



July 8-10, 2011  
Walworth County  
Fair Grounds  
Elkhorn, WI

# Exhibitor's Booth Request

Fax: 262-248-9005

"Snail mail:" EcoFair360, PO Box 250, Lake Geneva, WI 53147

Questions? E-mail [stephanie@ecofair360.com](mailto:stephanie@ecofair360.com) or call 262-248-0970

## BUSINESS/ORGANIZATION INFORMATION

Biz/Org Name

Website

Billing Address

City

State

ZIP

Primary Contact

Phone

E-mail

Secondary Contact

Phone

E-mail

Additional Booth Staff **may be added later**

## PROPOSAL

Description of your Business/Organization **limit 150 words**

List all products/services that will be part of your presentation **Refer to Item 3 in Exhibitor's Rules and Regulations**

## SIGNATURE

**Please note: you must check all statements and sign this form for your proposal to be accepted.**

I have read and understood the EcoFair360 2011 Exhibitor's Rules and Regulations and I agree to abide by them as a participant of the Fair. Rules and Regulations may be seen **online by clicking this link** or **page 2** of this form.

I understand that I must obtain liability and property damage insurance and list all additional entities per **Item 5** in the Exhibitor's Rules and Regulations, and that I must provide EcoFair360 with proof of insurance by June 15, 2011.

This is my official request for my business/organization to exhibit at EcoFair360 for 2011. I authorize the Eco-Vision Sustainable Learning Center to use my name, likeness, photograph, video and business/organization data in connection with the use and promotion of my participation in EcoFair360.

SIGNATURE

DATE

**See next page for booth information and ordering**

[www.ecofair360.com](http://www.ecofair360.com)  
 ph. 262-248-0970 fax. 262-248-9005  
 Eco-Vision Sustainable Learning Center, PO Box 250, Lake Geneva, WI 53147



July 8-10, 2011  
Walworth County  
Fair Grounds  
Elkhorn, WI

All Exhibitors will receive two (2) 3-day Fair admission passes, as well as one (1) parking pass for each day of the Fair, for each booth space they reserve.

**BOOTH SELECTION**

**Indoor Booth (10' x 8')**

Booth prices are based on proximity to front entrances. Indicate number of booth required at each level. Refer to fairgrounds map at [map.ecofair360.com](http://map.ecofair360.com) for specific booth locations.

<b>Orange (\$525)</b>	<b>Yellow (\$450)</b>	<b>Green (\$350)</b>	<b>Blue (\$300)</b>	<b>Food (Indoor) (\$400)</b>	<b>Food (Outdoor) (\$300)</b>
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**Outdoor Booth Space**

Price based on square footage requested and booth location.

Call 262-248-0970 to discuss the size and placement that best meets your needs.

**ADDITIONAL DISPLAY ITEMS** Indicate number required for each item requested.

**Electrical Hookup (\$35)**

**Additional 1-day EcoFair360 Passes (\$5)**

**Additional Daily Parking Passes (\$5)**

**I wish to offset 1 ton of CO2 emission to minimize my environmental impact while traveling to, participating in, and traveling from EcoFair360 (\$10)**

Exhibitors who offset will receive notice on their booth signage and in EcoFair360 website.

Contact our preferred vendor, Lakes Area Rental, at 262-723-6450 for additional items, or **view their order form online by clicking this link.**

Check this box if there will be a potential fire hazard in your display (exhibit MUST be in Outdoor Space)

Check this box if you will be serving samples of food.

Check this box if you exhibited at EcoFair360 in 2010.

**TOTAL COST**

**PAYMENT**

We strongly recommend that you make your payment through the Eco-Vision Sustainable Learning Center site, using our secure e-commerce site. Go to the SLC STORE under THE MALL and click the link for EcoFair360 Booth. You may also pay by check or enter your credit card information here. **Cardholder must sign** this page for information to be used.

I wish to pay by credit card. The charge on my statement will reflect "Eco-Vision Sustainable Learning Center."

