

# Four States Ag Expo 2024 Booth Exhibitor Contract



**March 22 and 23, 2024** • Montezuma County Fairgrounds, Cortez CO

**Exhibitor Business Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone during Ag Expo: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of Services/Products: \_\_\_\_\_

**Booths:**

- Each booth includes 2 Multi-day passes, vendor parking pass is available upon request on vendor check-in day, March 21, 2024, at the info booth. Please pick up your packet at the info booth on check-in day. Order additional two-day passes or single-day passes below. Single-day wristbands may also be purchased at the entrance gate or information booth.
- Exhibitor to furnish **certificate of liability insurance** coverage with final payment (see Terms page 2, #11).

Booth size requested: (Booth sizes are approximate.)

10'x10' : \$200.00 \_\_\_\_\_

10'x15' : \$250.00 \_\_\_\_\_

15'x15' : \$300.00 \_\_\_\_\_

15'x30' : \$400.00 \_\_\_\_\_

20'x30' : \$450.00 \_\_\_\_\_

30'x30' : \$550.00 \_\_\_\_\_

Tables: Number needed \_\_\_\_\_ @ \$7/each (You are also welcome to bring your own tables.) Total for tables \$ \_\_\_\_\_

2-day passes: (2 passes are included with each vendor booth.) If you need additional two-day Passes: \$8 each. \$ \_\_\_\_\_

1-day passes: each good for one day of your choice: \$5 each \$ \_\_\_\_\_

Payment enclosed to Four States Ag Expo: Check number \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**\*Balance due by March 1, 2024. Checks, cash, or credit cards accepted.**

**Special Booth Requirements:**

- |  |     |
|--|-----|
| I would like 30 minutes of promotional classroom time (See Terms #8 for details)   | Y N |
| From time to time the Ag Expo has news to share. May we contact you occasionally by email?<br><i>We promise never to share your contact information with anyone else, opt out at any time.</i> | Y N |
| Please send materials to help me promote the Ag Expo to my business contacts and friends.  | Y N |

**This is a two-page agreement.** I agree to all terms and conditions listed on both pages. Please initial the bottom of page 2.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name \_\_\_\_\_

Send signed contract and payment to: **Four States Ag Expo, PO Drawer RR, Cortez, CO 81321.**

For booth availability and more information: **(970) 529-3486** or **fourstatesagexpo@gmail.com**

[www.FourStatesAgExpo.com](http://www.FourStatesAgExpo.com)

# 2024 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. Payment is due within 10 business days on phone reservations, no later than March 1, 2024.
3. Balance due by March 1, 2024. All booth space monies will be forfeited if balance is not received by deadline, or by previous arrangements.
4. Refunds of money received: For cancellations by March 1, 100%; by March 14, 50%. No refunds for cancellation after March 14th, 2024.
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 the 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/pen. Space is limited; classroom reservations are awarded on a first-come, first-served basis, assigned by Ag Expo, and not guaranteed. Booth fees must be paid in full and brief program title submitted no later than March 1, 2024.
9. Additional deadlines:
  - Exhibitor press release: Received by Ag Expo by February 1, 2024.
  - Print program exhibitor listing: Reservation balance received by March 1, 2024.
  - Website exhibitor listing: Upon full payment. Last date for website listing: March 1, 2024.
10. Exhibitors are expected to occupy their booths during all show operating hours: Friday and Saturday, 9 am-5 pm.
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 from 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 Montezuma County Fairgrounds 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 the close of the show on Saturday, March 23.
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 prohibits dogs at all times 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 21, from 8 a.m.—7 p.m. NO CHECK-IN AFTER 7 P.M. Check in at Information booth before unloading. Exhibits must be in place by 7 pm or booth space and fees may be forfeited unless previous arrangements have been made with Ag Expo board member.**
22. Space is limited to booth area assigned; no set up allowed in un-numbered locations.
23. **Pick up packet with passes, etc., at the info booth on set-up day. Beginning Friday morning, anyone entering gate, 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 to their booth personnel prior to Friday, March 22, 2024, or be subject to being charged at the gates.**
24. **After 7 p.m. Thursday, March 21, no vehicles will be allowed in the main fairgrounds area. ONLY livestock vehicles will be allowed grounds access thru the South gate, to the livestock areas and ONLY before 8:30 a.m. and after the close of show daily. At all other times VEHICLES MU STBE PARKED IN DESIGNATED LOTS. We take safety seriously, and there will be NO exceptions.**
25. No vehicle will have access to vendor parking without a lanyard pass or a vendor parking pass. Ag Expo does not guarantee space in Main Pavilion/vendor parking lot; overflow vendor parking will be down below at the main gate parking area; shuttles are available at main gate.
26. 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.

*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.*