

1. **Seattle Expo Quinceañera and Weddings LLC.** (SEQW) is scheduled for October 15th, 2023, at the Greater Tacoma Convention and Trade Center. As the exhibitor, you are subject to the corresponding agreement between SEQW and the Greater Tacoma Convention and Trade Center. All parties agree as follows:
2. **Payment:**
  - a. A deposit of 1/4th of the price must be paid to reserve a spot
    - i. The full balance will be due on September 10th, 2023
3. **Booth & Equipment:**
  - a. The SEQW team picks out booth placements. Only sponsors will have the option of booth location.
  - b. The exhibitor acknowledges their booth space is limited to what they wrote down in their application. If both displays show otherwise, SEQW has the right to remove any display that fails to comply with the terms of this agreement.
    - i. If the exhibitor displays business cards or other promotional ways of persons not leasing a booth, there will be a penalty in future participation.
  - c. Equipment:
    - i. Pipe and drape for booths will be provided and set up regardless of booth size.
    - ii. Borrowed Items:
      1. Upon entry, exhibitors will receive a badge, pens, and hole puncher. These items must be returned to the front desk at the end of the show.
4. **Move-In:**
  - a. Moving in on the day of the event, October 15th, 2023, will start at 7:00 AM - 10:00 AM. Exhibitors must ensure they are receiving emails from SEQW for further instructions.
5. **Move-Out:**
  - a. The exhibitor must dismantle their display only after it is announced that the show is over. Do not disassemble before 5:00 PM or it will result in a penalty in future participation.
  - b. Please do not leave garbage behind and return any borrowed items to the front desk.
  - c. SEQW and the Greater Tacoma Convention and Trade Center are not liable for any items left behind or stolen.
6. **Food Distribution:**
  - a. Exhibitors are prohibited from food and beverage sales unless a permit is granted. To serve samples, the exhibitor must obtain any necessary licenses the Greater Tacoma Convention and Trade Center requires.
7. **Raffle Guidelines:**
  - a. Every exhibitor has the option to have a raffle of their own at their booth and/or a separate one to present on stage. The exhibitor is bound to carry out necessary action so long it is reasonable with the raffle winner. The Greater Tacoma Convention and Trade Center and SEQW are not liable for raffle mishaps.
8. **Cancellation:**
  - a. If and when the exhibitor decides to cancel, there will be no refund and will have to pay any remaining balance. A credit may be available if it is done in a reasonable time frame. Refunds are only available if the exhibitor finds a replacement for their booth.
9. **Termination:**
  - a. The exhibitor understands that the Greater Tacoma Convention and Trade Center and SEQW have the right to terminate the remaining obligations of the contract is prevented by force majeure events or by acts of third parties (government orders, pandemic shutdowns, natural disasters, etc.) In the case of termination, SEQW will not be liable for any refund or damages caused.
10. **Agreement Changes:**
  - a. To modify a section of this agreement, all parties understand to outline them in writing and have them signed.

As a Sponsor/Vendor, (COMPANY) acknowledges and understands your rights to this agreement as outlined above. I, (COMPANY), understand that no additional agreements exist beyond those stipulated on this agreement, and agree to abide by the rules and regulations set forth for this event.

Printed Name

Signature

Date