

# 2018 EAU CLAIRE BIG RIG TRUCK SHOW INSIDE EXHIBITOR REGISTRATION FORM

Company Name \_\_\_\_\_ Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
 Date \_\_\_\_\_

Product description of items to be sold or marketed:

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1<sup>st</sup> Choice Booth Number \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_  
 \*Additional Adjacent Booth Numbers \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_

2<sup>nd</sup> Choice Booth Number \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_  
 \*Additional Adjacent Booth Numbers \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_

3<sup>rd</sup> Choice Booth Number \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_  
 \*Additional adjacent booth numbers \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_

**\*Additional adjacent booths must be for same company. Additional 10x10 booths \$225 each.  
 Additional booths must be of equal or smaller size.**

Intent to bring into booth a Vehicle  Description \_\_\_\_\_  
 (Must be pre-approved) Size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Intent to bring into booth a Trailer  Description \_\_\_\_\_  
 (Must be pre-approved) Size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

When ordering your booth space for vehicles and trailers, you must purchase enough space to include your trailer tongue, display canopies, flags, banners, open doors and all display material. Vehicles must be brought and set in your booth on Thursday, August 16<sup>th</sup> prior to 3:00 pm.

Booth Costs	\$ _____
Extra Tables (Not skirted or covered) \$20 ea.	\$ _____
Extra Chairs \$ 5 ea.	\$ _____
Wi-Fi/Device (One device per user) \$25 ea.	\$ _____
Covered Table \$20 ea.	\$ _____
<b>Total</b>	<b>\$ _____</b>

Check Payment Required. Please make payable to Eau Claire Big Rig Truck Show, LLC.

# **2018 EAU CLAIRE BIG RIG TRUCK SHOW, LLC. (ECBRTS) CONTRACT AND EXHIBITOR GUIDELINES**

**Please sign and return the last page.**

## **1. PURCHASE AND USE OF SPACE**

Eau Claire Big Rig Truck Show, LLC. (ECBRTS) reserves the right to decline or prohibit any exhibit, exhibitor, or proposed exhibit, which in the opinion of ECBRTS management, is not suitable to and in keeping with the character of the exhibition. Offensive or derogatory slogans, language, artwork, etc. will not be permitted. Re-assignment of exhibit space by the exhibitor will not be permitted. ECBRTS reserves the right to assign booth space. All vehicles, equipment, and belongings must be kept within the confines of the assigned exhibit space. Exhibitors will be asked to remove any item residing outside of the assigned exhibit area or may be charged for space used in excess of that outlined in said exhibitor's contract. Soliciting outside of contracted exhibit space is not permitted unless given express permission by Terry Biddle or Linda Biddle, show owners.

## **2. PAYMENT FOR EXHIBIT SPACE**

Payment in full is required prior to set up. Any exhibitor who has not paid in full or has not provided a signed contract and certificate of insurance liability (see Section 12) will not be permitted to setup. No refunds will be made after **July 15th** unless agreed upon by Terry Biddle or Linda Biddle, show owners.

## **3. SELECTION OF EXHIBIT SPACE**

Outside exhibit areas will be sold as parcels and priced accordingly. Inside exhibitors will choose from booth spaces in Exhibit Hall A. Once Exhibit Hall A is sold out, an additional inside exhibit hall may be added. Returning exhibitors will be granted the first right of refusal of exhibit space for the following year. After that, exhibitors will select space on a first-come basis. Schematics will be available on our website (ECTruckShow.com). Website schematics override any printed material as changes may be necessary prior to the show. (See schematics and legends for specific pricing on each exhibit location.)

## **4. CERTIFICATE OF INSURANCE:**

Eau Claire Big Rig Truck Show, LLC. will require a one million dollar Certificate of Liability Insurance naming ECBRTS, LLC., its employees, agents, and representatives as additional insured's on the Special Events Policy. This certificate is readily available at no charge from your insurance carrier. This document is required to be submitted for every show. Certificates of Liability Insurance are not valid for multiple years. **Please note: Your Certificate of Liability Insurance must be submitted with the Exhibitor Registration Form and signed Contract. It is each exhibitor's responsibility to remit the necessary documents. Without the Certificate of Liability Insurance the exhibitor will not be allowed to set up and exhibit fees are forfeit.**

## 5. INSTALLATION AND REMOVAL OF EXHIBITS

Set up for all exhibitors begins on Thursday, from 10:00 am to 6:00 pm. Exhibit set up will continue from 10:00 am to 3:00 pm on Friday. **Any inside exhibit vehicle or trailer must be placed inside the exhibit hall on Thursday before 3:00 pm.** All exhibits are to be in place by 3:00 pm on Friday. Dismantling of exhibits will take place from 2:00 pm to 5:00 pm on Sunday. **Exhibitors agree that booths will not be dismantled and that articles on display will not be removed before show close at 2:00 pm on Sunday.** Exhibitors leaving the exhibit area early may not be allowed to attend future shows.

## 6. EXHIBIT DATES AND HOURS (Complete show schedule available at ECTruckShow.com)

- (A) Friday, August 17, 2018, 3:00 pm - 7:00 pm.
- (B) Saturday, August 18, 2018, 10:00 am - 7:00 pm.
- (C) Sunday, August 19, 2018, 10:00 am - 2:00 pm

## 7. SECURITY

Overnight security will be provided on the grounds Friday and Saturday from 11:00 pm until 10:00 am the following morning. Additional grounds security will be present throughout the show.

