

# Artist Expo 2011 Exhibit Contract

I/We hereby make application for the following exhibit, held at the The Woodlands Waterway Marriott, 1601 Lake Robbins Drive, The Woodlands, Texas 77380 on July 19 - 23, 2011. In keeping with this contract, we will abide by the following rules and regulations.

- Single booth space is \$400.00 and a single corner booth is \$450.00. All booths are 10' x 10' and include one (1) 6 ft. draped table, (2) chairs & (1) wastebasket. Back and side drapery in the convention's chosen color theme, one (1) Exhibitor's Identification sign (booth name & number) and up to three (3) exhibitor's badges per booth. Exhibitors may contract up to four (4) booths but Artist Expo reserved the right to limit the number of booths per exhibitor. To reserve your space, contracts must accompany 50% as down payment with balance due by May 2, 2011. Contracts are due and must be postmarked by May 2, 2011 after the due date; a late fee of \$50.00 will be assessed to each booth.
- Exhibitors may not assign or sublet their booth or any part of their contracted space, except as approved by the Artist Expo.
- If cancellation by exhibitor is necessary, your cancellation must be submitted in writing to Artist Expo office at the above address. For cancellations postmarked before May 2, 2011, 50% of booth fee will be refunded. For cancellations postmarked after May 2, 2011, no refund will be made. If Artist Expo finds it necessary to cancel the convention, 100% of the booth fee will be returned.
- Booths must display and/or sell only merchandise related to the painting / art industry. Exhibitors must submit written request with contract permission to display and/or sell merchandise not related to the painting / art industry. Exhibitor may demonstrate products in their booth.
- All Exhibitors are prohibited from fastening anything to wall, floors, ceiling, doors, windows, and columns or to any of the decorator's apparatus. The exhibitor will be held financially responsible for damage they cause to the Exhibit Hall and/or decorator's property. No exhibit may in any way block the view of other exhibitors or the walkway. Exhibitors will confine their booths to the allotted space. Artist Expo reserves the right to reject any exhibit that may be objectionable, or to relocate booths if necessary.
- Side rails may be removed only with the permission of the Artist Expo.
- Artist Expo, their decorator, and the The Woodlands Waterway Marriott will not be responsible for any loss, damage or injury that may occur to exhibitors, their representatives or property, prior to, during, or after exhibits are in the exhibit area. The exhibitor, by contract signature, releases the aforementioned parties from all responsibility for loss, damage or injury caused to property or persons attending the exhibits as a result of exhibitors' products, displays or services. Exhibitors must insure themselves against such claims.
- Artist Expo will provide 24-hour security for set-up day and during the entire show.
- Artist Expo will have full power in interpretation and enforcement of the terms of this contract. Any and all matters that occur, that are not specifically outlined in this contract, will be subjected to the decision of Artist EXPO.
- All merchandise and installations must conform to the requirements of the City of Houston Fire Department Inspection Code and regulations of the The Woodlands Waterway Marriott.
- Exhibitors must move in for 2 day set-up day July 19 & 20, 2011. All exhibitors must maintain their booths with competent personnel during all advertised hours of the Exhibit Hall. Booths must remain intact until 3:00pm on July 23, 2011.
- Exhibitors are responsible for the collection and payment of all necessary sales tax.

Please complete (PRINT) and return this contract. Once exhibit space contract has been accepted, Artist Expo will return a signed copy.

Exhibitor Name \_\_\_\_\_ Product \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

I would like my booth sign to read (2 lines, 28 letters / spaces per line) Booth Name \_\_\_\_\_

City and State \_\_\_\_\_

I / We agree to abide by this contract \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

A 50% booth deposit or payment in full must accompany signed contract. Please check appropriate box and send required payment. Make checks payable to: Artist EXPO, LP ( A \$25.00 charge on all returned checks ).

## Office Use

Check Number \_\_\_\_\_

Date Paid \_\_\_\_\_

Paid Amount \_\_\_\_\_

Balance Due \_\_\_\_\_

Late Fee \_\_\_\_\_

Amount \_\_\_\_\_

Booth # \_\_\_\_\_

\_\_\_\_\_ 1 single 10' X 10' inside booth \$400.00  
\_\_\_\_\_ 1 single 10' X 10' corner booth \$450.00  
\_\_\_\_\_ 2 inside 10' X 10' booths \$750.00  
\_\_\_\_\_ 1 inside & 1 corner 10' X 10' booth \$800.00  
\_\_\_\_\_ 3 single 10' x 10' inside booth \$1,100.00  
\_\_\_\_\_ 2 single 10' X 10' & 1 Corner booth \$1,150.00  
\_\_\_\_\_ 3 single 10' X 10' & 1 Corner booth \$1,450.00

Check Enclosed

## Return Contract to:

Artist Expo  
10770 Moss Ridge Road, Suite #204  
Houston, Texas 77043-1175

Phone: (713) 462-2686 Fax: (713) 462-7364

[info@artistexpohouston.com](mailto:info@artistexpohouston.com) [www.artistexpohouston.com](http://www.artistexpohouston.com)

Credit Card # \_\_\_\_\_

(Circle One) AMEX VISA M/C

Card Holder: \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Authorization Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_

RETURN THIS ORIGINAL CONTRACT WITH FORM OF PAYMENT TO THE ABOVE. PAID RECEIPT ALONG WITH A COPY OF THE CONTRACT WILL BE RETURNED FOR YOUR RECORDS.