



CUSTOM WORKROOM CONFERENCE & marketplace

Exhibitor Contract

Complete the forms on the next two pages and submit with payment. Remittance of the full amount is due upon our receipt of the contract. Sponsorships and booth assignments are sold on a first-come, first-served basis. Booths will not be assigned until payment has been received. Payment can be made by credit card or by check payable to Custom Workroom Conference, 101 Aurora Lane, Tryon, NC. 28782.

1. See sponsor and booth options on pages 4-9 of the Exhibitor Kit
2. Fill out company information.
3. Read terms and conditions.
4. Select exhibitor options, agree to terms and conditions, and complete application.

Company Name: _____

Contact: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Website: _____

Social media accounts:

Facebook _____ Instagram _____

Description of products or services to be exhibited:

Company representative who will act as the onsite contact:

Name _____ Cell phone # _____

Number of exhibitor badges: _____ (Note: Badges are not individualized and will have company name only)

Do you have any questions or special requests?

Exhibitor Terms and Conditions

All exhibits and exhibitors are subject to the following terms and conditions.

- 1) **Payment:** Full payment of the booth rental fees must accompany the contract to secure your booth.
- 2) **Booth assignment:** Booth assignments are made on a first-come, first-served basis. Exhibitor shall not assign or sublet a portion of the booth space without prior permission from show management.
- 3) **Set-up and tear-down:** Set-up is from 3:00 pm to 8:00 pm on Monday, September 23, 2024, and 7:00 am – 8:30 am on Tuesday morning before the show opens at 9:00 am. Teardown after the show closes from 5:00 pm to 7:30 pm on Tuesday, September 24, 2023. **Exhibitors agree not to start packing or dismantling booth exhibits prior to close of show at 5:00 pm. Any exhibitor who breaks down early will have their company information removed from the CWC website and social media postings and will not be included in post event emails and social media.**
- 4) **Labor:** Exhibitors are responsible for providing or arranging all necessary labor for erecting, dismantling and packing displays. **Hand trucks and carts are not provided.** Please bring your own.
- 5) **Exhibits:** Exhibits must be confined within the perimeter of your booth or designated tabletop area
 - a) Personnel will not work in the aisles, and aisles must not be blocked.
 - b) Displays must not extend beyond the 10' depth of the assigned booth or 8' wide x 6' for tabletop vendors. Displays along the sidewalls must not exceed 5' in height and be attractive from all sides. Backdrops more than 8' tall must be pre-approved. Inappropriate or unattractive backs of visible displays may require covering, removal or relocation.
 - c) Use of helium balloons, spray adhesives, spray paint and hazardous or odor-bearing products are prohibited.
 - d) Use of sound equipment is prohibited. Noisy air compressors are prohibited – ultra quiet compressors only.
 - e) Booth drape is black. Side walls are 3' tall. Back walls are 8' tall.
- 6) **Cancellation:** An administrative fee of \$175.00 per 10' x 10' booth is non-refundable. The balance of the booth fee is refundable provided the cancellation notice is received in writing no later than July 24, 2024. The balance of the booth fee is non-refundable when cancellation (regardless of reason) is received after July 24, 2024.
- 7) **Sales:** Selling is permitted and encouraged in exhibitor booths. Floor selling or soliciting outside your booth is prohibited. Exhibitors who make sales on the show floor **at retail** are individually required to submit sales tax to the State of RI, including filing an "Application for Temporary Retail Sales Permit" and submitting their application and taxes collected to the State.
- 8) **Shipping info:** Shipping and drayage are handled by Capital Convention Contractors, Southboro, MA. Shipping forms will be provided prior to the event.
- 9) **On-site changes: On-site orders for services and furnishings (such as extra tables) are charged at a higher rate and availability is not guaranteed.**

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Exhibitor Selections and Payment Information

Make your selections and complete payment information below.

Exhibitor Selection	Price	Total
Tier I, 10 x 10 booth, Grand Ballroom	1,500.00	
Tier 1, 10 x 20 booth, Grand Ballroom	3,000.00	
Tier 1, 10 x 30 booth, Grand Ballroom	4,500.00	
Tier II, 10 x 10 booth, Grand Foyer	1,200.00	
Tier II, 10 x 20 booth, Grand Foyer	2,400.00	
Tier II, 10 x 30 booth, Grand Foyer	3,600.00	
Tier III, Tabletop, Grand Foyer	800.00	
Platinum Party Sponsor (1)	15,500.00	
Gold Lunch Sponsor (1)	15,000.00	
Silver Welcome Registration Sponsor (1)	6,000.00	
Coffee Break Sponsor (3)	4,000.00	
Full page ad in the CWC Brochure	1,200.00	
½ page ad in the CWC Brochure	600.00	
¼ page ad in the CWC Brochure	300.00	
120v 20-amp outlet	125.00 each	
Additional 6' table*	60.00 each	
	Total Due:	

Payment information:

You will receive an invoice by email for credit card payments. List company email recipient below.

Name _____

Email address _____

Make checks payable to Custom Workroom Conference and mail to:

Custom Workroom Conference, 101 Aurora Lane, Tryon, NC 28782

By signing below, I acknowledge that I have read and agree to the exhibitor terms and conditions on page 13, and that my company and all attending representatives agree to abide by the terms and conditions.

Signature: _____ Date: _____