



BOOTH #  
**INTERNAL USE ONLY**

# BOOTH APPLICATION & CONTRACT AGREEMENT

**JANUARY 18-20, 2024 • RENO-SPARKS CONVENTION CENTER**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Products/Services  
to be exhibited:

1 booth \$1,950	Booth Price\$ _____
2 booths \$3,350	50% Deposit: \$ _____ <i>Due with Application</i>
_____ Additional booths (each additional booth is \$1,500)	Balance Due: \$ _____ <i>Due by 9/08/23</i>
Booth number preference - list in order: _____	<b>NOTE:</b> Booths are allocated based on years exhibited, on a first come, first served bases. In the event all of your choices are already occupied, you will be contacted for booth assignment.
CC: _____	Exp Date: _____ VCN Code: _____
<i>Please note: For your convenience the credit card number provided will be charged on or after September 8, 2023 for the remaining balance, unless we are notified otherwise.</i>	
<b>CANCELLATION POLICY:</b> If cancellation notification is received by October 13, 2023 the exhibitor will receive a full refund of amount paid, less a \$50 cancellation fee. If cancellation notification is received between October 14 - November 17, 2023 the exhibitor will receive a 50% refund. No refunds will be issued after November 17, 2023	

The Wild Sheep Foundation provides the following for each 10x10 booth space rented:  
• Pipe & Drape • Company sign and listing in the Convention Program (if fully paid by November 17, 2023) • 2 Exhibitor Registration Packets. Packets include: Name badges, Wednesday Welcome Back Tickets, Thursday, Friday & Saturday Exhibitor Breakfast tickets, entrance into the Exhibit Hall & Seminars.  
• One Complimentary Annual Wild Sheep Foundation Membership to each exhibitor.

Electricity, chairs and tables are not included in the price of the booth. These items can be ordered directly from GES Expo Services at a later date. WSF encourages our exhibitors to attend the evening banquets and other Sheep Show events. Tickets may be purchased at the prices listed on the registration form.

The rules and regulations stated on the reverse of this agreement, as well as any other addenda to these rules, shall be understood to be part of the Booth Application & Contract Agreement, and the exhibitor expressly agrees to accept and abide by all rules and regulations pertaining to the Exhibit Hall.

**IMPORTANT: Be sure to sign this contract indicating your understanding of, and agreement with, the regulations on the reverse side. Booth space will not be confirmed without a signature.**

SIGNATURE

DATE

**RETURN COMPLETED FORM TO:**

412 Pronghorn Trail • Bozeman, MT 59718 • 406.404.8750 • [maiazzi@wildsheepfoundation.org](mailto:maiazzi@wildsheepfoundation.org)

White - WSF • Yellow - Exhibitor

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Exhibit booths are open to commercial firms and corporations who regularly provide products or services related to the education, conservation, research, and recreational activities of the Wild Sheep Foundation. Display space is also assigned to non-commercial state and national organizations of similar purposes.

Installation and any fees associated with the set up of exhibit booth is the responsibility of the Exhibitor. WSF personnel will not assist in any of the set up or dismantling of your exhibit display.

The Wild Sheep Foundation (WSF) reserves the right to make changes in booth assignments through January 17, 2024 to ensure an even flow of attendee traffic or to maintain the character of the show.

Non-Exhibitor solicitation is strictly prohibited.

No exhibitor shall assign, sublet or share the whole or any part of the space assigned. No exhibitor is permitted to show goods or services other than those manufactured or dealt in by him/her in his/ her regular course of business and shall be approved by WSF pursuant to the exhibitor application. Collection of applicable state sales tax is the responsibility of the exhibitor making the sale.

There will be no fund raising activities allowed in any booths without explicit approval from the WSF Management.

WSF Management, the building management, officers, directors or staff members of the same will not be responsible for the safety of property of the exhibitors, their agents or employees from theft, damage by fire, accident or other causes. Exhibitors wishing to insure their goods must do so at their own expense.

Breech-loading firearms displayed must be deactivated by removal of the firing pin or otherwise altered so they may not be fired. No gun powder, live rounds or flammable or inherently hazardous or dangerous items may be displayed.

All decorations must be flame retardant or flame proof. All hangings must clear the floor. Electrical wiring must conform with all National Electrical Code Safety Rules.

