



# Event Exhibitor Agreement

## Southern California Black Business Expo on Tour 2016-2017

SCBBE Accounts Payable (866) 493-3394 telephone  
 P.O. Box 1313 (951) 842-2723 fax  
 Moreno Valley, CA 92556 www.scbbe.com

Date of Event: \_\_\_\_\_  
 Event Location: \_\_\_\_\_

- Small Business/Non-Profit - \$500 (per table)\* \_\_\_\_\_ # of Tables  
 Public Safety - \$595 (per table) \_\_\_\_\_ # of Tables  
 Corporate/Educational - \$649 (per table) \_\_\_\_\_ # of Tables

### Exhibitor Registration

### Exhibitor Business or Organization

### Terms and Conditions

(see reverse side for extensive Terms & Conditions)

### Exhibitor Payments

### SCBBE Agreement

Please Print		Type of Business Exhibiting
The Exhibitor agrees to pay for the above specified table level and number of tables, within 15-days of signing this agreement.		<input type="checkbox"/> Accounting <input type="checkbox"/> Banking <input type="checkbox"/> Beauty <input type="checkbox"/> Childcare <input type="checkbox"/> Communication <input type="checkbox"/> Computer/Technology <input type="checkbox"/> Contractor <input type="checkbox"/> Education <input type="checkbox"/> Fashion <input type="checkbox"/> Finance Services <input type="checkbox"/> Fitness <input type="checkbox"/> Food <input type="checkbox"/> Funeral Pre-Planning <input type="checkbox"/> Garden/Landscaping <input type="checkbox"/> Government <input type="checkbox"/> Health <input type="checkbox"/> Higher Education <input type="checkbox"/> Import/Export <input type="checkbox"/> Insurance <input type="checkbox"/> Interior Design <input type="checkbox"/> Investment <input type="checkbox"/> Legal Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Media & Publishing <input type="checkbox"/> Non-Profit Organization <small>Must attach 501(c)(3) letter</small> <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Professional Services <input type="checkbox"/> Real Estate <input type="checkbox"/> Recruitment <input type="checkbox"/> Religion/Spirituality <input type="checkbox"/> Retail <input type="checkbox"/> Tax Preparation <input type="checkbox"/> Transportation <input type="checkbox"/> Travel <input type="checkbox"/> Other (Specify)
Business/Organization Name		
Name of Authorized Representative(s)	Title	
Name of Authorized Representative	Title	
Representative's Email Address		
Address		
City, State & Zip		
Company Web Address		
Company Email Address	Phone Number	
Representative's Signature	Date	
All applications must be submitted with full payment for table rental(s) 15-days prior to event. All fees are non-negotiable, nonrefundable and will not be prorated. Full refunds will be given only if SCBBE must cancel event.		
<input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Total Fees Due (Level Selected x # of Tables & Additional Fees*): _____		
Please complete the information requested below and return this form with your order. All forms of payment must clear to guarantee your rental.		
Name on Credit Card (as it appears)		
Credit Card or Check/Money Order Number		
Expiration Date	Security Code	
Credit Card Billing Address		
City, State & Zip		
Cardholder's Signature	Date	
SCBBE Representative	Date	
Please fax signed agreement to the SCBBE Accounts Payable		

## Terms & Conditions

As an Exhibitor of the Southern California Black Business Expo on Tour 2015-2016 (herein referred to as "SCBBE"), I agree to these terms and conditions as an integral part of this binding contract.