## 8. EXHIBIT HALL OPEN AND CLOSURE PROCEDURES:

Show staff will usher attendees out of inside exhibit halls at 7:00 pm on Friday and Saturday. Please conclude all business in the hall as quickly as possible so that the building can be secured.

If a brief re-entrance into an exhibit hall is necessary after closure, a staff member will be able to escort you.

On Saturday and Sunday morning, re-enter the exhibit halls anytime after 9:00 am. Show staff will open all access doors to the public at 10:00 am each morning. **Do not attempt to open public access doors** to ensure that every booth is secure until all exhibitors have had time to arrive.

If you need to enter an exhibit hall earlier than 9:00 am, please make arrangements with Linda Biddle for a staff escort. (715-271-2121 - Linda's Cell)

## 9. EQUIPMENT & INTERNET ACCESS

One 6 foot table and 2 folding chairs will be provided with each inside exhibit booth unless otherwise stated. Drapes and skirting may be added for \$20.00 per table. Additional tables (\$20 ea) and chairs (\$5 ea) may also be added. A minimum amount of additional tables and chairs are available to rent the day of the show so please plan ahead accordingly. Exhibitors are responsible for supplying additional table coverings, extension cords, and extra tables and chairs.

All inside booths will receive electricity during show hours.

Electricity is available on many outdoors parcels. Please check the schematic for locations of electrical boxes and fees. Electricity is additional for outside exhibitors and is not included in the parcel price.

Wi-Fi will be offered on an advanced ordered, first-come-first-served, limited bases. The cost its \$25.00 per device (Recommended to be ordered at the time your contract is submitted.) August 1st is the latest date to purchase Wi-Fi access if it is still available. The purchase of an IP address is for one device only. The use of routers, switches/hubs, DHCP, wireless LANS or other applications that allow the sharing of an IP address between multiple devices is PROHIBITED unless approved in writing by show management. Individuals in violation of this policy will be subject to pay \$25 for each unauthorized connection and/or may be subject to disconnection of their service.

## **10. AMPLIFICATION**

The use of microphones, recordings, movies, slides, or other audio-visual equipment is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

## **11. LIABILITY, INSURANCE, AND SECURITY**

ECBRTS, LLC. will not be responsible for any loss, damage, injury, or theft of property that may occur to the exhibitor or to the exhibitor's employees in any cause whatsoever; prior, during, or subsequent to the period covered by the exhibit agreement. The exhibitor, in signing this agreement, expressly releases Eau Claire Big Rig Truck Show, LLC. and the Northern Wisconsin State Fairgrounds from, and agrees to indemnify same against any and all claims for loss, damage, or injury. Each exhibitor must make provisions for the safekeeping of exhibit materials during and after the close of the show. Exhibitors must protect their equipment and goods so that no injury or damage will result to the public or the exhibit area and will be liable for any such damage.

## **12. INJURY, LOSS AND DAMAGE**

Exhibitors must protect equipment and exhibits so that no injury shall result to the public, visitors, guests, employees, or any person or property. Exhibitors agree to protect and keep harmless Eau Claire Big Rig Truck Show, LLC. and Northern Wisconsin State Fairgrounds against claims for damages, suits, cost expenses, and attorney fees by any and all persons which may result on account of injury, loss, or damage sustained upon space occupied by the Exhibitor.

## **13. TO SECURE EXHIBIT SPACE**

Please sign and return the following page along with payment, completed Exhibitor Registration Form, Certificate of Liability Insurance.

I have read the above contract and agree to adhere to the above terms. I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this hold harmless agreement.

Enclosed is my payment of \_\_\_\_\_ Date \_\_\_\_\_

**To secure an exhibit space payment in full must accompany a completed Exhibitor Registration Form, Certificate of Liability Insurance and this signed Contract.**

Choice exhibition locations are assigned on a first-come basis.  
Send contracts and payments early to insure best locations.

**Personal viewing of the exhibit areas can be arranged by appointment.  
Please call: 715-832-6666**

Please make check payable to: **Eau Claire Big Rig Truck Show, LLC**  
**2425 Seymour Rd.**  
**Eau Claire, WI 54703**

Exhibitor's Company Name \_\_\_\_\_

Exhibitor's Printed Name \_\_\_\_\_

Exhibitor's Signature \_\_\_\_\_

Contact Number \_\_\_\_\_

Email of Contact Person \_\_\_\_\_

**\*\*\* PLEASE HAVE YOUR CURRENT INSURANCE CARRIER PROVIDE A  
CERTIFICATE OF LIABILITY INSURANCE. IT MAY BE MAILED TO  
ECBRTS OFFICES AT 2425 SEYMOUR RD. EAU CLAIRE, WI 54703  
or E-MAILED TO LINDA@ECTRUCKSHOW.COM  
THIS DOCUMENT IS REQUIRED TO BE ON FILE PRIOR TO THE SHOW.  
THIS DOCUMENT IS ONLY VALID FOR THE SPECIFIED EVENT AND DOES NOT  
CARRIER OVER FROM YEAR TO YEAR.**