



Bringing people, pets, and their communities together

(877) 288-EXPO

# Exhibitor Order Form

## West Coast Pet Expos, Southern California

### November 14th and 15th, 2009

#### Retailers & Services

_____	10 x 10 booth	\$595
_____	10 x 20 booth	\$995
_____	20 x 20 booth	\$1,495

#### Breed Groups

_____	10 x 10 booth	\$295
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#### Booth Upgrades

_____	10 x 10 Corner booth	\$145
_____	10 x 20 Corner booth	\$245
_____	10 x 20/20 x 20 End cap	\$295

#### Adoption and Non-Profits\*

_____	10 x 10 booth	\$95
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\*Limit one booth per organization, 501(c)3 proof required.

Booth includes: pipe and drape, 2 exhibitor passes, id sign, listing in the program guide, and weblink on [www.westcoastpetexpos.com](http://www.westcoastpetexpos.com)

Furniture - Tables, chairs, carpeting, easels, and other furniture items may be ordered directly through Show Ready LLC.

Electrical - Available in 500, 1000 and 2000 watts and can be ordered directly through Convention Electrical Service, Inc.

**Forms are available online at [www.westcoastpetexpos.com/sponsorships.html](http://www.westcoastpetexpos.com/sponsorships.html)**

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

Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Description of Company, Product, or Service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seller's Permit Number \_\_\_\_\_ \*Required for all exhibitors selling merchandise

Will you be bringing animals? \_\_\_\_\_ If so what types: \_\_\_\_\_

Booth Location Request:  Cat Pavilion  Dog Pavilion  Horse Pavilion

#### Insurance Information

California Fair Services Authority (CFSA), is the insurance underwriter for West Coast Pet Expos, LLC, Southern California event. Fairplex requires show management and their exhibitors to carry liability insurance for the aforementioned event. Certificate of Insurance is required from all exhibitors. If you do not have insurance you may be added as an additional insured to the event policy. Requests for insurance through CFSA must be noted on the West Coast Pet Expos Exhibitor Order Form and submitted no later than November 6, 2009.

A fee of \$25 will be charged to exhibitors requesting insurance. This fee covers liability for both Saturday November 14th and Sunday November 15th. Payments should be made to West Coast Pet Expos, LLC.

CFSA Insurance

We will provide our own insurance

# West Coast Pet Expos, LLC Terms and Conditions:

“Show management” for the purposes of this contract shall mean *West Coast Pet Expos, LLC*. Show management is responsible for the sales and coordination of all exhibitor booth space and the overall operations of West Coast Pet Expo, Southern California. Terms and Conditions are subject to change and exhibitors will be notified of any changes.

## USE OF SPACE

- Booth assignments will be based on space requirements, products/services exhibited, date the signed exhibitor order form was received, and consideration of the overall best interest of the expo.
- Exhibitors agree to remain staffed and open during hours of operation; 10am-5pm Saturday and Sunday. Move-in and move-out dates and hours will be released on or before October 1, 2009.
- *West Coast Pet Expos, LLC* will not be responsible for Exhibitor's property during hours of operation. Nor will they be responsible for loss or damage to the exhibitor's property due to theft, fire, natural disaster, accident or any other cause beyond its control.
- Exhibitors shall be responsible, at their own expense, for installing and dismantling all their own materials, including but not limited to displays, retail racks, audio/visual equipment, animal enclosures, and any other items used in the exhibitor booth space. Exhibitors will be liable for damage to the booth and it's furnishings and will be billed following the closing of the expo for any such damage.
- All exhibit equipment and materials must be displayed within the booth and are not permitted in aisle ways.
- There will be no subletting of booth rental space.
- No tents, canopies or roof structures will be allowed on the expo floor of any building. Exception: Boats, vehicles and similar exhibited products may be allowed with prior approval of the Los Angeles County Fire Department and show management.
- If, for any reason, show management deems an exhibit or its contents offensive or inappropriate the exhibit, product or item is subject to removal.
- The exhibitor agrees to comply with local, city and state laws, regulations and ordinances for fire, safety, health and other matters.
- Exhibitors are not permitted to distribute material or to solicit business outside of their booth rental space including isles, parking lots, and Fairplex grounds.
- A reasonable number of animals are permitted in each exhibitor booth. Animals are required to be in an enclosure or secured within the exhibitor booth at all times. Show management reserves the right to refuse aggressive, poisonous, or dangerous animals. A relief station will be provided by show management for your convenience.