**Completed by:**

**Visa**

**Name on Card:**

**Master Card**

**Number:**

**Exp. Date**

**CVV#**

**Signature**

**Date**



I wish to pay by check. Make checks payable to Eco-Vision Sustainable Learning Center. Mail to: ATTN Catherine McQueen, Eco-Vision Sustainable Learning Center, PO Box 250, Lake Geneva, WI 53147.

**Check Number**

**Date Mailed**

www.ecofair360.com ph. 262-248-0970 fax. 262-248-9005  
Eco-Vision Sustainable Learning Center, PO Box 250, Lake Geneva, WI 53147



All Exhibitors will receive two (2) 3-day Fair admission passes, as well as one (1) parking pass for each day of the Fair, for each booth space they reserve.

## EXHIBITOR'S RULES & REGULATIONS

The following are the contract terms of the agreement to rent exhibit space from EcoFair360. As an Exhibitor, your acceptance of these terms shall constitute a binding agreement. It is agreed that each Exhibitor will abide by and be responsible for all of the rules and regulations of this agreement.

1. **PAYMENT.** Credit cards will be billed upon receipt of Exhibitor's Request Form. Online orders will be processed immediately upon submission. Exhibitors paying by check must submit the total rental charge within seven days of receipt of invoice. Exhibitor may select their booth location once payment has been received by EcoFair360.
2. **ELIGIBILITY.** EcoFair360 reserves the right to determine whether any company or product is eligible under the Standards for inclusion in the Fair. This determination may be made at any time before or after the start of the Fair.
3. **ELIGIBLE PRODUCTS.** It is the responsibility of Exhibitor to inform EcoFair360 of any product, service or claim that does not comply with the regulations of the FDA or any other State or Federal regulatory agency and/or is considered experimental. Exhibitor is strictly prohibited from having or selling on-site any substance or product considered illegal. All products and services to be sold, offered or referred to during EcoFair360 must be specified in writing on the Exhibitor's Request Form (**see page 1.**) No noisemakers or anything not in keeping with the character and high standards of the Fair may be distributed or utilized within the Fair grounds.

### EXHIBITORS

4. **CANCELLATIONS.** Exhibitors must notify EcoFair360 management in writing by May 15, 2011 in order to receive a 50% refund. Any exhibitors notifying EcoFair360 after this date will not receive a refund.
5. **INSURANCE.** All exhibitors must obtain liability and property damage insurance, listing The Eco-Vision Sustainable Learning Center, Inc., Walworth County Agricultural Society and EcoFair360 as additional insured entities. Proof of insurance, in the form of a signed Certificate of Liability Insurance faxed to EcoFair360, must be received by June 15, 2011. You may view a sample certificate **online by clicking this link.** We strongly recommend that, in addition to other insurance, exhibitors obtain public liability insurance to protect against possible claims arising out of the exhibit and EcoFair360.
6. **EXHIBIT LOGISTICS.** The Exhibitor Kit, containing detailed information for Exhibitors, will be available at [www.ecofair360.com](http://www.ecofair360.com) after January 1, 2011.
7. **SET-UP.** Set-up times are Thursday, July 7 from 8:00AM to 7:00PM and Friday, July 8 from 8:00AM to 9:00AM. The show opens to the public at 9:00AM on Friday. At that time, all exhibits must be fully installed. Dismantling will take place Sunday, July 10 from 4:00PM to 8:00PM. Public hours are as follows: 9:00AM to 5:00PM on Friday and Saturday, and 9:00AM to 4:00PM on Sunday. Exhibitor set-up will not be permitted unless all fees have been paid and EcoFair360 has received assigned contract and proof of insurance. EcoFair360 reserves the right to resell the exhibit space if the Exhibitor booth is not set up by 9:00AM the day of show opening, unless prior arrangements have been made.
8. **MOVE-IN & LABOR.** Move-in and move-out are the sole responsibility of the Exhibitor.
9. **DEFACING OF BUILDING OR BOOTH CONSTRUCTION.** Exhibitor is financially responsible for any damage caused to booths, decorations or to any EcoFair360 property. Do not nail, screw, staple, pin, tack, tape, etc. any materials directly to any structure. Tables may be covered with fire retardant materials. All paper covering tables, booths, etc. must be removed at the end of the show. Do not remove or tamper with any part of the buildings or booths; this includes support poles, fabric, and lighting. No painting of signs, displays or other objects are permitted on the EcoFair360 grounds. No adhesive-backed (stick-on) decals or similar items, excluding name tags, may be used.
10. **DISPLAY DIMENSIONS AND RESTRICTIONS.** EcoFair360 will provide a 10' x 8' area for indoor exhibits, and a 20' x 25' area for each block rented for outdoor exhibits. Exhibitor will receive two (2) three-day Fair admission passes, as well as one (1) parking pass for each day of the Fair, for each booth space they reserve. Electricity is available at an additional charge of \$35 per booth, and is not available for all outdoor

