

**TERMS OF CONTRACT**  
**Pacific Northwest Section PGA**  
**MERCHANDISE SHOW 2020**

**1. Booth Space**

The Pacific Northwest Section PGA reserves the right to reject any applicant for space and has, at all times, the right to regain the immediate possession of any space by refunding to the applicant or exhibitor the amount he/she has paid for space minus expenses incurred by the PGA Section.

The aisles belong to the show. Neither exhibitors nor advertising material shall protrude into the aisles. Height limits will be in effect. If your booth exceeds 8 feet high, you must obtain approval from the Show Director. The Pacific Northwest Section PGA reserves the right to assign, designate, or change your booth location.

**2. Payment**

Payment for exhibitor's booth space shall accompany the signed Contract for Exhibit Space. All booths must be paid in full by contract deadline, October 5, 2020.

Unpaid balances are subject to a service charge computed at the rate of 1% per month, or higher if allowed by law, and may be charged on all sums due on October 10, 2020. The service charge shall be due and payable on October 10, 2020 and will continue to accrue on the unpaid balance at the rate of 1% per month or the maximum allowable by law, whichever is higher.

**3. Refunds**

In the event that a vendor needs to cancel his/her booth prior to the show, the following refund schedule will be administered. Cancellations: more than thirty (30) days prior to the opening show date – \$100.00 cancellation fee; fourteen (14) days to thirty (30) days prior to the opening show date – 50% of total booth cost refunded; less than fourteen (14) days prior to the opening show date – no refund.

**4. Hours of Operation**

Move in	Monday, October 20	12:00 pm – 7:00 pm
Move in	Tuesday, October 21	6:00 am – 8:45 am
Show	<b>Tuesday, October 21</b>	<b>9:00 am – 5:00 pm</b>
Show	<b>Wednesday, October 22</b>	<b>10:00 am – 2:00 pm</b>

***\*Open for appointments only from 8:00-10:00 am***

Move out      Wednesday, October 22      2:01 pm – 6:00 pm

***NO EXHIBITOR WILL BREAK DOWN OR REMOVE THEIR EXHIBIT UNTIL 2:01 PM ON WEDNESDAY, OCTOBER 21, 2020.***

**5. Security Services**

Exhibitors are urged to insure their exhibits at their own expense. The Pacific Northwest Section PGA will not be responsible for any injury that may occur at exhibits, to any exhibitor's employee, or for the loss of or damage to any material from causes whatsoever, whether in transit, or during the show, regardless of whether the management provides attendants, guards, or night watchmen.

**6. Indemnification/Responsibility Clause**

Exhibitor assumes responsibility and agrees to indemnify and defend the **Pacific Northwest Section PGA** and the **Greater Tacoma Convention and Trade Center** and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the **Pacific Northwest Section PGA** nor the **Greater Tacoma Convention and Trade Center** maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**7. Assignment Prohibited**

Exhibitor shall not assign any portion of its booth space to any individual partnership, corporation, company, firm or entity, without the prior written consent of the Pacific Northwest Section PGA.

Multiple booth discounts are available to affiliated exhibitor/companies and are subject to approval by the Pacific Northwest Section PGA.

The Pacific Northwest Section PGA understands that exhibitors may wish to schedule additional meetings and/or host private receptions over our show dates. You will be expected to pay for the use of any space requested at the Greater Tacoma Convention and Trade Center at published rates.

**8. Important Deadlines**

Early Payment Discount	August 15, 2020
Contract Deadline	October 5, 2020
Directory Ad Artwork due	September 10, 2020
Final Directory Information/Updates	September 10, 2020

**9. Pets**

No pets or animals will be permitted inside the Expo Center during move in, show hours, or move out.

**10. Drayage**

Provided by Fern Exposition and Event Services:  
503-228-6800. [www.fernexpo.com](http://www.fernexpo.com)

***I agree to and accept the responsibility to ensure all others associated with my companies and exhibit space will comply with these terms.***

**Company** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_