



# 2018 Exhibitor Agreement & Booth Registration Packet

## BOOTH INFORMATION

**Booth Size:** A standard booth is 10' x 10' and includes: traditional pipe and drape with 8' backdrop and 3' sides, 6' table w/ skirting, 2 chairs, 1 small trash bin, 1 Exhibitor ID sign, 500w 110V Electricity and Wi-Fi internet access. Other rentals are available at an additional cost.

**Multiple booths:** Exhibitors may purchase more than one booth. Please see the multiple booth rates section on page 4 of this document.

**Booth Sharing:** To share a booth space, please fill out the appropriate section of your registration form. An additional charge of \$200 will apply per booth. Payment in full by both parties is required by June 29, 2018 or the space will be forfeited. Both parties must complete and submit an Exhibitor Registration Form and fulfill all insurance requirements.

## CONTACT INFORMATION:

North Coast Wine Industry Expo  
Trade Show & Conference  
155 Foss Creek Circle, Healdsburg, CA 95448  
Phone: Nick Young, 707-433-2557 x100  
Email: [info@wineindustryexpo.com](mailto:info@wineindustryexpo.com)  
Fax: 707-433-2551

## ASSIGNMENT OF SPACE

Booth space will be assigned on a first come, first serve basis.

**NOTE:** All Exhibitors must carry insurance as indicated within this document, but are not required to submit insurance with this contract.

**Official Floor Plan:** The North Coast Wine Industry Expo reserves the right to reassign exhibit space and revise the floor plan as needed, without prior notice.

Please fax your completed Registration Form to 707-433-2551 or Scan and Email to: [info@wineindustryexpo.com](mailto:info@wineindustryexpo.com)

You will be notified via email that we have received your registration form. If you have not received your email confirmation within 1 week, please contact us.

Web:  
[wineindustryexpo.com](http://wineindustryexpo.com)  
[facebook.com/wineindustryexpo](https://facebook.com/wineindustryexpo)  
[twitter.com/winexpo](https://twitter.com/winexpo) #NCWIE @WINexpo

# 2018 Exhibitor Insurance Requirements



1. **GENERAL LIABILITY INSURANCE** *(per the venue: Sonoma County Fairgrounds)*
  - a. Commercial General Liability Insurance on a standard occurrence form, no less broad than ISO form CG 00 01.
  - b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate and Products/Completed Operations Aggregate.
  - c. Exhibitor shall disclose any deductible or self-insured retention in excess of \$25,000 and such deductible or self-insured retention must be approved in advance by County. Exhibitor is responsible for any deductible or self-insured retention.
  - d. Coverage shall be on a standard Occurrence form. Claims-Made or modified, limited or restricted occurrence forms are not acceptable without prior written consent from FAIR.
  - e. The insurance provided to the additional insured's shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by them.
  - f. The policy shall cover inter-insured suits between the additional insured's and the Exhibitors, and shall include a "separation of insured's" or "severability" clause which treats each insured separately.
  - g. **Required Evidence of Coverage:**
    - i. Copy of the additional insured endorsement or policy language granting additional insured status.
    - ii. Certificate of Insurance
2. **STANDARDS FOR INSURANCE COMPANIES**
  - a. Insurers shall have an A.M. Best's rating of at least A:VII.
3. **DOCUMENTATION**
  - a. The Certificate of Insurance must include the following references: "North Coast Wine Industry Expo. December 5th and December 6th, 2018" AND "The Sonoma County Fair and Exposition Inc., Harvest Fair Association of Sonoma County, the County of Sonoma, their officers, agents and employees shall be additional insured for liability arising out of Exhibitor's ongoing operations (ISO endorsement CG 20 26 or equivalent)."
  - b. All required Evidence of Coverage must be submitted prior to the execution of this Agreement, and all forms are required when submitting your booth registration forms.
  - c. Exhibitor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
4. **MATERIAL BREACH**
  - a. If Licensee fails to maintain insurance coverage which is required pursuant to this Agreement, it shall be deemed a material breach of this Booth Registration Agreement.

## **Wine Industry Network & WIN Expo are no longer required to collect insurance documents from Exhibitors.**

WIN Expo Exhibitors who sign this booth contract agree to carry insurance that meets the Sonoma County Fair-ground's requirements as indicated above, and also to hold the event producer, Wine Industry Network & WIN Expo, harmless. It is the Exhibiting Company's sole responsibility to provide coverage for all WIN Expo move-in and move-out dates and the exhibitor is solely responsible for any actions that occur within the purchased "booth space". As a result, exhibitors shall keep an original certificate of insurance coverage available at all times, and may be required to reproduce proper documentation in the event of an occurrence requiring proof of insurance coverage.

# 2018 Exhibitor Agreement



## DATE & LOCATION

Thursday, December 6, 2018

Sonoma County Fairgrounds - Hall of Flowers & Grace Pavilion  
1350 Bennett Valley Road  
Santa Rosa, CA 95404

## CANCELLATION / REFUND POLICY

Exhibitor cancellations must be submitted in writing via email or postmarked to the attention of Nick Young, by the following dates to receive a refund.