## EXHIBITOR'S RULES & REGULATIONS (CONT.)

blocks: call EcoFair360 for details. Additional items may be rented from our approved vendor: **view their order form online by clicking this link.** Exhibits must be confined to the exhibitor's assigned booth space, and shall extend no higher than 10 feet.

11. CLEAR ACCESS. Aisles and Exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. No maintenance or electrical doors or panels may be blocked in any way. Easels, signs, etc., shall not be placed beyond the booth area into the aisles or lobby areas or on ceiling or columns, etc. Interior furnishings and materials shall not be located so as to obstruct or block exit ways, fire and safety devices or equipment. Distribution of samples and literature is strictly limited to the confines of the Exhibitor's assigned area.
12. RELOCATION. EcoFair360 reserves the right to relocate exhibitors into comparable spaces if it is deemed advisable and necessary and in the best interest of the Fair.
13. PARKING. All vehicles must be parked in the designated EcoFair360 parking areas during set-up and all hours the Fair is open to the public. Unauthorized or unattended vehicles will be removed at owner's expense. Each exhibitor will receive one (1) parking pass per reserved space for each day of the Fair. Additional passes may be purchased at the standard price of \$5.00.
14. ATTENDANCE. All exhibitors will be required to keep their booths open from 9:00 am to 5:00 pm Friday and Saturday, and 9:00 am to 4:00 pm Sunday. If EcoFair360 management notices any exhibitor has left before these times, this exhibitor may not be invited to future events.
15. Sound devices are subject to approval by EcoFair360 and must be kept at a volume that does not interfere with other exhibitors or presenters. EcoFair360 reserves the right to require Exhibitor to turn off devices at any time and for any reason. We do not allow Exhibitors to run engines or make noise that will interfere with others.
16. Halogen lighting is not permitted.
17. Plastic bags may NOT be given out as promotional items.
18. Exhibitors must have at least one person at their exhibit at all times while the Fair is open to the public.
19. Exhibitor may not sublet or assign their spaces, nor any part thereof.
20. LEAVE NO TRACE POLICY. Exhibitor is responsible for leaving booth spaces clean and free of trash or other materials. Booth will be inspected after move out is complete. If booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, the exhibitor's credit card will be charged \$100 to cover the cost of resource recovery. The fine will double each time the policy is violated by the exhibitor, and the company will be subject to a one-year probation from exhibiting at EcoFair360.
21. EcoVision360 retains the right to remove any Exhibitor and their exhibit from the event if the Exhibitor does not comply with any written rules and regulations as stated above.
22. Notwithstanding all compliance, EcoFair360 reserves the right to reject or remove any Exhibitor, in whole or in part, from the Fair grounds for any reason whatsoever. If Exhibitor is rejected or removed without cause given, EcoFair360 shall return to Exhibitor the unearned portion of their rental fee. No portion of any fees or disbursements shall be returned if rejection or removal occurs upon violation of this agreement or the Standards.