## INSURANCE

- Exhibitors shall have and maintain general liability insurance with limits of at least 1 million per occurrence, 2 million per aggregate during the time of the show as well as the move-in and move-out period. *West Coast Pet Expos, LLC* recommends that exhibitors carry workers compensation for employees and independent contractors. Show management requires a Certificate of Insurance to be provided no later than November 6, 2009. If proof of insurance is not provided or purchased by November 6th, show management reserves the right to include exhibitor on CFSA insurance policy at a cost of \$25.

## PAYMENTS

- Show management requires an Exhibitor Order Form, signed Terms and Conditions and a minimum 50% deposit before booth assignments will be confirmed. Final payments must be received no later than October 1, 2009 or exhibitor booth space may be subject to resale and exhibitor will forfeit the right to deposit refund. Checks/money orders should be made payable to *West Coast Pet Expos, LLC* and mailed to 3035 Chicago Ave Riverside CA 92507. There will be a \$45 fee for any returned checks.

## CANCELLATION POLICY

- Show management requires all cancellation requests in writing. Exhibitor cancellation before September 1, 2009 will result in a full refund of payment. Cancellations before October 1, 2009 will result in forfeiture of 50% of the booth rental fee. NO REFUNDS will be issued after October 1, 2009 regardless of when the exhibitor order form was received and processed.

## MISCELLANEOUS RULES AND REGULATIONS

- No food or beverage sales or samples are permitted without the written consent of *West Coast Pet Expos, LLC* and Fairplex in Pomona.
- If *West Coast Pet Expos, LLC*, is prevented from holding the expo or if exhibitor is prevented from occupying their space due to circumstances beyond show managements control, including but not limited to strike, civil disobedience or an act of God, *West Coast Pet Expos, LLC* will have no other obligation to exhibitor.
- I authorize *West Coast Pet Expos, LLC* to photograph our exhibit booth and/or company representatives and agree that electronic and print photographs may be used in *West Coast Pet Expos, LLC* marketing collateral. I understand that my company will not be compensated for the use of photographs.
- *West Coast Pet Expos, LLC* reserves the right to use my company name and logo for purposes of advertising, marketing, publicity, and any other promotions.
- By signing Terms and Conditions and providing phone number, fax number, e-mail address, mailing address and any other contact information, I am authorizing *West Coast Pet Expos, LLC* to send information about upcoming events, programs and services.

Authorization Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



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# Passes & Payments

## West Coast Pet Expos, Southern California

### November 14th and 15th, 2009

#### Exhibitor & Parking Passes

- Booths include 2 Exhibitor Passes, if you require more you can purchase additional pass for \$9.00 each, limit 8 per company.
- 2 Day Parking Passes can also be purchased through West Coast Pet Expos for \$12.00 each.
- All passes will be mailed prior to the event.
- Orders placed after November 1, 2009 can be picked up at Exhibitor Registration on November 13, 2009.

\_\_\_\_\_ Exhibitor Passes x \$9.00/each

**SOLD OUT** Parking Passes x \$12.00/each

**Payment in full is required before exhibitor booth space will be confirmed.**

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

Booth Amount: \$ \_\_\_\_\_ Insurance Amount: \$ \_\_\_\_\_

Exhibitor Passes Amount: \$ \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

\*Please mail Exhibitor Order Form, signed Terms and Conditions and payment to the following address:

**West Coast Pet Expos  
3035 Chicago Ave  
Riverside, CA 92507**

\*Exhibitor Order Form, signed Terms and Conditions and credit card payments may be sent via fax **(951) 848-9395**

Please make checks/money orders payable to **West Coast Pet Expos, LLC**

#### Credit Card Authorization

Name exactly as it appears on card \_\_\_\_\_  VISA  MC  AMEX

Billing address: \_\_\_\_\_ City/St./Zip: \_\_\_\_\_

Card # \_\_\_\_\_ Exp date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

3035 Chicago Ave • Riverside, CA 92507  
(877) 288- EXPO • (951) 683-1208 • (951) 848-9395 fax  
www.westcoastpetexpos.com