



# Application and Contract for Exhibit Space

Ford Community and Performing Arts Center  
March 10, 2012

Please reserve space for the Dearborn Area Board of REALTORS® Home & Garden Expo, March 10, 2012. Exhibitor acknowledges that said application shall not become a contract until such time as it has been accepted in writing by show management. Exhibitor further agrees that it shall be bound by all conditions, rules, and regulations printed on the second page of said application and as shown in the exhibitor kit which will be provided to the undersigned. Exhibitor further acknowledges that the rules and regulations and contents of the exhibitor kit are made a part hereof as though fully set forth herein and that said exhibitor agrees to be bound by all rules and regulations stated and that this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.

Company Name: \_\_\_\_\_  
 Exhibit Space Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Web Address: http:// \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Signature Required: \_\_\_\_\_ Contact Name (Print): \_\_\_\_\_

*Exhibit Space Selections:* \_\_\_\_\_ 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_ 4th choice  
 (see revised floor plan)

Products to be displayed (please be specific): \_\_\_\_\_

2012 Booth Fees			
Booth Size	Before 1/31/12		After 1/31/12
Premium - includes 8x8, two chairs, wireless (table upon request) plus link on our website to your site	\$250		\$300
Deluxe - Select booth plus link on our website to your site & inclusion of your company name on our printed advertising except lawn signs & special tab section	\$350		\$400
End Cap Space—Includes 8x16, two chairs, & wireless Internet (table upon request) only 3 available	+ \$150		
Additional Booth Space	+ \$200		
Affiliate Membership in DABOR	+ \$150		
Electricity	+ \$25		
Previous Vender	- \$50		
<b>Total Due</b>			\$ _____
Table (s) needed	Yes	No	# of tables _____
How many lunches (No more than 2 per booth)			_____

**DABOR Affiliate Membership**

As an Affiliate, you represent an integral part of the Dearborn Area Board of REALTORS®. The fact is, a REALTOR® can't successfully sell real estate without you. REALTORS® and Affiliates are inseparable teammates in an industry which wouldn't even exist without this particular team. An Affiliate is to a REALTOR® what risers and banisters are to a staircase - support and reinforcement in an economy in which the strength of the real estate industry functions as one of the most accurate barometers of the health of the economy itself.

REALTORS® prefer working with people they know. Work with them in the association, and they will come to know and trust that you subscribe to their own high standards of quality service and dependability. They will come to count on you! We are continuing to invest in ways to help promote you and your business. We look forward to building a relationship with you in future upon joining our Board by putting you in direct contact with our members.

DABOR will be offering you free membership through the end of the 2011 by completing the application and joining for the 2012 year. Affiliate promotion ends December 31, 2011.

*Method of Payment*

Check # \_\_\_\_\_  MasterCard  
 Visa  American Express

Credit Card # \_\_\_\_\_ Exp. date \_\_\_\_\_  
 Signature \_\_\_\_\_

**Homeowners Resource Guide**

*The DABOR Homeowners Resource Guide is an 8.5"x11" that is published for the Home & Garden Expo held each year on the second Saturday in March. The Homeowners Resource Guide is produced for all attendees and for the REALTORS® to distribute to all buyers in the closing packet.*

**Return to:**  
 Dearborn Area Board of REALTORS®  
 2350 Monroe  
 Dearborn, MI 48124  
 Phone: 313.278.2220 Fax: 313.278.2949  
[www.dabor.com](http://www.dabor.com)  
 Contact: Laura Green, CEO

**DO NOT COMPLETE THIS SECTION. FOR DABOR USE ONLY**

Booth Number: \_\_\_\_\_ Advertising Space: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Batch ID: \_\_\_\_\_  
 Table Needed: \_\_\_\_\_

**REALTORS® HOME & GARDEN EXPO**  
EXPOSITION RULES AND REGULATIONS

**APPLICATION/CONTRACT**

This application form constitutes merely an offer to enter into a contract with the Dearborn Area Board of REALTORS® for use of designated space at the REALTOR® Home & Garden Expo. The completion and tendering of this form and/or the payment of all or any part of the application cost shall not create a contract until such time as the application has been formally accepted by expo management. Expo management expressly reserves the right to reject any application and return any payment accompanying such application for any reason or for no reason whatsoever. Any application which is accepted by expo management shall upon acceptance become a binding agreement between the Dearborn Area Board of REALTORS® and the Exhibitor. Full payments are due with application.

**CANCELLATION POLICY**

In consideration for the use of such space, the exhibitor shall pay the Association those sums shown on page one (1) of this contract. In the event exhibitor wishes to cancel the contract, said cancellation must be received in writing at DABOR, 2350 Monroe, Dearborn, MI 48124, on or before February 1, 2012 at 5:00 PM EST. Any cancellation notices received prior to February 1, 2012 at 5:00 PM EST will be assessed a \$100 administration procession fee. Said fee shall be withheld from funds, per terms and conditions of the contract. Any remaining funds will be returned to exhibitor with a reasonable about of time. No refunds on any cancellations after February 1, 2012 at 5:00 PM EST.

