

**WASHINGTON WINEGROWERS 2018 TRADE SHOW TERMS AND CONDITIONS**

**Actual Show: Tuesday, February 6 – Wednesday, February 7, 2018**

***Please read the below terms and conditions. After reading, check the box on the registration page that you agree. If you are signing up by phone, we will send you a copy of these terms and conditions. Terms and conditions apply to all exhibitors and sponsors.***

*For questions on these terms and conditions or any Trade Show information (before the Show), email [tradeshow@wawinegrowers.org](mailto:tradeshow@wawinegrowers.org) or call the Washington Winegrowers office at 509-782-8234.*

*For questions regarding Trade Show services (before or after the Trade Show OR onsite), including load-in/load-out, rentals, supplies, shipping, electricity, etc., contact Trade Show Supply House at 360-624-4498 or [tradeshowsupplyhouse@comcast.net](mailto:tradeshowsupplyhouse@comcast.net).*

*For onsite issues only regarding your booth check-in, booth staffing, etc., please see the Trade Show Concierge Desk during open hours or text or call the Concierge at 541-946-3848 (541-WINEVIT). **NOTE: This number will only be answered from Monday, February 5 to Wednesday, February 7.** Please refer to the office by phone or email for any questions not related to onsite issues.*

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**Acceptance of Terms and Conditions:** Payment constitutes acceptance of the following terms and conditions outlined below. Upon acceptance by the Washington Winegrowers Association (referred to hereafter as “Winegrowers”) as provided herein, this agreement shall constitute a binding contract for exhibit space at the Winegrowers Annual Convention and Trade Show.

**Non-Contracted Exhibit Space** Participating exhibitors have the exclusive right to promote or sell goods or services at the show. All other parties who attempt to make sales solicitations will be permanently removed from the show area. Exhibitors are asked to report any infraction to the Winegrowers Trade Show Concierge so action can be taken, or call the Winegrowers Office.

**Sharing Booth Space** Exhibitors are not allowed to share or sublet booth space. Exhibitors that share owners/staff/etc. are required to purchase separate booths. Note: manufacturer representatives do not constitute booth sharing or subletting.

**Security, Liability, and Insurance** Winegrowers shall not be held responsible for the loss of any material by any cause and usage. The exhibitor will exercise normal precautions to discourage loss due to theft or any other causes. Winegrowers will exercise reasonable care for the protection of the exhibitor’s materials and displays. However, the exhibitor expressly releases Winegrowers from any and all claims for such loss, damage, or injury in the absence of negligence. Exhibitors wanting to carry insurance will do so at their own expense. In the event the meeting is canceled, the liability of Winegrowers shall be limited to the money paid by the exhibitor for exhibit booth rental, less all expenses incurred by Winegrowers. Security guards will be on duty at the tradeshow after official show hours. Only persons with proper identification badges shall be allowed in the trade show until the trade show becomes open to the public during the free admission period after lunch each day.

**Restricted Booth Activities** Exhibitors are allowed to demonstrate the company’s equipment regarding the product(s) and/or service(s) in the booth with the exception of equipment that interrupts neighboring exhibitors as a result of the noise level, or any other nuisance. If any vendor complains of a neighboring vendor’s noise or nuisance, immediate action will be taken.

**Alcohol or Food Service** If your product or service necessitates alcohol samples (such as wine or beer), please contact the Winegrowers office by November 1, 2017 to complete a *Request to Serve* form. A state permit is required. Outside food or beverage service is not allowed.

**Unattended Booths** Booths must be attended at all times during open hours. Booths left unattended for more than 60 minutes are considered “abandoned” and may be resold at the discretion of the Washington Winegrowers Association.

**Distribution of Marketing Material and Marketing Related Activities** Circulars or advertising materials of any description may be used or distributed only within the booth assigned to the exhibitor presenting such material. Only literature published or approved by Winegrowers may be distributed at the registration desk, in the registration area, in the meeting rooms, or in the exposition areas. These areas are reserved for sponsors.

**Indemnification** Exhibitor hereby agrees to indemnify, and hold harmless, Winegrowers and the exhibit facility, their managers, officers, directors, sponsors, employees, agents, successors, and assigns from any suit, action, or claim whatsoever, including for personal injury or property damage, lost profits, or for loss of use of property by whomsoever sustained, relating to, or arising out of exhibitor’s participation at the meeting and trade show.

**Terms of Payment** Booth must be paid within 30 days of registration. Winegrowers reserves the right to cancel any unpaid booth reservations at 31 or more days on non-payment after purchase.

**Late Set Up/Early Tear-Down** Setting up a booth late or tearing down early not only disrupts the consistency of the trade show and detracts from neighboring booths, but does not comply with fire marshal rules. For this reason, NO ONE is allowed to set up after 7:30am Tuesday, February 6 or tear down before 4:00 pm Wednesday, February 7. A fine of \$250 for each infraction will be assessed for late set up and/or early tear-down. Failure to pay the fine(s) will result in denial of participation in the following year’s trade show. Heavy equipment (equipment requiring a hand truck or forklift to move in) must be moved in on Monday, February 5, 2018 between 8:00am-5:00pm.

#### **Booth Cancellation Policy**

Exhibitors must contact the Winegrowers by email ([tradeshow@wawinegrowers.org](mailto:tradeshow@wawinegrowers.org)) for all booth cancellation requests. Cancellation requests will not be processed until Winegrowers has confirmed receipt of your request. The date cancellation is processed and confirmed will be the official cancellation date. If an exhibitor cancellation request is processed and confirmed before 11:59 pm on October 31, 2017, the exhibitor will receive a 75% refund of booth fee. After October 31, 2017, there are no refunds regardless of reason for cancellation. For questions regarding this policy, call our office at 509-782-8234. Winegrowers may reassign any booth space not occupied during the show, or for which special arrangements have not been made with approval by Winegrowers staff by 7:30 am Tuesday, February 6, 2018.

Those with a booth as part of their paid sponsorship package will NOT receive a refund.

#### **Inclement Weather**

Purchased booths, sponsor booths, or outdoor spaces, or any expenses related to the Trade Show will not be refunded due to inclement weather during the Trade Show. Exhibitors may purchase insurance policies from an outside company to cover their purchase in case of inclement weather.