



Seek 2016 Senior Expo
Vendor Day September 10, 2016
10:00 am – 3:00 pm

REGISTRATION FOR EXHIBIT SPACE

Please print your company name exactly as it should appear on signage.

BILLING INFORMATION:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ PHONE _____

FAX _____ EMAIL _____

_____ PLEASE SEND ALL CORRESPONDENCE TO THE ABOVE ADDRESS

_____ PLEASE SEND BILLING INFORMATION ONLY TO THE ABOVE ADDRESS, AND EVENT
CORRESPONDENCE (Information pertaining to event set-up, etc.) to the address below.

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ PHONE _____

FAX _____ EMAIL _____

EXPO EXHIBIT SPACE CHARGES

EXHIBIT/BOOTH SPACE is \$300.00

Additional options/charges:

_____ Electricity \$25.00

_____ Linen/skirt: \$25.00

_____ Program ad: \$75.00

_____ 6' Table: \$25.00

_____ Total amount due

_____ Check Enclosed
_____ Send Invoice
_____ Credit Card type and number _____
Expiration Date _____ Billing Zip Code _____ 3-Digit Code (on back) _____
Name on Card _____ Amount _____
Signature _____ Date _____

Make check payable to: Pitman Institute for Aging Well/Mill Race Center

Please return completed application of Exhibitor/Promoter Agreement and payment to:
Pitman Institute for Aging Well/Mill Race Center, 900 Lindsey Street, Columbus, IN 47201

Booth assignments will be made in the order that applications and payments are received in accordance with the Sponsorship and Exhibitor information packets.

CANCELLATION:

The total balance is due no later than July 10, 2016. Cancellation deadline is two weeks prior to event for full refund of exhibit space fee. Full amount will be forfeited after this date.

IMPORTANT DATES

AGREEMENT DEADLINE: August 12, 2016

CANCELLATION DEADLINE: August 27, 2016 (no refunds after this date)

BOOTH SET-UP: 7:30 – 9:30 am on Saturday, September 10, 2016

BOOTH TEAR-DOWN: completed by 4:00 pm on Saturday, September 10, 2016

DESCRIPTION OF BOOTH:

Door prize: _____

SCREENING – If you plan to offer any type of screening (health, legal, etc.) please indicate the EXACT name of the screening, as you would like for it to appear in the Senior Expo Guide which will be distributed at the door.

Type of Screening: _____

EXHIBITOR AGREEMENT

WE HEREBY CONTRACT FOR SPONSORSHIP/EXHIBITOR SPACE AND AGREE TO COMPLY WITH THE EXHIBITOR/PROMOTER AGREEMENT

BETWEEN: **Pitman Institute for Aging Well/Mill Race Center and**

COMPANY: _____

BY _____ DATE _____

Authorized Signature

Exhibit Space for Saturday, September 10, 2016:

Space contracted for herein may not be transferred, assigned, sublet, or shared with others without written permission of PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER.

PLEASE NOTE: exhibits must be set-up by 9:30 am on September 10, 2016. If extenuating circumstances make this impossible and permission is received from PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER two weeks prior to the aforementioned Expo, then other arrangements may be made. All exhibitors must be present no later than 8:30 am on the day of the Expo. Space must be occupied and attended during all hours of the 2016 Senior Expo September 10. Exhibits must remain intact until the close of the Senior Expo September 10 at 3:00 p.m. Dismantling must be completed by 4:00 p.m.

Each exhibit space will be provided with and separated by dividing drapes at sides and rear. Eight-foot high draperies will be provided across the back wall of each booth and three-foot high drapes will be used at the sides.

Exhibits shall be installed so they do not extend beyond the leased premises. Upon the request of PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER, exhibitors will be required to purchase sufficient floor space to accommodate their display equipment, tables, etc. to avoid excessive congestion in the aisles or interference with the displays of other exhibitors.

Exhibitors shall maintain their displays in a quiet and orderly manner. Exhibitors that include the operations of musical instruments, audio/video equipment, PA Systems, etc. shall maintain their displays in a manner not to disturb exhibitors in close proximity. Exhibitors must limit the selling/promoting of their product/service to the confines of their booth space, unless previous permission is granted.

Exhibitor is responsible for any damage to building caused by its exhibit, employees or agents. Tape, stickers, nails, tacks, staples, hooks, screws, permanent markings (such as paint and ink), and other objects shall not be inserted or placed on or into facility walls, doors, floors, ceilings, drapes, trees, or posts. Also, littering is not allowed on the premises.

Exhibitor agrees to indemnify PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER and hold same harmless from any and all claims or causes of action that arise out of or are proximately caused by Exhibitor's participation in the Expo, exhibits, employees or agents.

PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER does not guarantee or agree to protect Exhibitor against loss of any kind. Exhibitor recognizes and agrees that in entering this Agreement, it is not relying on or expecting PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER to provide any type of security or protection against loss or damage of any kind and Exhibitor hereby waives any claims or causes of action relating to any such loss or damages. It is understood, in the event Exhibitor fails to comply with any of the terms of the Agreement, PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER reserves the right to terminate this Agreement in which case Exhibitor shall immediately remove from Exhibit hall, at Exhibitor's expense, its exhibit, employees and agents. PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER has the right, but not the obligation, to remove or cause same to be removed at Exhibitor's expense if Exhibitor fails to do so immediately and Exhibitor hereby waives and releases any and all causes of action or claims of any nature arising out of such removal and all payments to PITMAN INSTITUTE FOR AGING

WELL/MILL RACE CENTER previously made by Exhibitor shall be forfeited and retained by PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER.

To insure a variety of services for the event attendees, PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER has the right to limit the number of exhibitors within the same business category.

If for any reason PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER determines to cancel or terminate the 2016 SENIOR EXPO, the exhibitor waives all claims the Exhibitor might have against PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER for damages or expenses consequential or otherwise. Exhibitor also agrees to accept, in complete satisfaction and discharge of all claims against PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER the Exhibitor's pro-rata share of the total amount paid by all Exhibitors less all costs and expenses incurred by PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER in connection with the above mentioned Senior Expo, including a reserve for future claims and expenses in connection herewith.

Senior Expo Guide:

The Exhibitor agrees the charge for promotional space in the Senior Expo Guide reserved in advance has been made in consideration of Exhibitor using and paying for all space reserved. The Exhibitor shall not be relieved from such payment by failure to use such reserved space for any cause whatsoever, including, but not limited to, Expo attendance, or Exhibitors perceived results and benefits from participation at the Expo or purchase of Expo Guide promotional space. It is agreed the space reserved hereunder may be used only by or on behalf of the Exhibitor herein named and the Exhibitor's privileges shall not be used directly or indirectly for the promotion of any business, person or organization other than the Exhibitor.

PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER reserves the right at its absolute discretion, at any time, to cancel any promotional space order or reject any promotional copy.

All restrictions, including without limitation, positioning, separations, facing, editorial adjacencies, or other stipulations are at the sole discretion of PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER.

The Exhibitor agrees if war, an act of God or of a government agency, shortage of paper, production problems, or other circumstances render performance of the Agreement by PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER a hardship or onerous, PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER shall have the right to cancel the Agreement without penalty. The Exhibitor agrees PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER shall not be liable, nor shall this contract be subject to termination, for any loss or damage sustained by the Exhibitor resulting from typographical errors, wrong insertions or omissions in whole or in part. In cases where PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER has caused a typographical or advertisement error or omission, PITMAN INSTITUTE FOR AGING WELL/MILL RACE CENTER'S liability to the Exhibitor shall not exceed the amount charged the Exhibitor for the promotional space.