



EXHIBIT SPACE CONTRACT

To reserve exhibit space, call 800-800-5600. Complete this form and return with full payment to **West Coast Expos, Inc. (WCEI)**, 195 San Pedro Ave., Suite A, Morgan Hill, CA 95037. **NOTE:** Space confirmation results when payment in full is received in our Morgan Hill office. Payment in full is due within 10 days of reservation. If reservation is made less than 10 days prior to the show, payment is due within 48 hours. If reservation is made less than 5 days prior to the show, payment is due within 24 hours. If payment in full has not been received in our Morgan Hill office within the required time, WCEI reserves the right to cancel the reservation and resell the space. Payments may be made by cash (not recommended), check, money order, or credit card at our Morgan Hill office anytime prior to 48 hours before the day of the show. Payments made less than 48 hours before the date of the show must be made by credit card. All payments received less than 24 hours before the date of the show must be made at the door, and will incur a \$50.00 processing fee. WCEI does not give refunds. Print clearly so confirmation can be mailed to you. **SUB-LEASING:** Sub-leasing by exhibitors for any reason is strictly prohibited. Non-compliance will result in the removal of all offending parties.

Company Name _____ Your Name _____
 Address _____
 City _____ State _____ Zip _____
 Telephone (_____) _____ Fax (_____) _____
 Show Date(s) _____
 Space Number(s) _____

PLEASE RESERVE THESE SPACES FOR ME:

10' x 10' Standard Quantity _____ at \$495.00 each (subtract discount below) = \$ _____
 10' x 10' Corner Quantity _____ at \$545.00 each (subtract discount below) = \$ _____
 \$50 REGISTRATION FEE (waived if full payment received prior to first day of show) = \$ _____
 Full page black & white ad in the Computer Fair Show Program (\$200 per page for non-exhibitors, \$100 for exhibitors) = \$ _____
 SUBTOTAL = \$ _____

DISCOUNTS

A 10% Multiple Booth Discount is allowed for purchase of two or more booths. A 10% Early Payment Discount is allowed for exhibitors returning to the same venue and paying in full by the early payment deadline as defined in the early payment schedule.

LESS MULTIPLE BOOTH DISCOUNT = \$ _____
 LESS EARLY PAYMENT DISCOUNT = \$ _____
TOTAL = \$ _____

On behalf of my company or myself, I hereby reserve the above space(s) for the show date(s)/location listed above, on the day after the previous show at that facility. I understand that the show management reserves the right to relocate exhibit space if necessary to benefit the show. I further acknowledge that the floorplans are diagrammatic and WCEI reserves the right to add and/or move booth spaces as field conditions require. I have a resale permit or have applied for a temporary selling permit at the State Board of Equalization Office. I agree to accept full responsibility for any losses that the above applicant might incur due to this event. The undersigned agrees to hold WCEI harmless for any bodily injury or property damage with respect to liability arising out of the operation of the booth(s) or products sold during the Show. The above payment includes space rental from 7:00AM to 6:00PM on Saturday. I also agree to pay a \$50 per 15 minute overtime charge for any time I stay beyond the hours described. Exhibitor check-in will be at the Show office near the exhibitor loading entrance. Sellers are not permitted to drive through exhibitor loading gate after 9AM on Saturday. If I am not occupying my spaces(s) by 9:00AM, the space(s) may be reassigned. If I, or any of my staff or representatives, begin to tear down my booth, pack my product, or leave my booth prior to 5:00PM on Saturday, I will forfeit my 10% early payment discount for the next show at this venue. I understand that WCEI does not make refunds. **WCEI requires 10 working days notice for Show Cancellation: WCEI expects full payment otherwise.** I agree that my liability for this contract is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay any part or the full amount of these charges. RECEIPTS: I agree to furnish a dated sales receipt, including my full company name, address and phone number, to every customer purchasing product(s) at the the Computer Fair show. I further agree that my full company name and **my REFUND POLICY will be prominently displayed in my booth and on my receipt.** OBJECTIONABLE PERSONS: WCEI reserves the right to eject from the premises any objectionable person; and neither WCEI nor any of its officers, agents or employees shall be liable to exhibitor for any damages that may be sustained by exhibitor through the exercise by WCEI of such right. **WCEI Reserves the Right to Refuse Business to Anyone.**

State Board of Equalization Resale Number: _____
 Make check payable to **West Coast Expos, Inc.** or use credit card:
 VISA MC AMEX DISCOVER ACCT# _____ EXP DATE _____
 Printed name as it appears on card _____ Title _____

REQUIRED: Credit card **billing address** street number only or PO Box number only _____ **billing address** Zip Code _____

Authorized Signature _____ Date _____