



Exhibitor Prospectus

The Reno River Festival is excited about the opportunity for your company to showcase its products, participate in product demos and clinics, and be involved in the **4th Annual Reno River Festival (RRF)**.

Reno River Festival Expo/Product Demo:

Expo fees are listed below. Booth/space locations will be assigned on a first to register basis. The venue is set up such that all locations are desirable and have equal visibility and traffic. Should you have an interest in scheduling a live demo of your product, please send a detailed email describing your product and demo to ematejivich@blue3.com

Company Name: _____

Contact Name: _____ Contact Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Contact person responsible for exhibit on-site with contact phone number:

Expo Space Size & Fees:

QTY	SIZE	FEE
_____	10' x 10':	\$750
_____	10' x 20':	\$1500
_____	City of Reno Business License \$15 (see paragraph 14 in the contract for details)	

Water barrels will be provided by the RRF for you to anchor your tent. Tent stakes are not permitted. Booth spaces requiring more room or unusual sizes can be accommodated please contact Management to discuss.

Additional Items:

QTY	ITEM	FEE
_____	10' x 10' Tent	\$200.00
_____	20' x 20' Tent	\$400.00
_____	One (1) 8 foot table and 2 chairs	\$15.00
_____	Additional table	\$15.00
_____	Additional chair	\$2.50
_____	Electricity to your booth	\$25.00

* Tents supplied by RRF have three sides and a top, the sides can be removed.

**2007 Reno River Festival
Exhibitor Contract Page 2**

Space Assignments

Exhibitor spaces will be assigned on a first come first serve basis based on the date we receive payment. There are a limited number of expo spaces so we suggest that you reserve your spot promptly.

Expo Schedule:

Thursday, May 10- LOAD IN/SET UP	1:00 PM – 7:00 PM
Friday, May 11 – Expo Open:	10:00 AM – 7:00 PM (must be set up by 9:00 AM)
Saturday, May 12 – Expo Open:	9:00 AM – 7:00 PM (must be set up by 8:30 AM)
Sunday, May 13 - Expo Open:	9:00 AM – 6:00 PM (must be set up by 8:30 AM)

Exhibitor Vehicles / Loading:

Vehicles will not be permitted to load or unload during expo hours. Driving on the grass in the exhibitor area is strictly prohibited at all times. Those of you who have branded vehicles and who are interested in incorporating them into your display, please call us directly. An exhibitor parking area will be conveniently located within walking distance of expo area.

Payment

Visa _____ MasterCard _____ American Express _____ Check _____

Name (as it appears on card) _____

Credit Card # _____

Expiration date _____ Signature _____

Make checks payable to Reno-Sparks Convention & Visitors Authority.

Payment/Cancellation Policy

Payment in full is required to register as a vender/exhibitor at the Reno River Festival. All cancellation requests must be made in writing. Vendors/exhibitors canceling prior to April 1, 2007 forfeit 25% all booth rental fee. No refunds will be given to those canceling after April 1, 2007.

Please mail or fax this form along with payment to:

Reno River Festival
P.O. Box 837
Reno, NV 89504
Phone (775) 827-7721
Fax (775) 827-7781

All 2007 Participating Companies Must Read and Sign the Following:

1. Payment/Cancellation Policy: Payment in full is required to register as a vender/exhibitor at the Reno River Festival. All cancellation requests must be made in writing. Vendors/exhibitors canceling prior to April 1, 2007 forfeit 25% all booth rental fee. No refunds will be given to those canceling after April 1, 2007.
2. Space Assignments: A booth space consists of one or more 10' x 10' areas. Tents and additional booth furnishings are available at additional costs (see above). Tents that require stakes will not be permitted at the Reno River Festival -- all tenting must utilize water barrels or sand bags. Booth assignments will be made only after payment is received and based on space requirements, products to be exhibited and with consideration of the overall best interest of the event. All booth and exhibit materials must fit within the dimensions of the booth, obstruction of walkways or general views of the event or other exhibiting companies will not be allowed. Any plans for specifically built displays must be submitted to the Reno River Festival/Reno-Sparks Convention & Visitors Authority ("Management") for approval.
3. Exhibit Operation: All booths must be open and staffed during the hours of the show. At the close of the exhibit each day the area will be cleared and no one will be allowed admission to the area. Management reserves the right to restrict exhibit noise level and to suitable methods of operation and display of materials. Exhibitors agree that Management may substitute the actual space assigned to Exhibitor if necessary.
4. Products and Exhibits: No product bearing the Reno River Festival trademark, name, logo, or reference to such may be sold or distributed without written permission from the Reno River Festival/Reno-Sparks Convention & Visitors Authority. Management reserves the right to restrict the sale or display of any item which is deemed objectionable. If, for any reason, an exhibit or its contents are deemed objectionable, the exhibit, product, or item will be subject to removal. Should such an eviction or restriction be enforced, Management shall not be held liable for refunding of rental fees or funds for exhibition rental.
5. Management & Dismantling: Management reserves the right should any rented Exhibitor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, to rent said space to any other Exhibitor or use said space in any other manner, but this clause shall not be construed as affecting the obligation of Exhibitor to pay the full amount specified in this invoice for space rental should Management not resell the space. Exhibitor shall be solely responsible as its own expense, for installing and dismantling its booth. Exhibitor shall repair any such damage caused by such dismantling and return the space in the same condition as received.
6. Fire, Safety, Health & Regulations: Exhibitors agree to comply with local, city and state laws, ordinances and regulations and the regulations of the owner covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices where necessary. Exhibitors shall take necessary fire precautions.