**PAYMENT OF SPACE**

All monies paid shall be retained by the Expo in the event Exhibitor fails to fulfill or violates contract or withdraws. Booth space must be paid for in full before exhibitor move-in or exhibitor will not be able to set-up the booth. After March 1, 2012, payment for booth space will only be accepted using credit card or cash. No Exceptions!

**INSUFFICIENT FUNDS**

Checks returned for insufficient funds or closed accounts shall be charged a \$35 returned check charge. If debtor fails to act within 10 days, the returned check and returned check charge shall be turned over to legal counsel for collection and debtor shall be responsible for all court and attorney fees.

**IRREGULAR ADVERTISING**

The exposition is limited to those persons, firms, corporations, and other entities that have contracted and paid for exhibit space in exposition facility. No other persons, firms, corporations, or other entities will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the expo or in exposition facility. Any person violating this rule will be promptly ejected from the exhibit hall.

**LIABILITY & INSURANCE**

1. Each exhibitor must make provision for the safe-guarding of his/her/its goods from the time they are placed in his/her/its booth until they are removed by the exhibitor. Special security personnel will be employed for the show, but the Dearborn Area Board of REALTORS® will not be responsible for, or guarantee to exhibitor, the safety of exhibit material against fire, accident, theft, or any loss or injury whatsoever.
2. It is agreed that exhibitor shall assume all liability for damage to exposition facility caused by his/her/its exhibit, and shall indemnify the Dearborn Area Board of REALTORS® against any liability that might ensue by reason of his/her/its exhibit or presence at the show.
3. Each exhibitor shall carry comprehensive general liability coverage including, but not limited to, premises, operations, and contractual liability of no less than \$500,000 for each occurrence, together with statutory worker's compensation insurance with a limit of no less than \$100,000. Certificates of insurance shall be furnished to show management no later than **February 24, 2012**.

**FIRE REGULATIONS**

All decoration must be flame proof and must stand a fire test as prescribed by the fire ordinance of the City.

**ELECTRICAL SERVICE**

Electrical will be available at additional cost and is only in select booths. See floor plan for available booths. .

**ASSIGNMENT AND USE BY OTHERS**

No exhibitor may assign his/her/its agreement for exhibit space or permit any other person to use any part of such space.

**FORCE MAJEURE**

In the event the Ford Community and Performing Arts Center or any part of the exhibit areas thereof are unavailable whether for the entire event or a portion of the event as a result of fire, flood, tempest or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot or any other cause or agency over which the Expo has no control, or should the Expo decide that because of any such cause it is necessary to cancel, postpone or re-schedule the Expo, or reduce the installation time, Expo time, or move-out time, the Expo shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect as a result thereof.

**COMPETITIVE EXHIBITS**

In order to create a harmonious and attractive atmosphere for patrons of the show, Exhibitors shall not distribute anywhere within the Show premises or display materials at their Exhibit that mentions by name any competitor who is also an Exhibitor at the Show. The Dearborn Area Board of REALTORS® shall have the right to enforce this rule by physically removing any materials or displays that violate this rule from the show grounds. The Dearborn Area Board of REALTORS® shall have no liability to any Exhibitor or to any other party for any lost or damaged materials so removed.

**BOOTH DESIGN**

Exhibitor cannot exceed dimensions in the space they have contracted and paid for. For side wall height, the first 5 feet into your exhibit space from the aisle, the display cannot exceed the 3 foot height limitation. Sign height must not exceed 8 feet high or it must be finished off and have Show management's approval. Unfinished sides of your display must be covered. If you need a variance on the height restrictions, please request where noted on front side of contract. If your request has been granted, Show management will notify you.

**AMPLIFICATION/OBSTRUCTION OF AISLES**

Any demonstration, live performance, or other activity which results in obstruction of aisles to a neighboring booth shall be suspended, as the Show Management in its discretion may specify.

**USE OF MICROPHONES, SPEAKERS AND BACKGROUND MUSIC IS PROHIBITED.**

**STAFFING BOOTHS**

**ALL BOOTHS MUST BE STAFFED AT ALL TIMES DURING SHOW HOURS.** Each company is responsible for staffing their booth 15 minutes prior to show opening and during show hours. If booths are not staffed, your company will not be invited back to exhibit the following year.

**AISLE SOLICITATION**

All aisle solicitation, including calling out from your display into the aisle, is absolutely forbidden. Booth attendants must confine their solicitation within the exhibitor booth. If you are caught soliciting in the aisle, you will be asked to leave the show and will not be invited back to exhibit in future shows. ***THIS RULE WILL BE STRICTLY ENFORCED.***

**BALLOONS**

Balloons may be used in your display for visual impact. However, balloons may **not** be distributed to show visitors or used in any manner that requires the balloon to break or pop.

**AMENDMENTS**

Show Management shall have the full power in the interpretation and enforcement of all contract regulation contained herein and the power to make such amendments thereto, and such further rules and regulation as shall be considered necessary for the proper conduct of the event.