

# 2024 Garage Shed & Carport Builder Show Exhibitors' Contract

Presented by the Shield Wall Media LLC and Garage, Shed & Carport Builder Magazine  
January 24-25, 2024 | Knoxville Convention Center, Knoxville, TN

## COMPANY INFORMATION: (will be published in the printed show guide.)

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Website Address: \_\_\_\_\_

## SHOW CONTACT INFORMATION: (confidential. Will not be published or distributed)

Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

## INVOICE/ACCOUNTING CONTACT INFORMATION (if different from show contact information):

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

## ADVERTISING/MARKETING CONTACT INFORMATION (if different from show contact information):

Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Booths measure 10' x 10'. The price includes a booth with 8'-tall back wall and 3'-tall side wall drape, a back wall sign with your company name, and a comprehensive listing in the show guide. Each 10' x 10' booth space entitles you to four expo hall passes for your company representatives, per 10' x 10' booth. Exhibitors also receive four Exhibit Hall passes and one Educational Track pass per 10' x 10' booth.

## Desired Booth Space (list top three choices)

Booth Numbers: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_  
Total number of 10'X10' booths: \_\_\_\_\_

**Booth Rate:** 10'X10' = \$1,250    10'X20' = \$2,500    10'X30' = \$3,500    20'x20' = \$4,250  
Additional area in excess 400 square feet is \$750 per 100 square feet

## Payment:

## Make Checks Payable to:

Booth Total: \$ \_\_\_\_\_ Shield Wall Media LLC  
Deposit (50% due at signing) \$ \_\_\_\_\_ PO Box 255  
Balance (due by 11/15/2023) \$ \_\_\_\_\_ Iola, WI 54945

I have received and read this agreement, and I agree to its terms.

I have read and agree to the insurance requirement set forth in Number 10 of the Terms and Conditions of this contract.