July 6, 2018 within 150 days = 75% of payment refunded  
Aug. 6, 2018 within 120 days = 50% of payment refunded  
Sept. 6, 2018 within 90 days = 25% of payment refunded  
Oct. 6, 2018 within 60 days = No Refunds Available

No refunds will be made for cancellations made within 60 days of the Expo. Wine Industry Network & WIN Expo are not responsible for notices that are not received. Submit cancellations in writing to:

[info@wineindustryexpo.com](mailto:info@wineindustryexpo.com) or North Coast Wine Industry Expo, 155 Foss Creek Circle, Healdsburg, CA 95448

## EARLY BREAKDOWN / VACANT BOOTHS

Any exhibiting company that dismantles or vacates their booth space prior to 4:00pm, or any booth space that is not occupied before 8:59am on the day of the show, will forfeit that company's priority status, and will not be allowed to participate in the early registration process the following year. WIN Expo can opt to reassign the booth space at their sole discretion.

## WINE INDUSTRY NETWORK MEMBER - BOOTH DISCOUNT AGREEMENT

Discount Booth Pricing is only available to WIN Members who have annual, active member profiles in "good standing". Member Exhibitors that are not in "good standing" will not be allowed to exhibit without bringing their WIN account to an "Active" status at least 180 days before WIN Expo and must also remain "Active" throughout WIN Expo **or** by paying the difference of non-member "standard" booth fees.

## SHIPPING/RECEIVING:

Wine Industry Network / WIN Expo shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage. Wine Industry Network / WIN Expo shall not be responsible for loss or disappearance of any crated or uncrated materials that are improperly marked and without company identification, or items and materials left in booth or on the premises without prior consent and written agreement.

## ACCEPTANCE OF TERMS AND SIGNATURE

*The undersigned, hereinafter, "Exhibitor", hereby applies to Wine Industry Network, LLC, hereinafter, "WIN", for the use of exhibit space at the 2018 North Coast Wine Industry Expo at the Sonoma County Fairgrounds in Santa Rosa, CA, on December 6th, 2018 and, upon acceptance of this registration form, agrees to pay the fees specified herein and be bound by the terms and conditions set forth in this document, including requirements for Certificate of Liability Insurance and Additional Insured Endorsement.*

Legal Entity Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

# 2018 Exhibitor Registration Form



## PROGRAM GUIDE LISTING (FOR ONLINE EXHIBITOR LIST AND PROGRAM GUIDE)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_  
Company Website: \_\_\_\_\_

## PRIMARY BOOTH CONTACT (FOR BOOTH / BILLING / ETC.)

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## SALES CONTACT (FOR EXPO SALES MATERIALS)

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

PLEASE PROVIDE A SINGLE POINT OF CONTACT FOR EACH, WE WILL NOT ACCEPT INFO@ CONTACT@ OR "GROUP" EMAIL ADDRESSES DUE TO SPAM TRAPS.

## DESCRIBE YOUR COMPANY

Please provide up to 5 keyword tags that describe your company, product or service (i.e. corks, barrels, bottles, design, etc.)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Booth Choices #1: \_\_\_\_\_ Choice #2: \_\_\_\_\_ Choice #3: \_\_\_\_\_ Choice #4: \_\_\_\_\_



## SINGLE BOOTH RATES

- Standard 10' x 10' booth = \$1950
- WIN Member 10' x 10' booth = \$1350
- Send me sponsorship / advertising info.

## MULTIPLE BOOTH RATES

<b>WIN Members</b> Double = \$2700 <b>Premium Booths</b> EndCap(2) = \$2900 Corner(3) = \$4250	<b>Standard</b> Double = \$3900 <b>Premium Booths</b> EndCap(2) = \$4100 Corner(3) = \$6050
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## BOOTHS INCLUDE:

- 500w 110V Electricity
- (1) 6' Table w/ Skirt
- (2) Chairs
- (1) Trash Bin
- (1) Exhibitor ID Sign
- WiFi Internet Access

[See the full list](#)

My total number of booths: \_\_\_\_\_

Sharing a booth (Add \$200) Sharing with? \_\_\_\_\_

List up to 5 of your competitors, by name, that you DO NOT wish to be adjacent to: \_\_\_\_\_

**50% DEPOSIT DUE UPON REGISTRATION · FULL AMOUNT DUE BY 6/29/2018**  
*\*Note: If paying by credit card, the remaining balance will be automatically charged on June 29, 2018*

## PAYMENT INFORMATION

Pay Half Now = \$ \_\_\_\_\_ Pay in Full = \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_ Check Enclosed - Check # \_\_\_\_\_

## CHECKS PAYABLE TO

Wine Industry Network, 155 Foss Creek Circle, Healdsburg, CA 95448

fax: 707-433-2551