1. **Advertising:** SCBBE strongly encourages that all participating Exhibitors acknowledge the Expo on their social media and by word of mouth to help ensure ultimate success of the event.
2. **\*Additional Services:** SCBBE will have Breakout Rooms available for an **additional fee of \$150 per 45 minutes** for the convenience of Exhibitors wishing to host a 45 minutes seminar on behalf of their product/service. Please see the separate Breakout Room Rider, complete, sign and provide fees for use no later than 15-days prior to requested Expo dates available. There are 5, 45 minutes blocks available for each Expo date. Reservations are based on 1<sup>st</sup> come, fees paid in full, 1<sup>st</sup> serve.
3. **Contract:** The terms and conditions outlined herein have been established for the mutual benefit and protection of all Exhibitors. Visitors and Show Management may not be modified unless by writing signed by both parties. This Exhibitor contract properly executed by applicant (Exhibitor) shall upon written acceptance and notification of tables assigned by the SCBBE constitute a valid binding contract; whereas the SCBBE reserves the right to accept and reject any applicant.
4. **Exhibit Guidelines:**
  - a. Exhibitor agrees to hold SCBBE and all its employees, contractors and entities harmless and blameless from any liability and from any bodily injury, property damage and all liabilities arising from the operation of the exhibit or products used or sold before, during or after during the show.
  - b. All Exhibitors assume responsibility for compliance with all pertinent ordinances; regulations and codes of duly authorized State and Local governing bodies.
  - c. Exhibitor is required to provide all insurance and/or policy riders to cover all Exhibitors' space content.
  - d. **SCBBE must PRE-approve all food and beverage sampling.** Food sales of any beverage or food is not permitted but free distribution of samples are permitted by requires prior approval of the SCBBE Management. Special arrangements, accommodations, current proof of licensing and insurance must be verified at least 15-days prior to event. *Failure to comply with this request will result in an automatic denial of Exhibitor's ability to participate in the event and fees will not be refunded.*
  - e. Exhibitors may not distribute anything not directly associated with their stated Exhibition or on behalf of another company, product or service.
  - f. **Non-Permissible Items:** Firearms/Knives, Weapons, Tobacco, Alcohol, Flammable/Harmful or Combustible items/products (i.e., Helium filled products/tanks, Gasoline, Propane, Lighter Fluid, Turpentine, Acid, Pesticides, Poisons, etc.) are prohibited for display or sale at the Event. **Exception:** Sexual Items/Materials (Exhibitor will be assigned a designated private area and is required to enclose their table space for mature audience's exposure only).
  - g. No Music or loud audio/visuals will be permitted to emit from Exhibitor space. SCBBE will determine permissible volume day of event.
  - h. All Exhibitors are to be set up and in-place ready for show no later than 45 minutes before event time (10:00a) and shall pack up and clean up at least 1' parameter around their exhibit no later than :45 after the event (4:00p). Exhibitor shall not breakdown display prior to the ending time of the event.
5. **Exhibit Table Assignments:** SCBBE exercises full authority over the assignment of all Exhibitor spaces. SCBBE is a unique show with special assignment of floor space for pre-designated locations. Table assignment main criteria used are categorically and by receipt of payment date.
  - a. **Tables** – Exhibitors will receive table confirmations by email no later than 5-days prior to the event.
    - **\*Number of Industries Represented per Table** – There will be only one (1) industry represented per table. Should Exhibitor need to represent no more than two (2) of their personal business interests, secondary interest may not involve a separate business partner or associate not partnered on the primary business without first receiving approval by SCBBE, complete disclosure of 2<sup>nd</sup> business interest and the partner's/associate's contact information, financial responsibility assumed and completed according to this signed agreement prior to event by primary table procurer and an **additional fee of \$50** to be included with this signed contract.
    - **\*Table Splitting** – Table Splitting or Sharing is not permitted without prior approval by SCBBE, complete disclosure of 2<sup>nd</sup> party's contact information, financial responsibility assumed and completed according to this signed agreement prior to event by primary table procurer and an **additional fee of \$100** to be included with this signed contract. The 2<sup>nd</sup> party's business entity does not have to be in correlation, partnership or association with the primary contracted business entity.
  - b. **Accommodations of Exhibit Space** – Decorating service will furnish the following:
    - 1, 6' Draped Table Cloth
    - 2, Side Chairs
    - 1, Waste Basket
    - Electricity Needed  Yes  No
  - c. **Set Up / Breakdown** – All Exhibits must be set up and ready to present by 9:00am each day of the event. All Exhibits must breakdown, clean up the area around their tables and secure their personal belongings no later than 45 minutes after the end of each daily event.
6. **Modifications:** SCBBE reserves the right to exclude or to require modification of any Exhibitor's display or demonstration that it considers unsuitable to or not in keeping with the purpose of the SCBBE events.
  - a. SCBBE reserves the right to rent space to firms, companies, individuals and organization engaged in similar or competitive business to Exhibitor (unless otherwise contracted with SCBBE).
  - b. SCBBE reserves the right to cancel or reassign any exhibit space where our office has not received full table payment 15-days prior to the event date.
  - c. SCBBE reserves the right to remove anyone displaying unbecoming product or insulting conduct.
7. **Payment:** All fees are due in whole and are non-negotiable, non-refundable and will not be prorated. In the event that the SCBBE needs to cancel the event, for any reason, all funds will be returned within 90-days.
  - a. A \$30 service fee will be charged on all returned checks.
  - b. **Cancelations & Reductions** – If an Exhibitor cancels or reduces the number of their table rentals any time before the event, Exhibitor forfeits any fees.
  - c. **Upsizing** – For an additional fee, Exhibitor may upsize their table rentals no later than 10-days prior to event (see Level & Table Option on reverse).