



For Office Use Only

Assignment Area: _____

Booth #: _____ Conf.: _____

Unifest Vendor/Exhibitor Form

Saturday, May 10, 2008 Chattanooga Convention and Trade Center

Company Name: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Do you require electricity? No Yes: 120v 240v Amps: _____ Type of plug: _____

Do you have special needs? No Yes If yes, explain: _____

Check off equipment you need: 8ft Table 2 Chairs Other: _____

All equipment must fit within the 10 x 10 space, additional space may be granted; however, the request must be made in writing and authorized by a staff member in 3 days in advance. Vendors/Exhibitors are responsible for parking their own cars and cost. No vouchers or validations will be honored—parking is \$5 per car (price may change without notice).

Please select level of participation: Vendor-Cost: \$250 Exhibitor-Cost: \$250 Non-profits-Cost: \$100

An invoice for the amount selected will automatically be issued upon receipt of form.

Please list all items (retail and non-retail) distributed from your space:

Items	Qty.	Price

Each vendor/exhibitor will receive two (2) badges for admission—additional badges may be purchased for \$8 each. All printed materials, signage, banners, menus, staffing and wall and table top displays are provided by vendor/exhibitor.

Vendor/Exhibitor is responsible for all equipment and transportation of equipment and staffing. All equipment must be moved in and set-up by 9:00 am, Saturday morning—after which, no equipment will be loaded in after 9:00 am. Vendor/Exhibitor areas must be completely ready and staffed at 10:30 am, one hour prior to opening doors. Temporary parking will be granted during set-up and breakdown times only—vehicles must park in rear of building in dock area, then moved vehicle to parking lot area.

Set-up/Breakdown Schedule

- (Option 1) Load in & Set-up Time: Friday, May 9th 3:00 pm – 8:00 pm
- (Option 2) Load in & Set-up Time: Friday, May 10th 7:00 am – 9:00 am
- Breakdown & Load out Time: Friday, May 10th 7:30 pm (no earlier)
- Official Close Time: Friday, May 10th 7:30 pm

TERMS & CONDITIONS—SEE REVERSE.

By signing below, you are making a commitment for your company to actively participate in Unifest 2008 and hereby agree to comply with the requirements attached hereto. **Please sign and fax completed form to 770-569-8400 or contact Larina Poe, Event Coordinator at 678-492-1628 for more information.**

Participant Signature: _____ Date: _____

Unifest 2008 – Saturday, May 10, 2008

TERMS & CONDITIONS

Vendor/Exhibit Equipment and Service: Unifest Festival Productions and Deep End Entertainment will only provide one 10x10 space, one 8ft. table, two chairs and power for exhibit display. However, table top signage, company materials, prizes, staffing, displays and promotional items must be provided by vendor/exhibitor. Additional equipment and props may be requested by outside vendor at the sponsor/exhibitor's expense.

Certificate of Insurance: all vendors are required to provide Unifest Festival Productions and Deep End Entertainment with a copy of certificate of insurance and have proof of insurance available the day of the event. Insurance must be valid and in good standing upon signing this agreement and day of event.

Booth Personnel: Exhibit/Vendor booths must be staffed during the stated event hours by qualified employees of the company. In the event, a vendor experiences a serious problem that can not be handled by the booth personnel; an assigned member of Unifest Festival Productions and Deep End Entertainment must be immediately notified.

Money/Change: vendor will be required to obtain change to provide customers with proper change during the operating hours of both events: 11:00 am – 7:00 pm. It is the vendor's responsible to check all monies received. Ford Tour de Georgia or Unifest Festival Productions and Deep End Entertainment are not responsible for any counterfeit monies accepted by vendor. This rule is strictly enforced and no compensation will be made to the vendor by Ford Tour de Georgia or Unifest Festival Productions and Deep End Entertainment in the event counterfeit monies were accepted. It is the vendor's responsibility to secure all monies at all times.

