

**APPLICATIONS FOR SPACE** should be made directly to Chosen International Camporee (CIC). CIC reserves the right to make rearrangements of floor plans, layouts, etc., and to make relocation of any exhibit. The exhibitor agrees that any such rearrangement or relocations shall not nullify the exhibitor's obligation to pay the contract amount.

## **CONDITIONS**

The following terms and conditions will govern the use and occupancy of the leased space covered hereunder and the exhibitor expressly agrees to be bound by, and comply with such conditions and authorizes CIC to enforce such conditions as follows:

## **IMPORTANT INFORMATION:**

**Is the Vendor selling items that include names or logos owned by the Church? (including the name Seventh-day Adventist, Adventist, the logo, Pathfinders, the Pathfinder logo...)**

- If so, does the Vendor have a license from the General Conference Corporation to use the trademarks? If not, the vendor should be directed to work with the local conference to get a license from the General Conference Corporation (contact Jennifer Woods at [woodsje@gc.adventist.org](mailto:woodsje@gc.adventist.org) for more information).

**PRICE OF SPACE** - See price list on Exhibitor & Retail Sales Contract.

**PAYMENT** - Must be made in full and must accompany the completed signed contract. No partial payments or post-dated checks will be accepted. Payment must include the clean-up deposit. The payment for booth space is non-refundable.

**ELECTRICAL** - Exhibit buildings are supplied with electric (maximum 750 watts). Written request for any increase of said electrical power must be made in writing through the Exhibit coordinator's office, and the increase of said electrical power must be accomplished by April 1, 2019. The exhibitor will pay CIC for all costs incurred in increasing electrical power to an assigned space as well as payment of set usage fee.

**STANDARD BOOTH EQUIPMENT** All standard indoor booths are furnished with an 8-foot backdrop of drapery material and two side dividers 36" high. No other equipment will be furnished.

**PERMITTED DISPLAYS** - Exhibitor may install at their own expense special signs, displays, counters, shelving, and similar items not to exceed 8 feet in height along the rear of the booth and 8 feet in height along no more than 1/4 of the side dividers from the rear of the booth. No material may be hung from the building structure (i.e. no wires from the building to rafters, no signs attached to the walls). Shelving, signs, etc., extending above the side dividers must be approved and have the backside thereof covered to the satisfaction of the Exhibit Coordinator. Noise-makers, flashing signs, disruptive audio, and other attention getting devices are o.k. as long as they do not disturb fellow exhibitors. No generators, air compressors, or other engine or motor driven equipment are allowed to be operated before 8:00 a.m. or after 8:00 p.m. in the outdoor exhibit display areas. Any use of air conditioners in the exhibit hangers is strictly prohibited. Failure to abide by these terms and conditions may result in immediate dismissal from the CI camporee, without refund.

**INSTALLATION OF EXHIBITS** - May begin set up starting at 12:00 p.m. Sunday, August 11, 2019.

**HOURS** - All exhibits shall be open from 9:00 a.m. to 5:00 p.m. August 13 through August 16. Saturday, August 17 the hours will be 1-5 p.m. and must be Sabbath appropriate. Opens again at 10:00 p.m. to 12:30 a.m.

**DISMANTLING OF EXHIBIT** - The official closing of your exhibit may begin after the evening program Saturday, August 17 and must be completed by 12:00 noon Sunday August 18.

**CLEANING OF EXHIBIT AREA** - All aisles will be kept clean by CIC staff. Exhibitors are required to clean their booths at the close of each day. The Exhibitor will be responsible for any additional cleaning as is required and shall keep the space clean and orderly at all times. A cleaning deposit may be assessed, with only partial or no refund by CIC, after inspection at the camporee's end IF NOT CLEAN.

**NO SMOKING** - Smoking is strictly prohibited.

**SHIPPING** - Do not ship anything to Wittman Regional Airport, Oshkosh, Wisconsin.

**NO PETS OR BICYCLES**- animals and bicycles are not allowed on the Camporee grounds.

**VEHICLE ACCESS**- Vehicles may be driven onto sites only during set-up and tear down sessions. Vehicles on site other than these times will be towed at the owner's expense and the cleaning deposit will be forfeited. At all other times all vehicles shall be parked in the assigned parking lot.

**WISCONSIN STATE SALES TAX** - Payment of Wisconsin State Sales Tax on exhibitor transaction, **if you have an existing business**, is the exclusive responsibility of the exhibitor. Exhibitors **MUST** collect & pay sales taxes if gross sales exceed \$1000.00

[www.revenue.wi.gov](http://www.revenue.wi.gov) (business tax online registration) Form BTR-101(sellers permit). For information – 608-266-2776.

**INSURANCE AND LIABILITY**- CIC shall provide reasonable security services. However, CIC shall not be responsible for any damage or injury as may occur to the Exhibitor or to the Exhibitor's agents, employees, or property from any cause whatsoever during the period covered by this agreement and the exhibitor hereby expressly releases CIC from and agrees to indemnify it against any and all claims for such loss, damage, or injury. Without limiting the foregoing, CIC will not be held responsible for the loss of any exhibit or part thereof due to fire or lightning, windstorm or hail, smoke, explosion, riot or civil commotion, vandalism or malicious mischief, theft, burglary, robbery, hold-up, water damage, or any accident involving or damage to goods in transit, or for any injury that may occur to an Exhibitor or an Exhibitor's employee.

Each Exhibitor will provide

Proof of \$1,000,000 liability naming the General Conference Corporation of Seventh-day Adventists, the General Conference of Seventh-day Adventists, the North American Division of the General Conference and the North American Division Corporation of Seventh-day Adventists, Andrews University and EAA.

The certificate of insurance must be from an "A" rated or better insurance company.

**A COPY OF INSURANCE MUST COME WITH APPLICATION!!**