



OFFICE USE ONLY
BOOTH NUMBER(S) ASSIGNED

2009 GREEN EXPO TRADE SHOW

Wednesday, Thursday, Friday

January 7-9, 2009

Minneapolis Convention Center

651-633-4987 • Fax: 651-633-4986

www.minnesotagreenexpo.com • info@minnesotagreenexpo.com

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

Company _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Add'l Phone _____ Fax _____

website _____ email _____

Indicate Location Preference:
(see floor plan and booth selection guidelines in informational foldover)

1st _____

2nd _____

3rd _____

Companies you want to be near:

Companies you do not want to be near:

Comments/special requests: _____

Every effort will be made to accommodate your requests, but there is no guarantee those space(s) will be available

BOOTH RENTAL FEE (Indicate the number of 10x10 booths you require)

_____ Premium Booth @ \$850 = \$ _____

_____ Regular Booth @ \$700 = \$ _____

Volume Discount Booths

For 9 or more booths, see instructions on contract addendum (pg. 2 of foldover)

_____ @ _____ = \$ _____

_____ @ _____ = \$ _____

Subtotal \$ _____

Association Members

Deduct 15% off total fee. x .15 - \$ _____

To receive discount, we will verify your membership status in one of the following organizations: MNLA, MGCSA, MSTMA, MPSA, MSA, MASMS, MAC, MTA, MTSC

Total Booth Rental Fee . = \$ _____ X .60 = _____ **DEPOSIT**



Deposit must accompany contract • Final payment due Oct. 15, 2008

Acceptance of this application by the Minnesota Green Expo management constitutes a contract. We agree to abide by the rules and regulations of the 2009 Minnesota Green Expo Trade Show, which are printed on this page, the reverse side, and the contract addendum, and to all conditions under which exhibit space is leased to the Minnesota Green Expo.

Exhibitor Signature _____

Title _____ Date _____

FOR OFFICE USE ONLY

Date Received _____

Amount Received \$ _____

Balance Due \$ _____

Approved By _____

Date _____

Mail Contract To:
Minnesota Green Expo
1813 Lexington Ave. N
Roseville, MN 55113
MAIL ALL THREE COPIES
BACK WITH YOUR PAYMENT

Amount Enclosed: \$ _____

Check enclosed

Credit Card No. Visa MasterCard

MasterCard Inter Bank N. <small>(above your name)</small>	Expiration Date required	Month	Year

It is agreed that the space herein contracted for is subject to the following rules and regulations:

RENTAL CHARGE

Contract and full payment must be received by Minnesota Green Expo (MGE) on or before October 15, 2008, it being understood that if not so paid, MGE may sell the space herein contracted for to another exhibitor. All checks for space rental fees shall be made payable to Minnesota Green Expo, 1813 Lexington Ave. N, Roseville, MN 55113, phone 651-633-4987, fax 651-633-4986.

SPACE RESERVATION

Applications for space should be submitted on this contract with deposit. Return all three copies to MGE. Upon acceptance, the duplicate copy of the agreement will be returned to each exhibitor and serve as his record of space assignment. No telephone reservations will be accepted. Each firm represented in the Minneapolis Convention Center must have regularly contracted for space.

CANCELLATIONS

Requests for booths may be cancelled without charge by written notice to the MGE management provided that notice is received by October 15, 2008. If space is cancelled after October 15, 2008, no return of payment will be made. It is agreed that if, for any cause which arises beyond the control of MGE, it becomes necessary to move an exhibitor to a different location, this will be made at the discretion of MGE.

SPECIAL NON-ASSOCIATION SERVICE

Each booth will be provided with an installed drapery back drape and side dividers. Also provided will be one, two-line 7x44" firm name sign. **Exhibitors will provide for their own booth furnishings.** Booth furniture and furnishings will be available for rent at the Convention Center by Hubbell-Tyner, Inc. A mailer of additional services and prices will be sent to each exhibitor by Hubbell-Tyner, 1810 Como Ave., St. Paul, MN 55108, 651-917-2632.