Display Rules and Regulations: All exhibitors/vendors must conform strictly to the Exhibit Rules and Regulations. Unifest Festival Productions and Deep End Entertainment reserve the right to make any modifications to these displays, at exhibitors' expense, so that the exhibit conforms to the Exhibit rules and Regulations. Unifest Festival Productions and Deep End Entertainment reserves the sole right to prohibit and require immediate cessation of any activity of distribution which, in Unifest Festival Productions and Deep End Entertainment' sole discretion, is determined not to conform as aforesaid. Unifest Festival Productions and Deep End Entertainment will provide advance approval of activities and items upon request of an exhibitor. Unifest Festival Productions and Deep End Entertainment request to prohibit and require cessation of any activity will be in the sole and exclusive discretion of Unifest Festival Productions and Deep End Entertainment and will be final. The rights and benefits hereunder are personal to exhibitor and may not be assigned without the expressed and or written consent of Unifest Festival Productions and Deep End Entertainment.

Unifest Festival Productions and Deep End Entertainment reserves the right to restrict, prohibit or remove any exhibit which, in the sole opinion of Unifest Festival Productions and Deep End Entertainment, may detract from the general character of the exhibition or be considered objectionable to the Ford Tour de Georgia as a whole. Restrictions include, but are not limited to articles, conduct and printed matter (signage). Unifest Festival Productions and Deep End Entertainment reserve the right to restrict exhibits which are objectionable due to inappropriate behavior, language, noise, music, glaring or flashing lights, and methods of operation. In the event of such restriction or removal, Unifest Festival Productions and Deep End Entertainment will have no liability therefore, nor will it refund any amount paid hereunder.

Installation and Dismantling Exhibits: Exhibits will be begin set up Friday, May 9th at 3:00 pm – 8:00 pm; and again on Saturday, May 10th at 7:00 am – 9:00 am with set up completed by 9:00 a.m. (No extensions will be granted, unless otherwise approved by Unifest Festival Productions and Deep End Entertainment Operations Personnel). Dismantling of vendor/exhibits will not start until 7:00 pm .

Boxes, Containers and Crates: Exhibitors/Vendors will not be permitted to store boxes or packing crates in, around or behind booths. Reusable boxes and crates can be placed in vendor/company vehicle that are not considered trash; boxes and containers that are considered trash must be taken to proper trash bin. At no time can empty boxes and/or containers can be in, around or behind food area or sponsor booth expo. Each area must be maintained, staffed and active during the hours of the event.

Giveaways/Prize Drawings: Samples, catalogs, pamphlets, souvenirs, etc. may be distributed by exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize drawings, give-a-ways, contests, awards for signing names, etc. are responsible for complying with all applicable laws. Exhibitors must also submit their intention in writing and provide copy for the Public Announcement to be read on stage by April 10, 2006. No public announcement will be made on stage if sponsor has not provided Unifest Festival Productions and Deep End Entertainment with PA script by stated deadline.

Limitation of Liability: Unifest Festival Productions and Deep End Entertainment are not responsible for any loss, theft or damage to the property of the exhibitor, his/her employee or representatives. Further, Unifest Festival Productions and Deep End Entertainment will not be liable for damage or injury to persons or property for any cause whatsoever by reason of the use of occupancy of the booth space or the participation in Unifest 2008. The exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend, and save Unifest Festival Productions and Deep End Entertainment, their employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor or exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Unifest Festival Productions and Deep End Entertainment, their employees and agents.

Exhibitor/Vendor Loss: Unifest Festival Productions and Deep End Entertainment shall not be in anyway liable or responsible for the loss or disappearance, by theft or otherwise, of any object, item, goods or materials whether personal or commercial property, from exhibitor/vendor's booth or space or from the location. Security will be onsite, however, exhibitors and vendors are encouraged to identify and lock up all items to enhance security measures and reduce loss. Items of any size that can not be locked up should not be left at location due to slight risk of property loss.

SIGN AND FAX COMPLETED FORM TO 770-569-8400 – KEEP FOR YOUR RECORDS