

KNIT & CROCHET SHOW • MANCHESTER, NH • CONTRACT & SPACE RESERVATION FORM



**Knit & Crochet Show
CGOA & TKGA Conferences
Radisson Hotel Manchester – The Center of NH
Manchester, NH – July 8 – 10, 2010**

(Sponsored by Crochet Guild of America and The Knitting Guild Association. Owned by Offinger Management Co., Inc. Trademarks and Service Marks are property of Crochet Guild of America, The Knitting Guild Association and Offinger Management Co.)

Fill in boxed areas

PLEASE PRINT. A countersigned copy of this contract confirming your space and a link to the Exhibit Kit will be mailed to you.

Assignments will be made on a first-paid, first-served basis.

1 PLEASE RESERVE FOR US

Spaces:

	#BOOTHS	RATES
CGOA/TKGA Member 10' wide x 10' deep	(ONE)	@ \$ 520= \$ _____
10' wide x 10' deep additional booths	()	@ \$ 480= \$ _____
Non-Member 10' wide x 10' deep	(ONE)	@ \$ 595= \$ _____
10' wide x 10' deep additional booths	()	@ \$ 555= \$ _____
Prime (Corner Booth/Cross Aisle).....	()	@ \$ 50= \$ _____

TOTAL AMOUNT DUE: (U.S. Dollars)..... = \$ _____

Less Deposit Enclosed: (50% of total required with contract) - \$ _____

Balance Due: Any balance must be paid no later than 45 days prior to the Show or space can be reassigned. A 10% additional charge will be added to balance due if not paid in full by May 24, 2010. Payment made within 45 days of Show must be by credit card or cashier's check and there will be a 10% penalty applied to any unpaid balance due. . = \$ _____

Member Fee:
I am an active member. My member number is: _____ CGOA TKGA

CGOA Individual/Designer New Renewing

USA.....@ \$ 35= \$ _____

Canada/Mexico.....@ \$ 42= \$ _____

International (Overseas).....@ \$ 50= \$ _____

CGOA Corporate Retailer (includes listing in *Crochet!* Magazine) New Renewing

Retailer.....@ \$ 100= \$ _____

TKGA Individual/Designer New Renewing

USA.....@ \$ 30= \$ _____

Canada/Mexico.....@ \$ 37= \$ _____

International (overseas).....@ \$ 45= \$ _____

TKGA Retail (includes listing in *Cast On* Magazine) New Renewing

New Retail Member (check only if storefront listing differs from this contract--will send form to you)

USA.....@ \$ 54= \$ _____

Canada/Mexico.....@ \$ 61= \$ _____

International (overseas).....@ \$ 69= \$ _____

Non-Member and I do not wish to join CGOA or TKGA at this time.

TOTAL AMOUNT ENCLOSED WITH CONTRACT (U.S. Dollars):
(50% deposit and Member fee, if any. One check may be written.) = \$ _____

Recd _____ Amt _____ Ck# _____ Ackd _____

FOR OFFICE USE ONLY

Confirmed space _____

Event Code: E11110 Acct #111 Exhibitor # _____

Accepted by Show Management _____ Date _____

Address all Applications and Make Checks Payable to:
Offinger Management Co. • 1100-H Brandywine Blvd • Zanesville OH 43701-7303
Ph: 740.452.4541 • Fax: 740.452.2552 • E-mail: KnitandCrochetShow@Offinger.com

2 THIS CONTRACT IS IN THE NAME OF (to appear in the Show Directory)

Mr. Mrs. Miss Ms.

Your Name _____

Company _____
(Company name may be abbreviated)

Address _____

City, State _____

ZIP + 4 _____

Phone () _____

Toll Free # () _____

Fax () _____

E-mail _____ @ _____

Web _____

(Completing this form serves management notice that you agree to be contacted by mail, phone, fax and/or e-mail.)

3 SPACE CHOICES

I would like the following spaces or as close as possible to them:

- _____
- _____
- _____

I prefer **NOT** to be located near (not guaranteed) _____

I prefer **TO BE** located near (not guaranteed) _____

Location Option: Linear – in-a-row Corner – one booth at end
 Peninsula – both at end Island – four or more booths
 Other _____

Product Information: Description of products/services in 25 words or less.

Space Sign: Sign should read:
Exhibiting Company's Name _____
City, State _____

PLEASE SIGN CONTRACT IN BOX 5

4 PLEASE READ

- The undersigned agrees to abide by the Conditions, Rules and Regulations of the Show as set forth here, enclosed and in the Exhibit Kit issued in advance of the Show. Acceptance of this contract binds us to the payment as set above. Deposits are non-refundable if assignments are made. No refunds within 45 days of the Show's opening date. We understand Management reserves the right to: contact us via any of the means above; demand release of our space for failure of ourselves or our representatives to conform to the rules; reallocate space; offer requested space when available; and reject any and all applications.
- All notices of exhibit space cancellation must be submitted to Management in writing and will be officially dated when received by Management. Cancellations may be accepted at the sole discretion of Management. A \$100 processing fee will apply to all cancellations regardless of cancellation date. Under all circumstances, Management retains the right to sell any space cancelled by exhibitor.
- In the event of cancellation of the show due to fire, strikes, act of God, government regulations, or any cause beyond control, the Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory and Exhibit Fee as possible, after consideration of expenditures and commitments already made. Refunds shall be made solely at the discretion of the Management.
- OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES OR BY A PARTY OR PARTIES OTHER THAN OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES. THE UNDERSIGNED EXHIBITOR HEREBY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER RESULTING FROM THE ACT OR FAILURE TO ACT OF THE UNDERSIGNED EXHIBITOR, HIS AGENTS OR EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.
- Exhibitors will display only merchandise regularly sold by them. **No space may be shared or sublet.** Failure to list and pay fees for any and all displayed merchandise by exhibitors shall be deemed cause for cancellation of space.
- Exhibits must remain open until the closing of the Show. Early packing is prohibited. All sales gimmicks, promotions and giveaways must be approved by the Management. Soliciting of trade must be confined to within your own exhibit booth.
- With my attendance at this event, I realize that I and/or my products may be included in publicity photos. I hereby give my consent to the event's producers to use in future promotional materials any such photos and/or comments.

WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES OR BY A PARTY OR PARTIES OTHER THAN OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES. THE UNDERSIGNED EXHIBITOR HEREBY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER RESULTING FROM THE ACT OR FAILURE TO ACT OF THE UNDERSIGNED EXHIBITOR, HIS AGENTS OR EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.

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5 AUTHORIZATION

CLIENT'S NAME (Please print) _____ CLIENT'S AUTHORIZED SIGNATURE _____ DATE _____

6 METHOD OF PAYMENT (payment due at time of order) All rates in U.S. dollars. All payments in U.S. funds drawn on U.S. bank. \$25 fee charged for return checks.

Checks payable to: **Offinger Management Company** Company Check Cashier's Check/Money Order Debit Card: Credit Card: American Express Discover MasterCard VISA

Credit Card Number _____ Exp _____ 3-digit security code _____ Amt. to be charged \$ _____

Name on Card (Print) _____ Billing Address _____ Signature _____

NOTE: Any remaining balance due on May 24, 2010 will be charged to credit card provided on form.