# LITCHFIELD, CT – babf Promotions Exhibitor Contract

Mail Contract and payment to: babf Promotions, PO Box 298, S. Egremont, MA 01258-0298

Participation in this fair is by invitation only and fair managers at their sole discretion, can refuse to admit or invite any exhibitor. Booth space will be awarded on a first come, first served basis. This contract cannot be transferred. No dealer may sublease/share the booth unless previously agreed upon by babf (see 'booth sharing' stipulation below). **THIS IS A ONE DAY FAIR.** Each exhibitor signing this contract must stay until **CLOSING OF THE FAIR TO THE PUBLIC.** Black tablecloths supplied by management will cover all babf supplied tables. No other tables or table coverings will be permitted.

Any/all additional requests should be submitted with this contract. This contract shall not be valid unless signed and accompanied by a 50% deposit. Balance of booth rent must be paid on or before March 10, 2010 or booth will be cancelled. Deposits are not refundable. Cancellations within 10 days of the fair will be charged full fee if the booth cannot be rented to another exhibitor. No cash refunds, future fair credit only. **NO EXCEPTIONS.**

**FAIR LOCATION: The Litchfield Community Center**
**421 Bantam Road (Route 202) Litchfield, Connecticut 06759**

**FAIR HOURS: Saturday, March 27 from 3:30 PM to 8:30 PM**

**SET UP TIMES: Saturday, March 27 from 12:30 AM to 3:30 PM**

**PLEASE FILL IN ALL INFORMATION. PLEASE PRINT.**

Company Name as booth sign should read: _____
Company Street address: _____
City, state zip: _____
E-mail address: _____
Business phone: _____ Website address: _____
Badge names:

| | | | |
|---|---|---|---|
| _____ | | | _____ |
| _____ | | | _____ |

Specialties (list up to eight): _____
Please indicate quantity of free passes: _____ fair cards needed: _____
Please indicate any companies you prefer to be/not be placed near: _____

**Booth Sharing:** If you need to share your booth please call us. Anyone 'sharing' your space must sign a separate application. Any dealer selling his/her own merchandise, or that of anyone's from your booth space that is not on your payroll is a 'sharer'. A dealer is anyone who buys or sells from your booth at anytime. A $100 sharing fee will apply, and is payable in full two months before the fair.

**BOOTHS WILL BE SET UP IN A LINEAR FASHION. SOME U-SHAPE OPTIONS APPLY.**
**ALL FINAL BOOTH SPACE DIMENSIONS ARE CONTIGENT UPON NUMBER OF EXHIBITORS IN RELATION TO NUMBER OF TABLES. babf Promotions WILL MAKE FINAL DECISIONS**

# ORDER FORM

## TABLES/TABLE SPACE

Each ONE (1) TABLE/SPACE ORDER includes: 1 Table/Space, Chairs, Booth Signage, Free Passes/Fair Cards, Name Badges & Use of Porters on a Tip Basis.

| | | |
|---|---|---|
| 1 (6') table/space $ 135 | **More then four tables $50 per table(s)** | |
| 2 (6') tables/spaces $ 235 | | |
| 3 (6') tables/spaces $ 335 | | |
| 4 (6') tables/spaces $ 400 | | |

.

**# of Tables/Table Spaces Needed _____ = $_____**

## BOOTH LOCATION OPTIONS

As with our past productions, a linear set up of tables will be utilized. **Please call/e-mail us with regards to u-shape set-up options/placement**. All tables must remain as initially set-up by babf unless prior arrangements are made with babf. babf Promotions reserves the right to make final layout decisions.

**TABLE ORDER SUBTOTAL from above = $ _____**
**All Foreign Checks add $30 To Cover Bank Fees = $ _____**
**Total [in US Funds] = $_____**
50% DEPOSIT or TOTAL ENCLOSED = $_____

**This contract is between babf Promotions and the undersigned below.**
**The undersigned exhibitor agrees:**

1. To exhibit at the above named fair on the dates and hours specified and, will be set up and ready to sell in professional attire, no later than ½ hour before the fair opens to the public and, will attend to their booth and remain completely set up until the fair closes to the public
2. Only exhibiting dealers under babf contract may shop the fair before it opens to the public.
3. To set up inside booth boundaries without placing chair(s) in the aisles and to have a presentable and safe booth without display from cardboard boxes; not to attach anything in any manner to any building wall; not to add any extra constructed fixture to the booth; understands that babf Promotions reserves the right to order removed from a display, any item considered by babf to be unsafe or in bad taste and to order removed, any item(s) self installed by the undersigned, including decorative or deemed unacceptable/otherwise to babf.
4. To follow load-in and load-out procedures and to abide by all parking regulations imposed by by the fair property and babf; abide by all fair rules to include the understanding that no pets are permitted and that no smoking is permitted in the building.
5. To be responsible for directing/tipping porters who have been assigned to their individual load-in/load-out process and understands that the use of porters is at the undersigned's own risk.
6. To be in possession of a current CT State Sales Tax # Certificate of Authority and, to collect applicable sales tax; to issue receipts for each sale.

7. To hold Bruce Gventer, babf Promotions and The Litchfield Community Center, the fair site, fair sponsors, fair employees, or fair volunteers and their agents and employees, free from all responsibility for any damage, accident or bodily injury, theft, or other loss sustained by the exhibitor, occupants of the exhibitor's booth and/or the exhibitor's agents that may occur in the course of exhibiting at the above named fair and agrees to indemnify, protect, hold harmless, and release from all liability or expenses, whether negligent or other the above mentioned, before, during or after the fair and, that undersigned is responsible for any damage that he/she and their agents and employees may cause to babf and/or to fair property.
8. To accept full risk of potential loss of entry fee should inclement weather and/or other foreseen/unforeseen circumstance force cancellation of, or impair operation of, babf fair.
9. Payment will be made by check, money order, or charge card and if paying by charge card, undersigned must provide security code and credit card mailing address, including zip code.
10. babf reserves the right to refuse exhibition space to anyone.

**Please sign and return a copy of this contract along with a 50% deposit or total payment.**
**Your signature below, accepting the fair conditions is required.**

I, the exhibitor, agree to be bound by and comply with rules/regulations set forth by babf.
Herewith, I have read, understand and accept all of the above.

Print your name: _____

Your signature: _____Today's Date: _____

Your name: _____
Contact name if different from your name: _____
On-site contact Name (in charge of booth) _____
Mailing Address if different from above _____
Email address if different from above: _____
Cell phone: _____ Fax: _____ ____CT Tax ID:_____
Master card number _____ Visa number_____
Expiration date_____ CVV/CVC code (3 or 4 digit code) _____
Credit card billing address (include zip code) _____
Amount of charge approved for submission: _____ Signature for the charge _____
Mail contract & check payable to: babf Promotions, PO Box 298, S. Egremont, MA 01258-0298

**A $30.00 charge will be billed for all returned checks.**

Phone: 413-528-2327 web address www.bookfairs.com e-mail: bgventer@bookfairs.com