



**BRIDAL SHOW  
VENDOR CONTRACT**

**This agreement is made and entered into between Chautauqua Suites Meeting and Expo Center and Vendor. Agreement will be effective upon the final signature of the parties and contracted to provide service from**

**Chautauqua Suites agrees to supply:**

- Lodging Accommodations       Banquet Room/s
- Meeting Space                       Food/Catering
- Booth Space/Presentation
- Other

I, \_\_\_\_\_, agree

Upon signing completed Contract, instructor/exhibitor/entertainer has the right to use space so allotted and agrees to make no claim against Chautauqua Suites Meeting and Expo Center members/employees, for loss/theft/damage/destruction of goods/nor any injury to himself/employees prior/during/subsequent to the period covered by the contract nor for any damage of any nature whatsoever, including any damage to his business by reason of failure to provide space for the exhibit, nor for failure to hold the conference or event as scheduled. Tables rented at the Expos may not be stapled or damaged by using any type of fastener for application of signs, etc.

\_\_\_\_\_

**Vendor's Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Chautauqua Suites Signature**

\_\_\_\_\_

**Date**

## Vendor's Information

Chautauqua Suites, Meeting & Expo  
215 W. Lake Road  
Mayville, New York 14757

Vendor Contract – cont'd Pg. 2 of 4

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Event – Chautauqua Suites Bridal Show

*(if applicable)*

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

Cost to Vendor - \$99.00 per booth - 2 booths - \$175.00

Cancellation Terms: Non-refundable without special arrangements with Chautauqua Suites

*(if applicable)*

Please make check payable to: Chautauqua Regional Properties, LLC

11 S. Erie Street

Mayville, New York 14757

Attn: Rita Meleen

Telephone # (716) 269-2788

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXPO RULES AND REGULATIONS

*Chautauqua Suites, Meeting & Expo Ctr.  
215 W. Lake Rd.  
Mayville, New York 14757*

### 1. WELCOME!

Show officially opens Sunday, Feb. 15, 2009 from 11:00 – 4:00 p.m.  
and closes Sunday, Feb. 15, 2009 at 4:00 p.m.

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### 2. Set-Up & Break-Down

Show set-up begins at Sunday, Feb. 15, 2009 from 7:00 – 10:00 a.m.. All exhibits must be dismantled and removed from the building by Sunday, Feb. 15, 2009 from 4:00- 6:00 p.m.. There is a \$50.00 fine for taking down an exhibit prior to the show's closing on Sunday, Feb. 15, 2009 at 4:00 p.m.

### 3. Door Prize

Vendor to donate a door prize with a \$25.00 minimum value.

### 4. Booth Construction & Rates

Each 8' x 10' booth is equipped with 8' high drape background, and 3' side rail drape divider on each side. (Drape is not furnished along wall exhibits.) In addition: booth carpeting, general trash containers, table, chair, discounted exhibit personnel rooms and guest tickets, air-conditioning/heating/general lighting as provided by the Chautauqua Suites Meeting and Expo Center.

### 5. Terms of Payment and Refund Policy

Balance of payment is due on the day of the show. Cancellations and refund requests must be made in writing. Canceled booths are not refundable

### 6. Use of Space

All demonstrations, interviews, distribution of advertising materials (except for promotional material display available to sponsors only) or other activities must be confined to the limits of your exhibit booth(s), and must pertain to exhibitor and their products and services. No exhibitor shall assign, sublet, or share the whole or part of the space allotted without the knowledge and approval of the management. All booths must be staffed throughout show hours. Exhibitors may NOT move out until designated move-out times. Any exhibitor breaking booth down during show hours must make arrangement with management

### 7. Insurance and Fire Protection

The Chautauqua Suites Meeting and Expo Center will exercise all reasonable care for the protection of exhibitor's materials and displays. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors are charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention, customs and public safety while participating in the show.

### 8. Liability

Upon signing completed Exhibitor Contract, exhibitor has the right to use space so allotted and agrees to make no claim against Chautauqua Suites Meeting and Expo Center /members/employees, for loss/theft/damage/destruction of goods/nor any injury to himself/employees prior/during/subsequent to the period covered by the exhibitor contract nor for any damage of any nature whatsoever, including any damage to his business by reason of failure to provide space for the exhibit, nor for failure to hold the conference as scheduled. Chautauqua Suites Meeting and Expo Center reserves the right to cancel contract with any exhibitor any time prior to or during the show.

### 9. Care of Buildings and Booths

Exhibitors must protect the Chautauqua Suites Meeting and Expo Center's walls, columns and floors from damage. Exhibitors will be held responsible and charged for any damage, or for any clean-up necessitated by paint, grease, oil, abrasives, or excess debris left in the exhibitor's space. All food, etc. must be purchased through Chautauqua Suites Meeting and Expo Center's facility services.

### 10. Sales Tax

All show vendors must have a valid NYS Certificate of Authority to collect sales tax displayed at their booth or selling area. You are a show vendor if you display tangible personal property for sale, or make taxable sales of tangible personal property or services at a show at which more than one vendor displays items for sale or sells tangible personal property or services subject to tax. You can register for your Certificate of Authority online: [www.nys-opal.com](http://www.nys-opal.com) go to online applications, then to Taxation & Finance, Form DFT-726.

- Multiple companies sharing booth space or adjacent to each other are given the maximum discount of their combined booths.
- Combined booths, according to policy above, are to contract with ONE contract, under ONE company name, and are to abide by all policies as ONE exhibitor.
- Raffles: Prizes MUST be awarded by end of show — Announcements should be made by loudspeaker.
- Contracted Complimentary Booths whose personnel does not show will be charged \$100.00

### **EXHIBITOR SECURITY**

Each exhibitor must take responsibility for the security of all items in his/her display. Reasonable effort is made by the Chautauqua Suites Convention Center to guard against theft or damage, but the ultimate burden falls on the exhibitor. Chautauqua Suites does not maintain liability for

DO ship exhibits in sturdy containers but do NOT indicate contents. Your company name, date of your show, and your booth number must be clearly marked on all cartons and crates.

DO NOT leave unpacked display material unattended during set-up or removal hours. Make sure shipping containers are empty before being sent to crate storage during the show.

DO make sure that portable and high-theft-risk items (cameras, calculators, stereos, VCRS etc.) secured to display boards. Personal items should also never be left in an unattended booth.

DO NOT merely "hide" things under a skirted table.