



July 28 - 30, 2006 | Friday - Sunday | 9a - 5p | during CMC Gift & Home Market

exhibitor information

Contact Name, Company Name, Mailing Address, City, State, Zip, Telephone, Fax, E-Mail, Website

line names

exhibit space personnel for i.d. badges

Blank lines for line names and personnel

complimentary booth i.d. sign: One 12"x14" sign per exhibit space. \$40 fee for changes requested after sign is printed. Please indicate exactly how you would like your sign to read:

product information (please check all categories that apply)

- antiques/art objects, aromatherapy/candles/home fragrances, beads/findings, blankets/throws, books/cards/stationary items, crystal/china, other, decorative & jewelry boxes, decorative accessories, dolls/doll clothes, executive gifts, fashion accessories, furniture, general gift, handbags/luggage, handcrafted items, jewelry, lighting/lamps, miniatures/dollhouses, music: boxes/tapes/cds, pet products, pillows, private label, resort, spa/oils/lotions/soaps, tabletop, trend/novelty

Wholesale Price Range for Products:

rental packages:

All booths include hardwall panel booth, folding tables (tablecloths not included), folding chairs, optional shelves, optional garment hanging racks, wastebasket, standard overhead lighting, booth i.d. sign, directory listing, non-union tradeshow staff assistance, housekeeping.

- Booth Rates: 10'x10' = \$500, 10'x20' = \$800, 10'x30' = \$1100

\$100 Refundable Security Deposit required of each exhibitor: Grid-installation, paint, nails, double-sided tape, signage, decor, or any other items that may potentially damage exhibit space walls are strictly prohibited. Security Deposit shall be forfeited due to any damage to exhibit space, furniture, and/or equipment.

SPECIAL OFFER! Purchase Ad Space in our Gift & Home Directory Book for a special Glow exhibitor \$350 discount off regular ad rates!

payment procedure (if paying by check, please prepare a separate check for \$100 Security Deposit.)

- \$500 10'x10' only, \$650 10'x10' + Ad Space, \$800 10'x20' only, \$950 10'x20' + Ad Space, \$1100 10'x30' only, \$1250 10'x30' + Ad Space

+ \$100 Refundable Security = \$ Total Due

Checks: Please make payable to "CMC Events Inc". Note: \$50 processing fee for returned checks.

Attach to contract and mail to: Attn: Tradeshows, California Market Center, 110 E. 9th St. Suite A727, Los Angeles, CA 90079

Credit Cards: Please indicate card number here and fax contract to 213.630.3972.

Visa or MasterCard only - Credit Card #: Exp. Date:

Cardholder Name:

agreement:

Application is hereby made by the undersigned for temporary display space. It is understood that upon acceptance of this application and receipt of the non-refundable deposit, this application shall become a contract between the undersigned and California Market Center. Exhibitor agrees to abide by the terms of this Agreement and the Contract Terms, Rules & Regulations on the backside of this Agreement. Please read all of the Contract Terms, Rules & Regulations including Cancellation & Refund Policy prior to signing this Agreement. Your signature below conclusively establishes that you have done so.

Authorized Signature Date

california | market center

cmc events | 110 east ninth street suite a727 | los angeles california 90079 | tel 213.630.1716 | fax 213.630.6859 | exhibitglow@californiamarketcenter.com

# exhibit space rental terms & conditions

## 1. Temporary Lease Agreement

A. This application represents a request for temporary space only in a venue promoted by California Market Center as a trade event and does not entitle the applicant to space until authorized and/or approved by show management. Show management reserves the right to refuse any and/or all applications. If an application is approved and an exhibit space assignment confirmation is sent to the approved applicant (hereafter referred to as "Exhibitor"), this application will serve as a binding contract by and between exhibitor and the California Market Center. The term of this contract shall be during the applicable show dates as specified herein.

C. This contract shall bind show management to provide event venue, exhibit space, and event promotion only. Applicant shall utilize exhibit space for meeting with previously scheduled visitor appointments and shall not hold show management liable for the quality or amount of visitors.

D. Show dates, show locations and merchandise categories are solely at show management's discretion and are subject to change or cancellation at any time.

## 2. Space Assignments

A. Applicants shall submit with the exhibit space application required payment due at that time based on desired location fees outlined on exhibit space application by deadlines stated on exhibit space application to assure space reservation. In the event that the exhibitor fails to pay any or all of such invoiced costs and fees in a timely manner, at its sole and exclusive discretion, show management may reassign the exhibit space to another exhibitor.

B. The method of determining space assignment shall be established by show management and may be changed from time to time without notice to exhibitors in order to accommodate what show management perceives as the best interest of the show. No rights or privileges are created for any exhibitor as a result of previous space assignments or years of participation in the show. Show management does not guarantee accommodation of type of space requested by the applicant and will reserve the right to assign space to the applicant at its own discretion. Show Management does not guarantee any specific location to the applicant and reserves the right to re-assign space to assure show continuity.

