thursday 8:00am-3:00pm. DRIVE-IN VEHICLES will NOT be permitted on Thursday. We do not furnish Handcarts.
- After 2:00pm Thursday booths may be sold to exhibitor on waiting list. NO REFUNDS

Phone/Cell #'s \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

Description of Products to be Sold: \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_ Deposit Amount:\$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

\_\_\_\_\_ Check Enclosed \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA

Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ Sec Code \_\_\_\_\_ Signature\* \_\_\_\_\_

\*Your signature authorizes Montgomery Productions to charge the card above for the 50% deposit and the remaining balance by December 15.

**PLEASE SIGN**

I hereby agree to abide by all rules and regulations on the front and reverse side of this contract. Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO: MONTGOMERY PRODUCTIONS**

PO BOX 57  
ADAIR OK 74330

(918) 343-4868 FAX #(918) 785-7447

[MONTGOMERYPRODUCTIONS@YAHOO.COM](mailto:MONTGOMERYPRODUCTIONS@YAHOO.COM)

[WWW.MONTGOMERYPRODUCTIONS.COM](http://WWW.MONTGOMERYPRODUCTIONS.COM)

**SPACE:** The show has leased from the facility and made other commitments to culminate in a show listed and herewith makes space available to exhibitors. Show Management reserves the right to interpret all rules and regulations and has final authority on all activities in the show.

**BOOTH SPACE:** Generally in 10'x10' increments with fire retardant drapes 8' high in back and 3' high on each side.

**BULK SPACE:** In 400 sq ft. increments with 3' divider drapes.

**ASSIGNMENT OF SPACE:** Space is assigned by the show director, following requests as closely as possible. Exhibitor shall not assign, share or sublet any part of the space without written approval from Montgomery Productions.

**ACCOUNT MUST BE PAID IN FULL PRIOR TO MOVE-IN:** Any leased space not occupied by 9:00am opening day will be considered forfeited unless prior written arrangements have been made with Montgomery Productions. Show management may re-allot or sell such space immediately without notice to exhibitor with no obligation for refund. Displays must be complete by opening time. Construction or move-in is not allowed during show hours.

**USE OF SPACE:** Nothing shall be attached to or hung from ceiling, wall or drape. Space must be utilized according to the contract and be properly attended during all open hours. Bring sufficient extension cords, must be three wire grounded. Exhibitors may not give away, sell or use helium filled balloons or place self-sticking decals on floors, walls, drapes, etc. Do not affix anything to the building surface with nails, screws, staples, glue, tape, etc. Carpet tape must be removed.

**PAYMENT AND REFUND:** A deposit of one-half (1/2) the total amount for space must accompany the application before any booth will be reserved. Final half is due by December 15<sup>th</sup>. Checks from new exhibitors will not be accepted during move-in, must be paid in cash, money order or Credit Card. New exhibitors must have payment made in full 30 days prior to show if paying by check.

If any exhibitor has to cancel their application, for space due to a reasonable circumstance and if that space is resold at full value, then a refund of a minimum of 75% of amount paid in will be made. If that space is not resold or if the reasons given are not deemed reasonable, there will be no refund. Space cancellations after January 1<sup>st</sup> will not be eligible for any refund.

**WHO MAY APPEAR IN THE SHOW:** Montgomery Productions reserves the right to make final decisions as to who and what products may exhibit at the show.

**EXHIBITOR BADGES:** NO ONE will be admitted to the show area without a proper badge or ticket. Obtain BADGES at the office upon check-in. You may leave your employee's badges at the ticket booth if necessary. Exhibitor employees will be charged gate price if they do not have on their assigned Badge.

**CANCELLATIONS OR INTERRUPTIONS:** In the event of cancellations or interruptions of the show due to fire, government regulations, acts of God or any other cause beyond control, the management shall determine an equitable base for refund of such portions of amount paid as is possible after considering expenditures and commitments already made. If for any reason the show date or place is changed, no refund will be made, but management must be able to assign exhibitor space in lieu of original space.

**LIABILITY:** It is agreed that the exhibitor shall make no claim of any kind against the Show and shall indemnify and hold blameless Montgomery Productions, the Show and it's affiliates, the facility in which the show is held and it's subsidiaries, or any officer or employee of the organizations or authorized subcontractors. Under no circumstances will these organizations be responsible for loss, damage destruction, theft of any merchandise, and displays of goods of the exhibitors or injury to himself or any employee while attending the show. Also it is expressly understood there can be no claim for damage of any kind to the exhibitor's business due to any circumstance that developed from the show.

**SECURITY & INSURANCE:** Reasonable care is exercised by the show to help protect exhibitors from loss mentioned previously. Security guards will be provided during the shows operation, but this does not in any way create or increase management's liability. All property of the exhibitor remains under the custody and control of the exhibitor, subject to the rules and regulations of the show. Exhibitors should not leave merchandise unattended during show hours and especially during move in and move out periods. It is suggested that you contact your insurance agent regarding your coverage.

Building will be generally locked and secure until one hour before the show opens daily and within one-half hour after the show closes. During the closed periods, the building will be secured and locked with no one admitted except by pre-arranged special pass through the Show Directors.

**MUSIC:** According to rules and laws regarding use of copyrighted music, exhibitor must pay fees to ASCAP, BMI and other entities if certain music is played in your leased space over radio, TV, DVD/VCR, etc. There can be large fines assessed for violations. Exhibitor is totally responsible for such fees and agreements and agrees that show management is in no way liable for their violation.

**NEAT & CLEAN:** Be sure aisle is free of merchandise on THURSDAY afternoon. Facility will sweep all aisles at that time. Just prior to closing each night, sweep and clean your space, put trash in proper receptacles. Cleaning personnel are not allowed in any leased space.

**RETAIL SALES:** The exhibitor is liable and responsible for any and all permits, license, taxes, etc. that might be applicable on retail sales. Merchandise sold shall be restricted to that listed and approved on your application form. No food sales, including sampling, are allowed without permission.

**CONDUCT & DRESS:** Conduct, dress, language, booth activities, printed materials of all exhibitors and personnel must be of appropriate & acceptable standards at all times.

**NOISE LEVEL:** The use of projectors, DVD/VCRs, etc. will be allowed as long as the sound level is kept to a normal voice level. Microphones or amplification of voice not allowed. Show management will be sole judge of volume allowed.

**MOVE OUT:** Early packing of a booth is prohibited. Anyone doing so will not be invited to return. It is the height of disrespect to even those last few attendees and unfair to other exhibitors. The last attendee paid to see your merchandise just like the first one.

**FIRE REGULATIONS:** Each exhibitor must know and comply with all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the show. Please tape shut all gas fuel caps, have fuel tanks empty, unhook all batteries. All draping used on tables must be fireproof.

**GENERAL INFORMATION:** On arrival at the show, prior to set up or move in, contact the office for location of space and move in authorization. The rules and regulations of this show shall not supercede, alter or in any case change the rules and regulations of the exhibit facility or any city, state or government regulations. All emergency doors with panic bars must remain unlocked and visible.