



Date received by TMM: _____

2018 Vendor Contract

September 22, 2018 - Chattanooga Convention Center



To reserve your booth(s) and listing in promotional ads, please return your signed contract with the required fee to Target Marketing Media, Re3 Women Expo, 3712 Ringgold Rd 209, Chattanooga, TN 37412, or fax to: 888-544-9082. **A booth will be reserved for you upon receipt of your signed contract and vendor fees. Booths are assigned on a first- come, first-served basis.**

Company Name _____

Contact Name _____ Title _____

Complete Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Fax _____

Email _____

(Must include email address to receive 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 If Yes, _____ SAMPLING _____ SELLING

If yes, Please describe the product(s) you are selling or sampling: _____

1 DAY BOOTH PRICING: \$95 for each 10 x 10 Booth or \$160 we provide tables/backdrop

Number of Booths Requested _____ \$95 for each 10 x 10 booth space -Bring own items

Late Fee \$25 (less than 30 days before event) _____ \$35 corner booth _____

We Provide backdrop, tables chairs _____ \$160 10x10 booth space _____

Large Business Booth 10x 20 _____ \$250 Bring all your items _____

Total Booth Cost _____

Late Fees: \$25, 30 Days before event Balance Due _____ Payment Due on or Before 9/10/2018

BOOTH ASSIGNMENTS: Contracts are dated as they are received and booth assignments are assigned on a first-come, first-served basis. Your booth number(s) will be confirmed by email prior to the event date. **Remember that corner booths are an additional \$35 each.**

All electric service, water, phone lines & hardwire internet service must be ordered from the Chattanooga Convention Center by the vendor. You may order these services online at chattanoogaconventioncenter.org.

METHOD OF PAYMENT- _____ Pay on Website _____ PayPal paypal.me/targetmarketingmedia _____ Paypal (send You Invoice)

_____ Cash App \$4targetmarketmedia _____ Check or Payment Attached _____ Check Mailed Date Payment Mailed _____ Check Number _____

Expiration Date: ____/____/____ Number _____ 3 Digit Code _____ Signature/Zip Code: _____

METHOD OF PAYMENT FOR BALANCE DUE - Payment must be made on or before September 10, 2018.
Check will be issued for final payment on or before September 10, 2018.

By signing contract, I acknowledge that I have read and understand the terms and conditions on side two of this contract.

Authorized Signature _____ Title _____ Date _____



Target Marketing Media (TMM) and the vendor agree that the lease shall be governed by the following terms and conditions:

1. **TERMS OF PAYMENT:** Booth rental will be reserved only after a signed contract & full payment have been received. Vendor may pay this amount by cash, check or credit card. Please see side one of the contract under payment information. **Payments mailed in must be sent to: Target Marketing Media, Re3 Women Expo, 3712 Ringgold Rd 209, Chattanooga, TN 37412. No vendor will be allowed to enter the facility to set up their booth if payment has not been made in full.** A refund, minus the deposit, will be given if the vendor should cancel before the final payment deadline noted on side one of the event contract. If vendor cancels after this date a refund cannot be processed.
2. **Electrical Service, Water, Internet Service or Phone Lines:** Vendor must contact the Chattanooga Convention Center for any electrical service, water, internet service, or phone lines. These items must be purchased separately from the Chattanooga Convention Center. Advance orders must be received at least two weeks prior to the event date. Vendors may call the convention center at 423-756-0001, or visit the convention center website to order their electricity at: www.chattanoogaconventioncenter.org.
3. 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 TMM.
4. Vendors will be able to set up their booths on Saturday, September 22, 2018 Set up hours are 7 a.m. until 9:30 a.m. **Please be in attendance & completely set up by no later than 9:30 a.m. on Saturday morning, as the doors open to the public at 10:00 a.m.**
5. Each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. **Vendors paid the \$160 fee 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.** Company signage used in your booth, can be no taller than the pipe and drape at the back of your booth, which is 8 foot high. **Restrictions apply to vendors having tents or pipe and drape higher than 8 foot high. These vendor booths must be approved by TMM in advance.**
6. No vendor will be permitted to erect an exhibit without having made full remittance of space rental to TMM.
7. Vendor must keep aisles clear and abide by all state and city fire prevention codes.
8. No exhibit shall be dismantled or removed from the Chattanooga Convention Center until the event has concluded. **THIS IS A FIRM RULE.**
9. No exhibit is permitted that does not have at least one person in attendance at all times.
10. Booths may not display or disperse any business' information other than that of the vendor. No Balloons are allowed`
11. Vendors can only promote their business from inside their booth space or spaces.
12. Vendors may not hand out promotional materials outside their booth space or spaces, in the aisles or at the door.
13. Outside vendors are prohibited from promoting their business to vendors or attendees. If you observe anyone doing this, please notify the TMM event management. These vendors will be removed from the exhibit hall.
14. The TMM or its' agents shall not be liable for loss or damage of vendors' property due to theft, fire, accidents, or other causes, nor for any injury to vendors, its employees or agents. Security will not be present on the day following this event.
15. Vendor agrees that the purpose of exhibit space is for the positive promotion of the vendors' products or services. Vendors may sell, display, give out information or give out samples (bite-sized). Sample sizes must not be more than 2 oz for food and 4 oz for beverage. No alcohol sampling permitted without written permission and an attendant employed by the Chattanooga Convention Center at the expense of the vendor. More information will be made available upon request.
16. Vendor warrants that they carry liability insurance providing coverage for their area of the show. The vendor's booth is an extension of their company, and as such they must have liability protection. Vendor is responsible for any employees or subcontractors that may be helping in their booth, or for any visitors in the booth, in the event of an injury.
17. Vendor warrants that they carry vehicle liability insurance for any vehicle that is brought onto the facility premises.
18. TMM 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 TMM, detracts from the general character of the exhibition including persons, conduct, language and materials. In the event of such restriction, removal, prohibition and/or eviction, TMM shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.
19. All decisions pertaining to use and occupancy of space are within the sole discretion of TMM.
20. TMM has the right to refuse any vendor's contract.
21. 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 TMM.*
22. No exhibit space shall be offered for use or sublet by a vendor without the consent of TMM.

Please send your signed contract with payment information via fax, email, or mail:

Tina Wilkins, Event Director

Fax: 888-544-9082

Email: twilkins@targetmarketingmedia.com

Attention: Re3 Women's Expo

3712 Ringgold Drive 209, Chattanooga, TN 37412