C. Space assignments or notification of application status shall be indicated on the confirmation sent to each exhibitor who submitted an exhibit space application. However, show management reserves the right to rearrange exhibitors or adjust the floor plan at the sole discretion of show management. Exhibitors will be notified of any such changes prior to show date.

D. Exhibitors shall NOT sell, transfer, assign, or sublet allotted space to a third party to occupy whole or portion of allotted space without the written consent of show management.

## 3. Cancellation Policy

Exhibitor may cancel or withdraw from the show by providing 30 days written notice prior to show date. Show fees will then be refunded. If cancellations are made without the 30 days notice, entire payment will be forfeited.

## 4. Show Hours Policy

Exhibits and merchandise must remain completely intact and the exhibit space staffed during all scheduled show hours. Late arrival or early breakdown is not permitted without previous permission from show management and will subject exhibitor to a \$100 fine in addition to loss of priority consideration related to exhibit space assignment for the next show. In the event of a no-show after one hour of the show's commencement, show management has the right to use said space to suit its own convenience without any refund or credit to the absentee exhibitor.

## 5. Directory Listing Errors And/Or Omissions

A. All information for Directory Book is taken from the exhibit space application. Any changes or additions to Directory information must be received by show management prior to Directory Deadline noted on exhibit space application.

B. Exhibitor agrees that in the event any listings, advertising or any other information in any show publication does not appear or contains errors or omissions due to the fault of show management or otherwise, California Market Center shall not be liable to exhibitor for any damages which exhibitor might incur as a result of errors or omissions.

## 6. Security Deposit & Decorating Restrictions

A. A refundable security deposit shall be included in overall show fees and will be forfeited should any part of exhibit space receive damage by usage from contracted exhibitor or exhibitor's employees, associates, decorators, and/or subcontractors.

B. ALL displays must be free-standing. Nothing may be affixed to the walls or drapes, which includes pins, nails and hooks. Exhibitor will be financially responsible to repair any damages to the licensed premises or other areas of California Market Center caused by any misuse or neglect by you, your employees, customers, visitors or guests.

C. No displays are permitted in the halls or outside of contracted exhibit space. All exhibitors should arrange displays so they utilize only the showroom(s)/booth(s) contracted for, and in such a manner as to recognize the rights of the other exhibitors and show visitors.

D. Exhibitor must refrain from any additions, repairs or alterations of any kind or nature whatsoever to the licensed premises or other areas of the California Market Center unless authorized by show management.

E. Show Management reserves the right to restrict the use of glaring or irregular lighting and sound effects.

F. All display material must conform with fire regulations. If unsure about hazardous materials, contact show office for information.

G. Show management will provide each booth/suite with a company sign. No other signs are permitted outside your allotted space without permission from show management.

## 7. Exhibit Personnel

A. Attendants, models and other employees must confine their activities to contracted exhibit space. Exhibitors and their personnel are restricted from entering into exhibit space of another exhibitor without permission from that exhibitor. At no time may anyone enter an exhibit space which is not staffed.

B. Show management reserves the right to move or remove from the show or the California Market Center premises any exhibitor and/or its representatives or associates or exhibit at the sole discretion of show management without any refund or credit to exhibitor.

## 8. Promoting/Advertising

Exhibitor shall not distribute or permit distribution of advertising or promotional materials, souvenirs or literature outside of contracted exhibit space. Modeling or soliciting is strictly prohibited outside of contracted exhibit space.

## 9. Sharing Exhibit Space

Sharing of exhibit space is prohibited. Any deviation from this rule must have the written approval of Show Management. A sharing fee of \$200 will apply to each exhibitor sharing space. In the event an exhibitor is recognized as sharing exhibit space without approval of Show Management, exhibitor will lose exhibit space assignment permanently.

## 10. Indemnity

Exhibitor agrees to indemnify, hold harmless, and to insure California Market Center from and against any and all loss, damage, the claim of damage, liability or expense arising out of or resulting from any theft, loss, injury or claim or injury of any nature whatsoever to either persons or property upon said premises during the term thereof, or arising from any accident or any other occurrence causing injury to any person or property whomsoever or whatsoever and due to fire or directly or indirectly to the condition of, or to the use, misuse or disuse by you or by any person or persons holding under or using the same license as you, otherwise, of the demised premises or any part thereof, or any appurtenances or equipment thereof or therein, or arising out of any failure of you in any respect to comply with any of the requirements or provisions of the agreement. You shall be liable for any damage to the building of which the demised are a part, by reason of damage to persons or property caused by moving your property in and out of the building; or by installation or removal of furniture, or caused by careless, negligent, or improper conduct of you, your servants, employees, agents, visitors, or licensees. Except for California Market Center's gross negligence or willful misconduct, exhibitor hereby releases California Market Center & its shareholders, officers, employees, agents, servants, & representatives from personal injury, property damage or other damages or injuries whatsoever suffered by exhibitor &/or its employees, invitees, guests or any person arising from or in any way related to exhibitor's use of exhibit space, & California Market Center shall be exempt for all risk or liability in connection with same.



## July 28 - 30, 2006 | exhibitor set-up information

### EXHIBIT SPACE SET-UP DATE

Set-Up Day is Thursday, July 27, 2006, 9am – 5pm.

