

Boomers & Seniors Expo™

September 7, 2019 from 9:00 a.m. to 2:00 p.m.
HealthEast Sports Center, Woodbury, MN

Presented by:



EXHIBITOR REGISTRATION FORM

Exhibitor space not reserved until payment is received along with receipt of signed 4-page Vendor Agreement and MN ST19 form.

Date Rec'd: _____
By: _____ Office use only

This registration form is a binding contract and **must be signed by an officer of the exhibiting company**. Registrations received after August 1st may miss publication deadlines. WOODBURY BOOMERS & SENIORS EXPO™ (WBSE) management reserves the right to deny exhibit applications considered not appropriate for event.

Company Name: _____ Industry/Category: _____
(as you want it to appear in event marketing) (i.e. Assisted Living, Financial Services, Medical Device)

Contact Name: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Company Address: _____ Ste: _____

City: _____ State: _____ Zip: _____

Website: _____ Company Email: _____

Description of booth display/products _____

EXHIBIT BOOTH RESERVATION (set-up times 7:00 a.m. to 8:30 a.m.):

Registration includes 10' x 10' booth, 6' linen covered table, 2 chairs, 5.5" x 17" sign with your company name and registration for 2 staff. Exhibitor Networking Social at 8:00 am.

Booth Reservation Fee: \$400 before August 1st. \$100 late fee after August 1st. No exceptions!

Electricity: \$75 per exhibitor – (additional charges may apply depending on amperage needs. Exhibitor is responsible for providing extension cords suitable for desired use.)

Identify electrical equipment & electrical needs: _____

Sponsorships: Sponsorships provide extra recognition and attention for your organization, products and services. Sponsorships start at \$750 for organization recognition. For more sponsorship information contact John Durham at (651) 231-2191.

Indoor Turf/Carpeting: HSC has an artificial turf floor & heavy materials or carts require HSC Management approval in advance. No motorized carts/dollies! Exhibitor responsible for turf damage.

We will exhibit the following products, materials, and/or services (only products listed may be exhibited & must have WBSE Management approval:

*Approximate product/display weight & special precautions required to protect HSC turf:

PAYMENT: Check Enclosed (Make Payable to Durham Executive Group, Inc.)

Credit Card # _____ Exp: _____

Name on Card: _____ CVV: _____

Authorized Signature: _____ Credit Card Billing Zip Code: _____

**Submit by: Mail: Durham Executive Group, Attn: BSE, 375 Stageline Rd., Ste. 200, Hudson, WI 54016
Email: John@DurhamExecutiveGroup.com**

- I authorize Durham Executive Group, Inc., to process all payments on above credit card.
- I have signed page 4 of this Agreement and completed MN ST19.

Booth Registration Fee \$400:	\$ _____
Additional Booth Space Fee:	\$ _____
Electricity Fee (\$75):	\$ _____
Late Reservation Fee (\$100 after Aug. 1):	\$ _____
Sponsorship Fee:	\$ _____
Bingo (\$85):	\$ _____
TOTAL:	\$ _____

Internet: HSC offers complimentary WIFI but cannot guarantee connectivity. Exhibitor hot spot service suggested.

A 4% processing fee will be applied to all credit card payments.

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WOODBURY BOOMERS & SENIORS EXPO™ (WBSE) VENDOR AGREEMENT

Enforcement of the Vendor Agreement serve to: 1. Protect the integrity of the WBSE 2. Ensure compliance with laws, codes, ordinances, and contract with HealthEast Sports Center (HSC) and City of Woodbury 3. Ensure that all exhibitors are treated consistently 4. The safety and security of all visitors/attendees to HSC and the WBSE. 5. WBSE management and Durham Executive Group, Inc., reserves the right, in its sole and unfettered discretion to determine the eligibility of exhibitors and exhibits for the WBSE.

GENERAL BUILDING POLICIES

Decorations, signs, banners and similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, walls, glass, stone, concrete surface, columns, painted surfaces, decorative walls, or **booth fabric**. HSC or Woodbury Boomers & Seniors event signage and/or graphics may not be obstructed in any manner. No holes may be drilled, bored, or punched in the building. **Contact John Durham (651-231-2191) for sponsorship with prime signage/banner location opportunities.**

All building fire hoses, extinguisher cabinets, electric panels, and exits must be kept visible and accessible at all times.

Glitter, liquids, stickers, popcorn, sand, simulated snow, hazer/fogger machine, chewing gum and sticky candy giveaways, and confetti are prohibited. Pyrotechnics, flammable/combustible gases or liquids, hazardous chemicals/materials, blasting agents and explosive is prohibited. No open flames allowed. Use of flammable compressed gas cylinders is strictly controlled within the facility and prohibited.

