

Date Received by
Chattanooga Times Free Press: _____

FORMAL *Affair*

Vendor Contract

February 21, 2010 at the Chattanooga Trade & Convention Center

Chattanooga Times Free Press

To reserve your booth(s), ad in special section, listing online & listing in promotional ads, please return completed and signed contract with the required deposit to *Formal Affair*, Chattanooga Time Free Press, P.O. Box 1447, Chattanooga, TN 37401, or fax to: Marketing Department, 423-668-5095.

Company Name _____

Contact Name _____ Title _____

Complete Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Fax _____

Email _____ Website _____

(Please be sure to include your email address, so we can pass along important vendor information)

Company Name as it should appear in promotional materials: _____

Will you be selling products or sampling from your exhibit space? Yes No Describe _____

(Please read rules concerning collection of sales tax on reverse, section 8(i).)

Type of Business (Category) _____

BOOTH PRICING: Please indicate which booth package you would like at *Formal Affair*

PACKAGE A (One Booth)	PACKAGE B (Two Booths)	PACKAGE C (Four Booths)	CORPORATE PACKAGE (Six Booths)
10' x 10' booth Full Color, 1/8 page ad 2.5627" wide x 4.8125" deep \$700	10' x 20' booth Full Color, 1/8 page ad 2.5627" wide x 4.8125" deep \$1,250	20' x 20' booth Full Color, 1/8 page ad 2.5627" wide x 4.8125" deep \$2,225	20' x 30' booth Full Color, 1/8 page ad 2.5627" wide x 4.8125" deep \$3,000

Booth Preference: Contracts are dated as they are received and booth assignments are awarded accordingly. Floor plan will be provided to you as soon as it is available.

Corner booths are an additional \$50.

Contact the Chattanooga Convention Center for any electrical services, water, internet service, or phone lines. These items must be purchased separately. Contact the Chattanooga Convention Center at 756-0001 or see their website: www.chattconvention.org.

PAYMENT INFORMATION

PACKAGE PRICE _____

Corner Booths _____ (\$50 each)

TOTAL COST _____

Less \$100 Deposit _____ paid with contract & non-refundable

BALANCE DUE _____ No later than January 29, 2010

METHOD OF PAYMENT FOR DEPOSIT - Deposit must be paid with contract:

Check attached

Charge deposit when contract is submitted to: Master Card Visa American Express Discover

Expiration Date: ____/____/____ Number: _____

Signature required for credit card: _____

METHOD OF PAYMENT FOR BALANCE DUE:

Final payment must be made on or before January 29, 2010.

Check will be issued for final payment on or before January 29, 2010.

Charge balance, January 29, 2010 to: Master Card Visa American Express Discover

Expiration Date: ____/____/____ Number: _____

Signature required for credit card: _____

Authorized Signature: _____ Title: _____ Date ____/____/____

FORMAL *Affair*

Lessor and Lessee agree that the lease shall be governed by the following terms and conditions:

1. Booth rental will be reserved only after contract & deposit have been received. A deposit of \$100 is needed to hold your space and the total balance must be paid by Friday, January 29, 2010. The deposit is non-refundable. If the remaining balance is not paid by the due date, the booth space will be released and the deposit forfeited by Lessee.
2. RATES: One booth: \$700; Two booths: \$1,250; Four booths: \$2,225; Six booths: \$3,000.
3. TERMS OF PAYMENT: Send contract and payment of \$ _____ (full amount - see above for rates) by Friday, January 29, 2010 to: Chattanooga Times Free Press, Attn: Angela Doggett, P.O. Box 1447, Chattanooga, TN 37401-1447. No exhibitor will be allowed to enter the facility to set up booth if not completely paid for. A refund, minus the deposit, will be given if you cancel before Friday, January 29, 2010. If you cancel after Friday, January 29, 2010, a refund can not be processed. Contact the Chattanooga Convention Center for any electrical service, water, internet service, or phone lines. These items must be purchased separately. You may call the Chattanooga Convention Center at 756-0001 or visit their website: www.chattconvention.org.
4. No exhibit shall interfere with the orderly operation of adjacent exhibits. This includes a prohibition on music, special effects and other sound or entertainment without approval by Lessor. Vendors must be in attendance by 11 a.m., Sunday, Feb 21. Booths not occupied at this time will be replaced. You must call ahead if your intentions are to set up after 11 a.m. All booths must be completely set up by 12:00 noon.
Each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. The exposed backs or sides of all booths must be properly draped or finished with no signage so that it will not interfere with adjoining booths.
5. No Lessee shall be permitted to erect an exhibit without having made full remittance of space rental to Lessor.
6. Lessee must keep aisles clear and abide by all state and city fire prevention codes.
7. No exhibit shall be dismantled or removed from the Chattanooga Convention Center until closing time the day of the exhibition (5:30 p.m. Sunday, February 21, 2010, or whenever the public is removed from the hall and doors are secured). THIS IS A FIRM RULE.
8. No exhibit is permitted that does not have at least one person in attendance at all times. Exhibit personnel shall wear identification badges at all times during exhibit hours 1:00-5:30 p.m. All personnel working exhibit are to be ready to work and need to be present before doors open to the public. If personnel working an exhibit are going to be late, they must be wearing an identification badge/name tag in order to enter at the door.
9. Booths may not display or disperse any business' information other than that of the Lessee.
10. Lessor or his agents shall not be liable for loss or damage of Lessee's property due to theft, fire, accidents, or other causes, nor for any injury to exhibitors, its employees or agents. Security will not be present on the day following this event.
11. Lessee agrees that the purpose of exhibit space is for the positive promotion of the Lessee's product or service. Lessee may sell, display, give out information or give out samples (bite-sized). No alcohol may be served.
12. The Lessor reserves the right of final decision and the right (a) to rearrange floor plans or relocate exhibits or both in order that competitive exhibitors wherever possible will be set up at specific locations that will not interfere with their individual operations, and (b) to prohibit or remove any exhibit which, in the opinion of the Lessor, detracts from the general character of the exhibition including persons, conduct and materials. In the event of such restriction, removal, prohibition and/or eviction, the Lessor shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.
13. All decisions pertaining to use and occupancy of space are within the sole discretion of the Lessor. There will be no moving around on setup day.
14. The Lessor has the right to refuse any vendor's contract.
15. There will be no more than one business per booth rental. Separate businesses owned by the same entity may be allowed. This will be determined on a case by case basis, and at the discretion of the Chattanooga Times Free Press.
16. No exhibit space shall be offered for use or sublet by a Lessee without the consent of the Lessor.
17. Lessee will be provided a copy of the lead list of attendees from the event and lists of Chattanooga Times Free Press engagement announcements for a period of one year.
18. The Vendor information packet will be available for vendors at least 60 days prior to the event. This will be available online and copies will be mailed or delivered to you upon request.