### CHECK-IN

Please check-in, pick up your exhibitor badges, order extra furniture or equipment, and make any special requests at our Exhibitor Service Desk, located in The Penthouse, 13th Floor.

### DECORATING POLICY

- Paint, nails, double-sided tape, or any other materials that may potentially damage exhibit space surfaces are strictly prohibited. Exhibitor will be charged for any damage to booth, space, furniture, and/or equipment. We recommend you utilize hooks to hang decorations or signage from the top edge of the booth panels.
- CMC does not supply decorating supplies such as s-hooks, tape, extension cords, etc.
- Exhibitor decor, signage, merchandise, mannequins, and other promotional displays are strictly limited to assigned exhibit space.

### FURNITURE / EQUIPMENT INCLUDED IN YOUR BOOTH RENTAL

The following quantity is per each 10'x10' space – if you have multiple spaces, your booth will contain quantities equivalent to the number of 10'x10's you are renting.

- hardwall-panel white laminate booth
- 1 table (6'w x 30"w x 29"h) - **important note: tablecloths not included (please provide your own)**
- 3 chairs
- 1 sign (standard black text on white stock)
- optional - 3 wooden table-top shelves (48"w x 12"d) **important note: tablecloths not included (please provide your own)**
- optional - 1 garment rack
- track lighting - 5 spot lights
- overhead fluorescent lighting
- Extra equipment is available for rent. Please use the Equipment Rental Form to order.
- Grids, mannequins, or other display equipment may be rented by Waldstein Displays at 323.655.6905 or Acme Display at 213.477.7175.
- Electrical outlets are located throughout the Penthouse. CMC does not supply extension cords.

### LOADING DOCK & PORTER SERVICE

Porter Service is included in your rental fee. If you need assistance with transporting your samples to your showroom or if you are arriving by van or truck, you must use the Main Street Loading Dock. This entrance is right next to the parking garage entrance located near the corner of Main Street & Olympic Boulevard. Request porter assistance from CMC personnel in the dock area. B-Freight elevators in the dock area are available for direct access to any floor. Assistance will be available on a first-come first-served basis. Please also supply your own manpower if you are bringing in heavy or over-sized equipment and displays. **DOCK IS FOR UNLOADING ONLY – PARKING TIME IN LOADING DOCK IS LIMITED TO 15 MINUTES MAXIMUM.**

#### Loading Dock Hours During Market

Thu – Fri: 7am – 6pm

Saturday: 8:30am - 5pm

Sunday: 7am – 10pm

### SHIPPING

To ship your freight to CMC, please label each package as follows. Shipments will be held in secured storage and will be delivered to your exhibit space when you check-in on Thursday July 27:

[Exhibiting Company Name], GLOW [booth #]  
California Market Center c/o George Guzman  
Main Street Loading Dock #2  
110 East Ninth Street  
Los Angeles, CA 90079

### VACATING YOUR EXHIBIT SPACE

#### Move-Out Date/Time

Breakdown begins at 5:00pm Sunday, July 30. Please arrange your shipping plans accordingly. Porters will be available for assistance with move-out on a first-come first-served basis – please expect at least a ½ hour wait. Exhibit space must be completely vacated and left in the same condition as was rented to you. CMC is not responsible for anything left in your exhibit space. Post-market storage is not available.

#### Account Close-out

Any charges incurred during market due to equipment rentals, phone usage, etc., will be processed after market and a receipt will be mailed to you within 30 business days.

**Please contact Stacey Stafford, Glow Show Coordinator, at 213.630.1716 if you have any questions.**



July 28 - 30, 2006 | extra furniture & equipment rental form

Every exhibit space rental includes a standard equipment and furniture set-up. Additional furniture and equipment are available for rent. Please note quantities are limited.

EXHIBITOR INFORMATION

Exhibit Space #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

FURNITURE / EQUIPMENT FOR RENT

	Quantity		Total
<input type="checkbox"/> 5'x18" Folding Table	_____	\$10 each	_____
<input type="checkbox"/> 6'x24" Folding Table	_____	\$15 each	_____
<input type="checkbox"/> Folding Chair	_____	\$5 each	_____
<input type="checkbox"/> Wall-Mounted Garment Rack	_____	\$50 each	_____
<input type="checkbox"/> Free-Standing Garment Rack	_____	\$50 each	_____
<input type="checkbox"/> Wall-Mounted Waterfall Fixture	_____	\$25 each	_____
<input type="checkbox"/> Wall-mounted Shelf	_____	\$25 each	_____
<input type="checkbox"/> Tabletop Shelf	_____	\$25 each	_____
<input type="checkbox"/> Wireless Internet Access	_____	\$25 each	_____

PAYMENT

**Checks:** Please make payable to "California Market Center". Note: \$50 processing fee for returned checks.

**Credit Cards:** Visa or MasterCard only.

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

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

Please deliver to Penthouse Exhibitor Service Desk or fax to 213.630.3972. Contact Stacey Stafford at 213.630.1716 if you have any questions.