



# HOME SHOWCASE® TINLEY PARK AGREEMENT

This is an agreement between THE RYAN GROUP; hereinafter referred to as "RYAN GROUP", and \_\_\_\_\_ hereinafter referred to as "Exhibitor".

WHEREAS, RYAN GROUP is presenting a show entitled **Home Showcase®** at **TINLEY PARK HOLIDAY INN AND CONVENTION CENTER** from **March 6, 7, 8, 2009** AND WHEREAS, Exhibitor desires to display goods and/or services at said show.

THE FOLLOWING IS AGREED TO:

- 1) **SPACES AND CHARGES:** Exhibitor agrees to participate in the show and desires space as outlined below. THE RYAN GROUP agrees to provide such space. Participation is governed by the additional agreements and regulations outlined below and on the reverse side of this agreement.

|                        |   |                                     |                       |
|------------------------|---|-------------------------------------|-----------------------|
| Booth Preference _____ |   |                                     |                       |
| Space Assigned _____   | # of Booths _____   | Size _____                          | <b>Cost:</b> \$ _____ |
|                        | Electric: (\$85.00) Yes _____ No _____                                    |                                     | \$ _____              |
|                        | Tables: (\$25.00ea) 6' _____  |                                     | \$ _____              |
|                        | Skirting: (\$15.00ea) Yes _____ No _____                                  |                                     | \$ _____              |
|                        |   | <b>Total:</b>                       | \$ _____              |
|                        | <b>Deposit of \$300.00 per 8x10 booth with this agreement.</b>            |                                     | \$ _____              |
|                        | <i>(Deposits become nonrefundable 30 days or less before event date.)</i> | <b>Balance due February 7, 2009</b> | \$ _____              |

- 2) If payment in full or balance due is not received when due, this contract is null and void and space may be made available for sales to others. A service Charge of \$25.00 will be assessed for all checks returned not paid.
- 3) Exhibitor agrees to indemnify and hold harmless THE RYAN GROUP, Tinley Park Holiday Inn and Convention Center, their agents and employees from and against all claims, injuries, damages or losses including reasonable attorney's fees arising from all activities of exhibitor pertaining to the show.
- 4) Signatures below represent acknowledgment of all agreements and regulations on both sides of this agreement and Exhibit 1 of this agreement. All blank spaces on this sheet must be filled in.

*Agreed to By Exhibitor:*

*Agreed to By:*

Firms Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Product/Service: \_\_\_\_\_

**THE RYAN GROUP LTD.**  
 P.O. Box 383  
 Lake Zurich, IL 60047  
 Phone: (847) 540-7750  
 Fax: (847) 540-7752  
[www.homeshowpros.com](http://www.homeshowpros.com)

Exhibitor: \_\_\_\_\_  
*(Signature)*

Date: \_\_\_\_\_

**PLEASE SIGN THIS FORM AND RETURN**  
 Upon receipt of your signed agreement and Deposit, The Ryan Group will send back a signed copy of the agreement for your confirmation.

## **EXHIBITOR'S RULES AND REGULATIONS**

### **Please Read Carefully And Save For Reference**

Rules and regulations governing the show have been briefly written to advise exhibitors of their rights, restrictions and requirements. Any changes to the rules and regulations must be made in written form prior to the opening of the show.

1. No special signs, partitions, apparatus, shelving, etc., may extend more than 8' above the floor in a booth without the permission of show management. No pins or tacks in drapes, walls posts, etc. are permitted.
2. No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structures or to any part of the building. Exhibitors will be held responsible for damages.
3. All aisles must be kept clear of exhibits, interviews, demonstrations, distribution of literature, etc. must be made inside of the exhibitor's space. No canvassing, solicitation of business or conference in the interest of business, except by exhibiting firms in allowed. All structural work, such as extra shelving, standards, display racks, etc., must meet the approval of show management. All materials used must be fire resistant and, if necessary, tested by the fire department. All flammable materials such as bunting, artificial trees, drapes, etc., must be fire resistant. Crepe paper is absolutely forbidden, even if fire resistant. All cloth over one yard square must be fire resistant by order of the fire department.
4. Subletting of space is prohibited. Two or more firms may not exhibit in a single space unless approved by show management.
5. No food allowed on the show floor.
6. Exhibitor sales of food and beverages for consumption in the building shall not be permitted.
7. Many promotional items may be used in your display area - yardsticks, key chains, pencils, etc., however, no helium balloons or food may be given out.
8. Helium balloons used as decorations on a booth or exhibit must first be approved by show management or they will not be allowed.
9. The show management reserves the right to refuse space which would in any way detract from the dignity or the theme of the show.
10. Any special carpentry, wiring, gas, water or drainage connection shall be installed at the exhibitor's expense, and then only after approval of show management.
11. Exhibitor, at his own expense, must drape back of unsightly structures if exposed to view.
12. All labor necessary in setting-up or removing exhibits must be supplied by the exhibitor.
13. All exhibits must remain intact until the close of the show.
14. The decision of the show management must be accepted as final in any disagreement between exhibitors or in the decision to remove from the show any exhibitor or his representative performing any act or practice, which in the opinion of the management, is objectionable.
15. All matters not covered in these conditions are subject to the decision of show management. All exhibitors are to recognize that the show management is to be held harmless for any act of God, natural occurrence, or abnormality and for all activities within the actual exhibitor's booth and acts performed by exhibitor and/or his representative.
16. Exhibitors causing smoke or offensive odors can be removed by show management.
17. The Show and Building Management will take all reasonable precautions against damage or loss by fire, storm, strikes and other damages, but do not guarantee or insure the exhibitors against loss.
18. Brochures, pamphlets, video, product identification, or other collateral material are limited to only those brands and products not displayed or carried by any other dealer in this event.
19. Failure to comply with these rules will result in the closing down of the booth and forfeiture of any and all funds previously paid to show management by this exhibitor.
20. All rules and regulations are subject to the discretion of show management and any decision by Show Management shall be termed final.
21. Any exhibitor displaying a product or product line that is not listed on the front of the contract will be removed from the show immediately and not allowed a refund of monies paid.
22. All Exhibitors must park in designated parking areas during the show hours.
23. **IMPORTANT** Watchmen will be on duty constantly, but the show management cannot guarantee exhibitors against loss of any nature. Furthermore, each exhibitor must provide a certificate of insurance showing \$100,000 (minimum) liability coverage.

#### **SPECIAL FLOOR GUIDELINES**

Any damage to the floor is the Exhibitor's responsibility. Repairs are costly with a minimum charge of \$350.00+.

No displays can be dragged or rotated on floor surface.

Brick pavers and other abrasive materials must have plywood under the display.

Carpeting required for all heavy displays.

Rubber wheels required on all dollies and carts used for setup and takedown.