



Knoxville Kids Fair

Exhibitor Application

Knoxville Expo Center
February 25 - 26, 2017

Company _____ Contact _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Fax _____ Cellular _____

E-Mail _____ Web Site: http:// _____

Are you promoting a service? If yes, what type? _____

Are you selling a product(s)? If so, please list what: _____

Exhibitor Space Options

- | | |
|---|---|
| <input type="checkbox"/> 10'x10' Booth Space Only =\$200
<input type="checkbox"/> 10'x20' Booth Space Only =\$350
<input type="checkbox"/> Non-Profit 10x10 Space Only =\$75
<input type="checkbox"/> CORNER BOOTH- LIMITED= \$50 | <input type="checkbox"/> 10'x10' Furnished Booth (Skirted Table, 2 Chairs)=\$225
<input type="checkbox"/> 10'x20' Furnished Booth (2 Skirted Tables, 4 Chairs)=\$400
<input type="checkbox"/> Non-Profit Furnished Booth (Skirted Table, 2 Chairs)=\$100
<input type="checkbox"/> Minimal Electric= \$50 (Standard 120V/20AMP)
Special Electric (Please Indicate) _____ |
|---|---|

*****All payments must be paid in full by January 27, 2017*****

Total \$ _____

Kentucky Sales Tax # _____
(If Applicable)

Initial Deposit \$ _____ Date Paid _____

Balance Due \$ _____ Date Paid _____

Payment Information

___ Check or money order # _____ enclosed Amount: \$ _____ (make payable to: Carried Away Productions)

___ Please charge to my ___ Visa ___ Mastercard ___ Discover ___ AMEX

Name of Cardholder _____ Card Number _____

Exp date: ___/___/___ Security Code: _____ Address that the card bill is sent to (if different from above): _____

Amount to charge: \$ _____ ___ Check here if you want us to charge the balance to this card when it is due.

Signature: _____ (Card Holder- must be signed to be accepted)

I have read and, by my signature below, agree to the Terms and Conditions listed on the reverse of this form or following page.

**Signed _____ Title _____ Date _____

**Application must be signed and dated to be accepted.

EXHIBITOR: Please make a copy of this form for your records.

SEND ORIGINAL TO: Carried Away Productions 2950 Breckenridge Ln #4a Louisville, KY 40220

Phone: (502) 744-7000 • Fax: (502) 456-2298

E-Mail: carrie@carriedawayproductions.com • Web: www.knoxvillekidsfair.com



Knoxville Kids Fair

Exhibitor Terms and Conditions

Knoxville Expo Center
February 25 - 26, 2017

PAYMENT: Payments are to be made in accordance with accompanying application. All **returned checks** will be assessed a \$25 charge the first time they are returned and a \$50 charge if returned a second time. If the balance is paid more than one week past the due date a \$15 late charge will be added to the total amount due, unless payment arrangements are made.

EXHIBITOR SPACE: The management team has the right to relocate your space without notice. All items not a part of the display must be kept out of sight during the show. If exhibitor requires electricity for booth it will be at exhibitor's cost. Please indicate electrical needs on the application. Exhibitor will be responsible for all extension cords and power strips. The size of the STANDARD BOOTH space is 10' X 10'. There are a limited number of 10' X 20' spaces available.

BOOTH RESTRICTIONS: NO TAPE of any kind is allowed on the walls or fixtures. THE ONLY TAPE ALLOWED is Gaffers Tape with prior approval from show management or venue for securing cords to the floor only. ATTACHING SIGNS or anything else in any way to trees, posts, walls, seating areas, columns, or any other piece of venue property is strictly prohibited. SPRAY PAINT and BUBBLE MACHINES are strictly prohibited. **If any part of this rule (no tape, attaching signs, spray paint, and bubble machines) is violated, the exhibitor will be billed \$100.00 (one hundred dollars) per square foot for any repairs needed, with a minimum cost of \$150.00 (one hundred fifty dollars).**

*****HELIUM TANKS AND HELIUM FILLED BALLOONS** are NOT allowed in the venue.

Tents and/or canopies are NOT allowed, without prior approval of Carried Away Productions.

OPEN FLAMES are NOT allowed, per fire marshal safety codes. This includes candles, incense, and bunsen burners.

Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

LIABILITY: Exhibitor accepts full liability for any injury or loss to themselves or their property, agents or employees at any time and from any cause while on the show premises. Exhibitor expressly releases Carried Away Productions and Knoxville Expo Center from any and all liability for such loss or injury.

SECURITY: Although security is provided during the show and overnight, neither Carried Away Productions nor Knoxville Expo Center Center is liable for items lost or stolen.

SHOW HOURS: Saturday, February 25 from 9am-8pm and Sunday, February 26th from 9am-5pm. Each booth must be staffed during all show hours. All exhibits must be set up before the show opens Saturday morning and must stay intact during show hours. Show management reserves the right to pull tables out of any booth not set up by 9am on the first day of the show. All booths must stay assembled during all show hours.

MOVE IN/SET UP (Friday, 1pm-6pm & Saturday 8am-9am): No vehicles will be allowed to drive on the show floor during load in. All exhibitors may park in the back loading dock and cart in items.

MOVE OUT: All exhibitors must be out of the building by 9pm on Sunday.

PARKING: There will be designated parking for show exhibitors. Parking in the loading dock is reserved for active loading and unloading only.

FOOD & BEVERAGE: Food and/or beverage sales and service of any kind is prohibited without prior written consent from Carried Away Productions.

CANCELLATIONS: If the show is cancelled by Carried Away Productions for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. If Exhibitor cancels by written notice prior to December 19, 2016 Stewart Promotions will refund half of all deposits and no further damages will be sought. If the Exhibitor cancels in writing after December 19 and prior to January 27, 2016 all deposits shall be retained and no further damages will be sought. In the event that the Exhibitor cancels after January 27, 2016, Exhibitor is responsible for full payment on booth space. In the event that Exhibitor cancels by phone, e-mail, or is in violation of the terms and conditions at any time, cancellation will be invalid and Exhibitor will be responsible for full payment on booth space. Carried Away Productions reserves the right to refuse booth space to any Exhibitor or potential Exhibitor.