SET-UP/TAKE-DOWN

Set up will be Tuesday, Jan. 6 from 9 a.m. - 6 p.m. Exhibitors at the 2008 Minnesota Green Expo must have their display in complete form by 8:00 a.m., Wednesday, January 7, 2009. Exhibitors not in place by this time will forfeit their space. Call MGE for special arrangements. Exhibit take-down will occur between 1:01 p.m. and 6 p.m. on Friday, Jan. 9.

SPECIAL EXHIBIT RULES

- Exhibitors may not sublet their space, nor any part thereof.
- Audio-visual equipment and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the exhibit management, do not interfere with the activities of neighboring exhibitors.
- **Exhibits may not obstruct the view of neighboring exhibits, either those to the side or behind. Specifically, a 20-foot wide end-cap booth may not have a back display more than 10 feet wide, 5 feet from center. Also, the side of displays should not extend more than 3 feet from the rear of the display. Booth height limit is 12 feet.**
- Any materials or display deemed inappropriate by MGE may be removed by the MGE management. MGE management has the discretion to instruct exhibit changes or moves.

ENTERTAINMENT

Although meetings of the Minnesota Nursery & Landscape Association and the Minnesota Turf & Grounds Foundation are conducted for educational purposes, it is recognized that an appropriate social

program may contribute to the pleasure of those attending. Social functions or independent educational functions should be scheduled at a time or place where they will not conflict with activities scheduled by the Minnesota Nursery & Landscape Association, the Minnesota Turf & Grounds Foundation or with the exhibition.

INSURANCE

Each exhibitor is required to be covered by Public Liability Insurance (naming the MGE/MNLA/MTGF as co-insured therein) in the amount of not less than \$300,000 for injury to each person, not less than \$1,000,000 for each accident and not less than \$100,000 property damage for each accident, to protect against possible claims arising out of the operation of his booth.

Theft and fire insurance floater policies are highly recommended. Small or easily portable articles of value should be properly secured or removed after exhibit hours. The MGE/MNLA/MTGF insurance policies do not include fire and theft coverage for individual exhibit booths.

LIMITATION OF LIABILITY

Each exhibitor must make provision for the safe guarding of his goods, materials, equipment and display at all times, and wherever the same may be located within, on, or about the Exhibition Hall premises. Neither MGE/MNLA/MTGF, its subcontractors, or the Minneapolis Convention Center and the City of Minneapolis will be responsible for property damage or loss by, or for, any cause, and exhibitor hereby waives any right to claim liability against them for the same.

The Exhibitor assumes full responsibility for property damage, personal injury, or death to any party by reason of Exhibitor's participation in the exhibition, or convention activities, and Exhibitor agrees to defend, indemnify, and hold MGE/MNLA/MTGF, its subcontractors and the Minneapolis Convention Center and the City of Minneapolis harmless from all liability which might occur from any Act of God or any cause whatsoever arising out of the Exhibitor's participation in the exhibition or in convention activities. MGE/MNLA/MTGF, its employees, subcontractors and Minneapolis Convention Center and the City of Minneapolis will not be liable for injuries to any person or for damages to property owned or controlled by exhibitor, which claims for damages or injuries may be incident to, arise from, or be in any way connected with Exhibitor's occupation of display space, and the Exhibitor agrees to defend, indemnify and hold MGE/MNLA/MTGF, its subcontractors and Minneapolis Convention Center and the City of Minneapolis harmless against all such claims.

The Exhibitor expressly understands and agrees that the foregoing limitation of liability clauses apply not only during the exhibit hours, but also at all other hours of the day for the period extending from the commencement of installation until the final removal of all the Exhibitor's property and personnel from the Exhibition Hall and to any latent contingent damage, injuries, or liability arising or discovered at a later date as the results of or arising out of exhibitor's participation in the Exhibition.

MGE/MNLA/MTGF, its employees, subcontractors or Minneapolis Convention Center and the City of Minneapolis will not be responsible to any degree whatsoever for any ill effects caused any person or group of persons in attendance prior to, during, and after the close of the MGE Trade Show for any samples taken, or by other means given them by the Exhibitor representatives.

AMENDMENT TO RULES

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the MGE/MNLA/MTGF Executive Committee. These rules and regulations may be amended any time by the Executive Committee and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.