### CODE OF CONDUCT

23. STATE & LOCAL LAWS Exhibitor shall comply with those laws, rules and regulations and codes of the state of Wisconsin, Walworth County, City of Elkhorn, Walworth County Agricultural Society and of EcoFair360.
24. FIRE & SAFETY LAWS. All federal, state, and city regulations pertaining to fire and safety must be adhered to (i.e., all fabrics used in booth construction/decoration must be flame retardant). The following types of materials are considered acceptable for booth construction and decoration: wood, noncombustible materials as defined by Building Codes, and flame retardant treated materials and decorations. Any exhibit employing flammable liquid, compressed combustible gas or highly combustible or explosive material is prohibited. Any electrical wiring which might come into contact with the partitions must be inspected and have adequate

## EXHIBITOR'S RULES & REGULATIONS *(CONT.)*

insulation to prevent electrical shock. Additionally, all cords must be grounded and be UL approved.

25. **HEALTH & WORKPLACE STANDARDS.** Any Exhibitor giving away or selling food in their booth is responsible for all Health Department permits, rules, regulations, etc. Food vendors must sign the Food Vendors addendum to this agreement, which will be available on the EcoFair360 website and included in the Exhibitor's Kit. Exhibitors are responsible for meeting all city/state resale licensing requirements. Exhibitors comply with all work rules when and where applicable. By law, individuals are not allowed to bring alcoholic beverages, which were purchased off premises, onto the Fair grounds.
26. **PERSONAL CONDUCT.** Exhibitor is expected to conduct themselves in a professional manner and according to the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language to EcoFair360 Exhibitors or personnel will be considered grounds for expulsion from the event, and will severely jeopardize invitations to future events.
27. EcoFair360 was created with a mission to promote respect for the environment and a spirit of community among all who attend. We expect that exhibitors will promote the mission of the Fair at all times.
28. No pets are allowed anywhere on the Fairgrounds or campgrounds.
29. Smoking is prohibited on the grounds of EcoFair360.
30. EcoFair360 reserves the right to refuse, stop, relocate, or remove from the Fairgrounds any Exhibitor or their representative and/or exhibit or presentation, performing any act or practice which, in the opinion of EcoFair360, is illegal, objectionable, interferes with the performance of other exhibitors, creates a health, safety, or fire hazard, or violates any rules stated herein.

### **LIABILITY**

31. **LIMITATION OF LIABILITY.**
  - (a) Exhibitor shall indemnify, defend and hold harmless EcoFair360, The Eco-Vision Sustainable Learning Center Inc., Walworth County Agricultural Society Inc., Event sponsors and the employees, representatives and agents of each from claims, liabilities, costs and charges (including attorneys' fees and costs) for injury, loss or damage to property or persons (including death) arising out of Exhibitor's activities in connection with the EcoFair360, or any breach of representation, warranty or covenant in this contract.
  - (b) EcoFair360, Event sponsors and the employees, representatives and agents of each shall not be liable for any claims, liabilities, costs and charges (including attorneys' fees and costs) arising out of any injury, loss or damage to the person or property of Exhibitor, its employees, representatives or agents, except to the extent arising out of the sole negligence of EcoFair360 or Event sponsors.
  - (c) Exhibitor shall provide and maintain in effect workers' compensation and employee liability (if applicable) and comprehensive general liability insurance containing a waiver of subrogation in favor of EcoFair360 in such amounts acceptable to EcoFair360 and evidence of such insurance shall be provided to EcoFair360 promptly upon its request.
32. **ACTS OF GOD, FIRES, STRIKES, ETC.** In the event that any outside cause, such as war, fire, strike or other emergency, prevent EcoFair360 from being held, EcoFair360 Management may retain Exhibitor's payments for expense compensation.
33. **GUARDS.** EcoFair360 will employ reputable guards during the course of the Fair. The duty of the guards will be to protect the Fair grounds against disruption, fire or other catastrophes.

### **RESOLUTION OF ISSUES**

34. It is mutually understood and agreed that any changes to the terms of this contract are not valid unless they are made in writing and signed by both parties.
35. The decision of the representatives of EcoFair360, in their official capacities, must be accepted as final in any disagreement.