



APPLICATION FOR EXHIBIT SPACE

DEADLINE DATE: October 9, 2018

The Kalahari Resort and Convention Center – WI Dells, Wisconsin

October 23rd -24th, 2018

Firm Name: _____

Address: _____

City, State & Zip: _____

Telephone: _____ Fax: _____

Name of Authorized Representative: _____

Address (if different than above): _____

City, State & Zip: _____

Telephone: _____ Fax: _____

Please briefly describe the materials/services to be featured:

Please list the names and title of each person representing your firm:

NAME/TITLE

1. _____
2. _____
3. _____

WILL YOU NEED AN ELECTRICAL OUTLET FOR YOUR EXHIBIT ____ YES ____ NO

PLEASE RETURN THIS FORM WITH YOUR DEPOSIT TO:

WJOA Treasurer C/O Tommy Foy Sun Prairie Police Department -
300 E Main Street, Sun Prairie, WI 53590 Fax (608) 825-0706
email : tfoy@cityofsunprairie.com

DEADLINE FOR BOOTH REGISTRATION: October 9, 2018

PLEASE NOTE: EXHIBIT BOOTH REGISTRATION FORMS RECEIVED AFTER October 9th, 2018 WILL BE CHARGED AN ADDITIONAL \$50.

Exhibit space fee of \$200 received by the deadline includes an 8' table; one parties lunch (Wed 10/19 & Thur 10/20) with conference participants. For each additional representative, please enclose an additional \$38.00.

2018 EXHIBITORS TERMS & CONDITIONS

1. BOOTH ASSIGNMENTS: Assignment of space will be made by the association.

2. RATES, REGISTRATION & PAYMENTS: The price of each booth is \$200 FOR EXHIBIT APPLICATIONS RECEIVED BY October 9th, 2018. FULL PAYMENT must accompany all applications for booth rentals and must be received no later than October 9th, 2018, unless other arrangements are so authorized by the WJOA. APPLICATIONS RECEIVED AFTER October 9th, 2018 WILL BE CHARGED A LATE FEE OF \$50, for a total exhibit booth cost of \$250. Exhibit space for which full payment has not been received by October 9th, 2018, may be canceled in writing by the association and resold or otherwise utilized by the association. **Checks should be made payable to: Wisconsin Juvenile**

**Officers Association (WJOA), C/O C/O Tommy Foy Sun Prairie Police Department -
300 E Main Street, Sun Prairie, WI 53590**

- 3. EXHIBITOR'S REPRESENTATIVE:** The exhibitor will name one individual as its duly authorized representative, to have charge of the exhibit, and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at its exhibit throughout all exhibit periods.

- 4. INSTALLATION:** Exhibits may be installed starting at 7:30am and completed no later than 9:00am on October 23rd, 2018. **Nothing shall be taped, posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the building or furniture.** Signs or posters leaned on the walls must be properly padded so as not to cause damage. All display material must be flame proof. NO flammable fluids or substances may be used or shown in the booths or exhibit area. NO FIRE EXIT, FIRE STATION OR FIRE EXTINGUISHER MAY BE OBSTRUCTED.

- 5. DISMANTLING:** No displays may be dismantled or packing started prior to 10:30am on October 24, 2018. Exhibitors must see that all materials are removed from the exhibit area by 4:00pm, October 24, 2018.

- 6. FAILURE TO OCCUPY SPACE:** Any space not occupied by 10:30am on October 23, 2018, will be forfeited by the exhibitor, and his/her space may be resold, reassigned or used by exhibit management without refund, unless arrangements for delayed occupancy have received the prior approval of exhibit management.

- 7. LIABILITY:** The exhibitor agrees to protect, save, and keep the Wisconsin Juvenile Officers Association Inc., and the Kalahari Resort & Conference Center Wisconsin Dells, Wisconsin, the legal entities which own, lease and/or operate the convention center, forever harmless from any and all damages or charges imposed for violation of any laws or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms and conditions contained in the agreement between the Kalahari Resort & Conference Center, the legal entities which own, lease and/or operate the Kalahari Resort & Conference Center, and the Wisconsin Juvenile Officers Association, Inc., regarding the exhibition premises.

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property of the exhibitor, his/her guest and all property of the Kalahari Resort & Conference Center, Wisconsin Dells, used by the exhibitor or brought upon the Kalahari Resort & Conference Center Hotel premises in his/her behalf. The exhibitor also assumes all responsibility and liability for all injury to any and all person or property or in any way connected with the exhibitor's display caused by the exhibitor, his/her agents,

representatives or employees.

The exhibitor indemnifies and agrees to hold harmless the Wisconsin Juvenile Officers Association, Inc. the Kalahari Resort & Conference Center and the legal entities which own, lease and/or operate the Kalahari Resort & Conference Center Hotel, their members, officers, directors, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by exhibitor and his/her agents, representatives, employees, or any other persons.

- 8. ARRANGEMENT FOR BOOTH SIGNS:** The WJOA will provide a one-line sign for each booth.
- 9. BOOTH FURNITURE:** The exhibitor will be provided an eight foot table with chairs for each representative.
- 10. EXHIBIT DIMENSIONS:** Exhibits are not to exceed the dimensions for each booth (8' x 10'). No part of an exhibit may obstruct the view of adjacent exhibit booths.
- 11. ELECTRICAL SERVICE:** Electrical service must be designated on the Application for Exhibit Space (page 2) at the time of application. NO OTHER ARRANGEMENTS FOR ELECTRICAL SERVICE WILL BE MADE.
- 12. ADMISSION:** Wisconsin Juvenile Officers Association shall have sole control over all admissions policies at all times. All persons visiting the exhibits will be required to register and wear an appropriate badge while in attendance.
- 13. CANCELLATION:** Cancellation of exhibit space must be submitted to the association in writing by October 9, 2018. Fax and telephone cancellations will not be accepted by the association. Exhibitors canceling after October 9, 2018 will be charged the full exhibit fee. Refunds cannot be guaranteed unless space is sold to another exhibitor by the association.

In the event of cancellation of exhibit due to fire, strikes, government regulations, or other causes beyond the association's control, the Wisconsin Juvenile Officers Association shall not be liable to exhibitor for any damages resulting from failure to hold the fall conference as scheduled, and the Wisconsin Juvenile Officers Association shall determine the amount of the exhibit fee to be refunded.
- 14. AMENDMENTS:** The Wisconsin Juvenile Officers Association shall have sole authority to interpret and enforce these terms and conditions; to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the conference.
- 15. RESERVATIONS:** Exhibit space may be reserved by use of the Application for Exhibit

Space form enclosed. Please provide all the information requested, include your check and return promptly to WJOA, C/O C/O Tommy Foy Sun Prairie Police Department - 300 E Main Street, Sun Prairie, WI 53590 . Applications for exhibit space may be taken by email or fax; however, no application will be processed without full payment unless other arrangements are so authorized by WJOA.

SIGNATURE PAGE

By signing this document I/We have agreed to all terms of the contract and acknowledge have read such terms completely. It is further understood, 1st priority is given to vendors of the previous year if space becomes an issue, and having this vendor contract in place for calendar year 2018, it is understood, our organization will be given preference in the next years conference. Is also understood and agreed upon, this vendor contract will NOT be exclusive to any other like or such vendor.

Signature of vendor accepting contract

Signature of representative from W.J.O.A.