**2007 Reno River Festival
Exhibitor Contract Page 4**

7. Sub-letting of Space: Exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment, or materials for firms other than its own in the exhibit space without written consent from Management.

8. Liability Exclusion: Management will take reasonable precautions to safeguard Exhibitor's property. However, Management will not be liable for loss or damage to the property from theft, fire, accident, or any other cause beyond its control. Exhibitor agrees to indemnify, protect, defend and save and hold harmless the Reno River Festival, Reno-Sparks Convention & Visitors Authority, City of Reno, Blue 3 Productions and Seismic Events, its officers, directors, and organizers, owners, and agents, representatives, or employees of the above from all claims, demands, damage of property or the leased premises arising out of the use of the Exhibitor's leased premises by Exhibitor, or the negligence or willful misconduct of Exhibitor or its agents, employees or invitees or a breach of this contract by Exhibitor or its agents, employees or invitees. The Exhibitor, on signing the Agreement, expressly releases the aforementioned from all claims for loss, damage or injury.

9. Insurance and Liability: The vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to vendor's displays, equipment, and other property brought upon the premise of the festival site. ALL vendors MUST provide a Certificate of Insurance to Management in the amount of \$1,000,000 (one million dollars). The certificate MUST list the Reno-Sparks Convention & Visitors Authority, City of Reno, Reno River Festival, Blue 3 Productions and Seismic Events as "Additionally Insured." Said certificate must be received by Management or exhibitor will not be allowed to participate in the Exhibition.

10. Utilities: Electricity services are available during the Reno River Festival Expo. Exhibitors requiring said services must make prior arrangements directly with Management to authorize the use of generators and other electrical systems and any utilities needed.

11. Inability to Perform: If Management should be prevented from holding the Reno River Festival Expo or if it cannot permit Exhibitor to occupy his space due to circumstances beyond its control, including but not limited to; strike, civil disobedience and acts of God, Management will refund to Exhibitor the amount of rental paid to him, less a proportionate share of exposition expenses, and Management shall have no further obligation of liability to Exhibitor. If Exhibitor shall have made no payment, he nevertheless shall be obligated to pay his share of the expenses.

12. Rules and Regulations: Management shall have full power in the interpretation and enforcement of all rules contained herein to make such further rules and regulations as it shall consider necessary for the proper conduct of the Expo.

13. Alcoholic Beverages, Bottles & Cans: No alcoholic beverages are permitted on the Reno River Festival event grounds unless licensed by Management to sell same. No glass bottles are permitted.

**2007 Reno River Festival
Exhibitor Contract Page 5**

14. Business License: The City of Reno requires that all exhibitors conducting business in Reno obtain a business license. They have simplified the process by offering a one-time, special events business license that costs \$15. If you do not already have a City of Reno business license, the \$15 payment can be added to your booth payment or will be collected on site at the Expo. No exhibitor will be permitted to exhibit without prior arrangements for business license issuance. If you currently have a City of Reno Business License please include a copy of said license with your paperwork.

15. Taxation: The City of Reno requires that any Exhibitor who is selling goods is required to pay the appropriate State Sales Tax. Please know that at the conclusion of the Expo a Reno River Festival representative will collect those payments to go directly to the department of taxation. Should you not leave your payment the State of Nevada will be in contact with you as Management must supply the State with a complete listing of participating Exhibitors.

By completing this contract we agree to exhibit our products/services at the 2007 Reno River Festival Expo and to abide by the rules, regulations and conditions governing the Expo as stated above.

Exhibition Company: _____

Authorized Applicant Signature: _____

Print Name: _____

Title: _____ **Date:** _____

For Official Use Only:

Booth # _____

Payment Received: _____

Insurance Certificate Received: _____

Business License: _____