## Signature:

## Date:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Printed Name:

## Title:

\_\_\_\_\_

## 2024 Garage, Carport & Shed Builders Show Terms and Conditions

- EXHIBIT HOURS** - Exhibit hours are tentatively as follows: Wednesday, January 24, 12:30–5:30 pm; Thursday, January 25, 8:30 am–12:30 pm. Shield Wall Media reserves the right to change exhibit hours at any time. Final details will be provided when assignments of space are confirmed and will be in accordance with conditions at the location and time of the conference.
- DISPLAY** - No exhibit may block or interfere with a neighboring exhibit. No part of any display that exceeds 3 feet in height may be placed in the front one-third of the booth. Back wall standard height permitted for any booth exhibit shall be 8 feet. Side walls of such exhibits may not extend more than 4 feet from the back wall. Exceptions must be submitted to the Show director for approval prior to the Show. End cap booths are not offered.
- EXHIBIT PERSONNEL REGISTRATION** - All exhibitor personnel are required to register. Exhibitors are entitled to four complimentary registrations for each 100 square feet of exhibit space. Exhibitors are not allowed to issue unauthorized complimentary badges to non-exhibitor personnel. If management determines that name badges have been issued improperly, a registration fee of \$200 per person, per day, will be assessed, and/or the person will be asked to leave the conference.
- RESERVATION PROCEDURES** - Requests for exhibit space will be handled on a first-come, first-serve basis, determined by date of contract acceptance and dates of payment. For the reservation to be deemed valid, the 50% deposit must be received within 15 days.
- BOOTH RENTAL PAYMENT** - A 50% deposit for booth space is required to reserve space. The remaining 50% payment for booth space must be paid on or before November 15, 2023. If the balance is not received by November 15, 2023 the deposit is forfeit and SHIELD WALL Media reserves the right to release the booth.
- EXHIBIT Set Up** – Setup begins at 12:00 PM Tuesday, January 23, 2024. All booths must be completely set up in the exhibit hall by 11:30 am on Wednesday, January 24. Dismantling may begin only after the close of the exhibit hall on Thursday, January 25. All exhibits must be removed from the exhibit hall by 5 pm on Thursday, January 25. If no progress has been made on exhibit teardown or no arrangements were made with Show management prior to 5 pm, January 25 the exhibit will be removed by the Show decorator at the exhibitor's expense. Special terms will be provided to exhibitors for making direct arrangements with the decorator for electricity, furnishings, maintenance, and other related services.
- BOOTH FURNISHINGS** - Booth furnishings and other service—i.e., tables, accessories, drapes, carpeting, labor to erect and dismantle exhibits, special signs, flowers, cleaning service, electrical power, water, drainage or gas— may be obtained from the official provider for the Show. Approximately 8 weeks in advance of the event, all exhibitors will receive a "Services Manual" with decorating order forms, rates, and instructions. Each exhibitor will be provided one display identification sign plus back wall and side wall draping. Everything else within the booth is the responsibility of the exhibitor.
- SECURITY** - Management will take precautions to safeguard exhibitor property by means of regular perimeter guard service. Show management will not be liable for damage or loss to exhibitor property through theft, fire, accident, or other causes. Each exhibitor should insure his or her own exhibit and display materials. Management will not assume any liability for any injury that may occur to visitors, exhibitors or their agents, employees or others at any time, including setup and dismantling.
- HOLD HARMLESS** - The exhibitor hereby agrees to indemnify and save harmless the Garage, Carport & Shed Builders Show, SHIELD WALL Media, Knoxville Convention Center, the City of Knoxville and all managers, officers, sponsors, employees, agents, successors, and assigns from any suit or claim for personal injury, for property damage, or for loss or use of property by whomsoever sustained on or about exhibitor's participation in the Show.
- INSURANCE** - The exhibitor shall carry comprehensive commercial general liability coverage, including premises, operations, and contractual liability coverage of at least \$1,000,000 for personal and/or bodily injury or death and workers' compensation insurance that complies with all state and federal requirements and in the statutory required limits. Shield Wall Media, The Garage, Carport & Shed Builders Show and Knoxville Convention Center will be named as additional insureds. Show management requires each exhibitor to provide a Certificate of Insurance.
- SUBLEASING** - Subleasing a booth or permitting any other individual or company to display, market, or sell its products within a contracted booth is strictly forbidden. Sharing a booth with a company is expressly prohibited. The distribution or display of samples, literature, or other materials for a non-exhibiting entity without a show contract is expressly prohibited. Any nonexhibiting company or individual subleasing booth space or selling its products in an exhibitor's booth will be removed from the trade show floor and will not be permitted to reenter the trade show for the remainder.
- CLEANING** - Show management will sweep and maintain aisles. Exhibitors must, at own expense, keep their spaces clean, rugs vacuumed, products dusted and exhibits in good order.
- HOSPITALITY** - The Garage, Carport & Shed Builder Show reserves the right to control all suites and meeting rooms in contracted conference hotels. Controls have been set up with the hotel property to receive approval for room usage prior to confirming release of requested space. No exhibitor shall hold any meeting or event that conflicts with Show exhibit, program or announced evening sessions without prior written approval.
- QUIET ENJOYMENT** - Booth activities or materials outside of official Show programming that cause attendees to congregate in the aisles are prohibited. The level of sound production devices shall be such as not to be objectionable to other exhibitors. No exhibits are permitted outside the contracted booth space in public areas of the convention center, contracted hotels, or other spaces in the city without expressed permission in writing from Show management.
- CANCELLATION** - Any exhibitors wishing to cancel exhibit space reservations for reasons of their own may do so without penalty up to and including September 15, 2023. A 50% refund of the total amount agreed upon for exhibit space will be granted up to and including October 31, 2023. No refund of exhibit space deposits or other payments will be made after October 31, 2023.
- FORCE MAJUERE** - In the event of a war, terrorism, strike, lock-out, labor dispute, riot or any other cause or agency over which the Show has no control, or should the Show decide that because of any cause it is necessary to cancel, postpone or re-site the Show, or reduce the installation time, show hours, or move-out time, the Show's owners or its managers shall not be liable to indemnify or reimburse the exhibitor for exhibit fees in respect of any damage or loss, direct or indirect, as a result thereof.
- RELOCATION OF EXHIBITS/SHOW FLOOR CONFIGURATION** – Management may change the location of the exhibit spaces, at its sole discretion, in the best interest of the Show.
- AMENDMENTS** - Management shall have the full power in the interpretation and enforcement of all contract terms contained herein, and the power to make such amendments thereto, and such further terms and conditions as shall be considered necessary for proper conduct of the exhibition. All exhibitors will be promptly notified of any changes to these terms.