Exhibits which include the operation of audio visual equipment must be conducted or arranged so as not to annoy or disturb adjacent exhibitors or their customers.

WSF Management reserves the right to restrict exhibits which, because of noise, method of operation, or for any reason are objectionable in the judgement of the management, and also to limit or prohibit any exhibit or evict any exhibitor who, in the opinion of the management, may detract from the general character of the Exhibit Hall as a whole. In the event of such restrictions or eviction, WSF Management is not liable for any refund or other costs incurred by the exhibitor or required to assign him other space.

No exhibit shall be allowed to extend into the aisle beyond the space assigned. Exhibitor constructed sidewalls more than 4 feet high cannot extend more than 5 feet from the rear of the booth to allow unobstructed view of adjacent booths.

Insurance: A Certificate of Insurance as proof of exhibitor's General Liability Insurance at a minimum of \$1,000,000 and naming Wild Sheep Foundation and convention location as additional insured is required by November 1, 2023.

Exhibitors shall not injure or deface the walls or floors of the building, the booths or the equipment of the booths. If such damage occurs, the exhibitor will be liable.

The exhibitor must comply with all federal, state, county and local fire, police, health or public safety laws, regulations or ordinances, which are, or may be applicable to the exhibit covered by this agreement.

These rules and regulations have been formulated in accordance with public safety rules and in the best interest of the exhibitors, WSF Management and its members and visitors. Exhibitors expressly accept and agree to abide by these regulations; and any and all matters, whether or not specifically covered in the regulations, are subject to the sole discretion and final decision of WSF Management. Exhibitor agrees to abide by the determinations of WSF.

The application for space and the formal notice of assignment by WSF Management and the payment of full rental fees constitute a contract for the right to use the space allotted. In the event of fire, strikes, rioting, civil disorders or other circumstances making it impossible, in the sole discretion of WSF Management, to operate the Exhibit Hall with due regard for the safety and welfare of exhibitors and visitors, this contract shall terminate and Exhibitor hereby waives any claim for damages or compensation, except the pro rata return of the amount paid, after deduction of actual expenses incurred in connection with the convention, and there shall be no further liability on the part of either party hereto.

By signing the contract, the exhibitor agrees to indemnify and save harmless the WSF and subcontractors, their officers, directors, agents, and employees from any and all liability of every nature which may be asserted against them or any of them for any accident, condition, happening or event of any kind whatsoever which may arise from, or may in anyway be related to exhibitors attendance at the sheep show described herein. WSF acknowledges that due to statute, state and federal agencies are exempt from this clause.

Exhibitors must be set up by 6 p.m. on Wednesday, January 17 and can begin tearing down at 5 p.m. on Saturday, January 20 after the show closes. All exhibits must be removed from the hall by Noon on Sunday, January 21.

## Freight Handling

All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under GES jurisdiction.

By signing the front of this application, Exhibitor acknowledges that they have read, understands and will abide by the terms and conditions of this agreement. Exhibitor understands a space is reserved only with full payment and delivery of this contract, and is subject to booth availability.

Both WSF and the exhibitor agree to use their best efforts to resolve any disagreement arising out of, or under the terms of this agreement through discussion and negotiation to their mutual satisfaction. Failing a negotiated resolution between the parties, WSF and the exhibitor agree to participate in voluntary mediation (selecting a mediator by mutual agreement of the parties), before pursuing any litigation to resolve their disagreement. This agreement shall be governed by, construed and enforced in accordance with the laws of the State of Montana and the proper venue for any action brought hereunder or arising herefrom shall be in Gallatin County, Montana. The exhibitor agrees that in no event shall any damages payable by WSF exceed the amount of the booth fee actually paid to WSF and under no circumstances shall the exhibitor be entitled to receive any consequential, incidental, special or punitive damages. The parties agree that the refund remedy set forth above is fair and sufficient, and shall be the only remedy and recourse of the exhibitor hereunder.

This agreement constitutes the entire understanding between WSF and the exhibitor with respect to The Sheep Show and the exhibitor's exhibition thereat. This agreement supersedes and replaces any previous documents, correspondence, conversations, and other written or oral understandings related to this agreement, and this agreement may only be amended or supplemented in a writing signed by WSF and the exhibitor.