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## 2022 Booth Exhibitor Terms and Conditions

1. Entities referred to in this document are defined to mean: Four States Ag Expo (which hereinafter may be referred to as "Ag Expo") includes its directors, management, staff, volunteers, guests and family of these; "Exhibitor" includes contracting individual or business entity, and any staff, personnel, guests, family and volunteers under Exhibitor's direction.
2. 50% booth fee with signed contract holds reservation until February 15, 2022: payment due within 5 business days on phone reservations.
3. Balance due by March 1<sup>st</sup> booth space will be forfeited if balance is not received by deadline.
4. Refunds of money received: For cancellations by Feb 1, 100%; by Feb 15, 50%. No refunds for cancellation after February 15, 2022.
5. Limited booth rentals after show opens; expansion space rental allowed if available.
6. No assignment of the contract will be allowed without written consent by the Ag Expo; subletting or subcontracting of space or privileges is prohibited as is advertising or distributing information for a non-signatory third party.
7. Ag Expo will circulate to Ag Expo's general media list one press release provided by exhibitor. Ag Expo cannot guarantee publication.
8. **Promotional Classroom Time:** Ag Expo offers exhibitor classroom space for one 30-minute informational session per contract; subject matter should relate closely to business being promoted in booth. Space is limited; classroom reservations are awarded on a first-come, first-served basis, assigned by Ag Expo, and not guaranteed. One-half of booth fees must be paid and a brief program title submitted no later than January 15th.
9. Additional deadlines:
  - Exhibitor press release: Received by Ag Expo by January 30
  - Print program exhibitor listing: Reservation deposit received by January 15
  - Website exhibitor listing: Upon deposit until Feb 15; upon full payment after that. *Last date for website listing: March 1st, 2022*
10. *Exhibitors are expected to occupy their booths during all show operating hours: Friday and Saturday 9 am-5 pm, Sunday 9-4pm*
11. **Liability insurance:** Exhibitor agrees to carry for the period of exhibitor's presence at the Four States Ag Expo policies of comprehensive Commercial General Liability Insurance and Contractual Liability Insurance specifically including but not limited to contractual liability, bodily injury, property damage and product liability, in an amount not less than \$1,000,000 Single Limit and not less than \$2,000,000 Aggregate Limit. Exhibitor will furnish certificate of insurance with final payment and without exception before move-in. Please call with any questions.
12. **Indemnification:** Exhibitor shall indemnify, defend, save and hold harmless Ag Expo, its directors, incorporators, officers, employees, volunteers, agents, consultants, and sponsors for any and all actions, causes of action, claims, demands, losses, damages, costs, attorney fees, judgments, liens, indebtedness and liabilities whatsoever in any form or on any basis, arising from or related to, directly or indirectly, the Exhibitor's presence at or participation in the Four States Ag Expo, whether caused by any act or omission of Ag Expo or some other cause, except for injury or damage caused exclusively by willful or wanton conduct of Ag Expo.
13. **Damages:** Exhibitor shall pay Ag Expo for any damages caused to Montezuma County Fairgrounds ("MCF") facilities and to any equipment, furnishings and materials belonging to, rented by, or in the care of Ag Expo. **Exhibitor is responsible for any damages caused while on MCF premises by the operation or parking of vehicles for which Exhibitor is responsible.**
14. Ag Expo assumes no responsibility for any illness, accident, injury or mishap which may befall Exhibitor, Exhibitor's employee or volunteers, or for any damage to or loss of Exhibitor's property or the property of Exhibitor's employees or volunteers. Ag Expo assumes no responsibility for disease outbreak or spread, illness, injury or death of livestock or other animals.
15. Security: The presence of security personnel does not constitute acceptance of any responsibility by the Ag Expo for security of the exhibitor's products but is merely to assist the exhibitors during the show. Ag Expo will NOT provide grounds security after close of show on Sunday.
16. MCF requirements: Exhibitor shall adhere to all requirements of the MCF Master Contract, except that when Ag Expo requirements are more stringent, Ag Expo's shall apply. A copy of MCF contract is posted at [www.FourStatesAgExpo.com](http://www.FourStatesAgExpo.com) and is available upon request.
17. **Montezuma County explicitly always prohibits dogs inside any Fairgrounds building without exception and on the grounds excepting only those participating in specific events. This ordinance is heavily enforced by MCF management. Dogs are not to be left in vehicle in parking lot.**
18. Ag Expo makes no guarantee of sales or visitor volume or type, nor does Ag Expo offer any exhibitor the exclusive rights to sell or display specific merchandise or services.
19. Exhibitor is responsible for group members, booth staff and volunteers adhering to these terms and conditions.
20. Exhibitors are responsible for the behavior of any minors in their care; children should remain under adult supervision. Lost child station at Info booth.
21. **Set up Thursday, March 24 from 8 a.m.—6 p.m. NO CHECK-IN AFTER 6 P.M. Check in at designated location before unloading.**  
Exhibits must be in place by 6 pm Thursday or booth space and fees may be forfeited unless arrangements have been made.
22. Space is limited to area assigned; no set up allowed in un-numbered locations.
23. **Pick up admission and parking passes at Info Booth.** Beginning Friday morning, everyone age 16 and over without an appropriate wristband or pass must pay admission to enter the grounds. This includes exhibitors and their personnel. Exhibitor shall distribute passes or wristbands acquired for others.
25. **After 6 p.m. Thursday, no vehicles will be allowed in the main show area. ONLY livestock vehicles will be allowed grounds access, ONLY to the livestock areas and ONLY before 8:30 a.m. and after the close of show daily. At all other times VEHICLES MUST BE PARKED IN DESIGNATED LOTS. We take safety seriously, and there will be NO exceptions.**
26. No vehicle will have access to vendor parking without a vendor parking pass. Physical space limits the number of vendors parking passes to ONE per booth. Ag Expo does not guarantee space in Vendor Parking lot; overflow vendor parking lot will be in the west parking lot serviced by free shuttle.
27. Licenses / Permits: Exhibitor shall be responsible for obtaining any licenses, permits or approvals required under local or state law applicable to their activity at the Four States Ag Expo. Exhibitor shall be responsible for paying all taxes, license fees or other charges that may become due to any government authority in connection with their activities at the exposition.
28. *The Four States Ag Expo reserves the final and absolute right to deny entry to or require removal without recourse or refund of any person, animal, personal property, sign, printed material or other thing for any reason deemed by the Four States Ag Expo, in its sole discretion, to be in the best interests of the Four States Ag Expo, its visitors and exhibitors.*