Exhibitors are responsible for any and all damages done to HSC property, or equipment by their employees or their exclusive agents or materials during the event, including move-in and move-out. This includes damage to the field house turf. Exhibitor agrees WBSE, Durham Executive Group, Inc., and The City of Woodbury shall not be liable for any damage to HSC caused by an Exhibitor, their employees, contractors, or guests.

Tobacco, firearms, alcoholic beverages, and sexually explicit products may not be brought onto the show exhibit floor or onto HSC grounds, nor may they be advertised, marketed, distributed, displayed, or consumed on the Exposition floor, including smokeless/'vaping' products.

Exhibitor conduct must be respectful to all guests and fellow vendors. WBSE, Durham Executive Group Inc., and The City of Woodbury reserves the right to eject or cause to be ejected from HSC any person or persons creating a discernable risk to the public health or safety for a period of time determined by HSC Management or WBSE Management staff. There will not be foul language used or swearing at any time. Any act or course of conduct, during or in connection with any event, which is reasonably calculated to be offensive to any religious or ethnic group is strictly prohibited.

BOOTH SPECIFIC REGULATIONS

Exhibit space fees must be paid in full to WBSE before an exhibitor will be allowed to set up their booth. 2 people allowed per booth. **All Exhibitors MUST register at event upon arrival prior to transporting materials/supplies to their booth for set-up. Exhibitor Booth set-up times are from 7:00 a.m. until 8:30 a.m. No booth set-up will be allowed after 8:30 a.m. No exceptions!**

Food and beverages are not allowed in the HSC Field House. This includes food and beverage sales, or exhibitor staff refreshments. If there is to be a booth give away that is wrapped, written approval is required in advance by HSC Management or WBSE Show Manager. There is one exception: exhibitors may bring water bottles for their personal use.

Booth decorations and displayed items must fit within the assigned 10x10 floor space of a booth unless an additional booth space is requested. The back wall, including booth decorations and displayed items, may not exceed 8 feet high. Exhibit structures are not permitted to block the sight lines of adjacent booths. Exhibitors may not hang anything from the drapery back-drop as this may damage the fabric. Show management retains the exclusive right to determine type & amount of signage and displays in & around booths.

Aisles and booth floor space should remain clear and free of obstruction. Exhibitors' materials or booth furnishings may not extend into the aisles or into neighboring booths. Exhibitors may not use or display any materials that may pose a tripping hazard. Excess marketing materials and booth supplies must be stowed under tables or off the premises during open hours to attendees.

Exhibitors are prohibited from subleasing exhibit space to another organization.

No exhibitor will be permitted to produce or release odors, make excessive or loud noises, do demonstrations, or play recorded or live music that is overpowering or obnoxious. The WBSE Show Manager shall determine when an odor, noise, music, or behaviors are offensive and may require an exhibitor to cease producing said odor, noise, music, or behavior. Amplified music played within a booth must be preapproved by WBSE Show Manager. Sales techniques and verbal/audio displays should be limited to a normal conversational volume.

Medications or supplements; prescription or over-the-counter, may not be distributed, sampled, or sold at WBSE. Over-the-counter topical products, such as creams, lotions, or cosmetics may be distributed as samples. Exhibitor agrees to assume all risk and liability associated with any such distribution.

No solicitation is allowed outside your rented booth space.

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Please help keep HSC neat. Notify WBSE management if a garbage can needs emptying or you see something that requires attention.

WBSE reserves the right to require exhibitors modify or remove exhibits or staff not in compliance with show rules. Exhibitor agrees to assume all costs associated with compliance, without recourse to WBSE, Durham Executive Group, Inc., or show management, or its agents. Exhibits are subject to on-site inspection. If your exhibit is out of compliance, all costs incurred for corrective actions will be exhibitor's responsibility. Determination of non-compliance is at the sole discretion of WBSE show management and HSC.

EXHIBITOR SET-UP, UNLOADING AND PARKING (Exhibitor set-up times are from 7:00 a.m. to 8:30 a.m. – No Exceptions!)

All Exhibitors must first sign in at the lobby registration table prior to transporting materials/supplies to your booth. HSC does not accept advance freight, overnight deliveries or shipments for exhibitors or contractors. Hand dollies and carts are allowed but only after approval by HSC Management for turf protection. Motorized vehicles are prohibited in HSC (scooters and wheelchairs required for disabled persons are allowed, and vehicles, scooters and wheelchairs displayed by exhibitors as part of their booth are allowed. Extra plywood flooring may be required by HSC management or WBSE Show Manager if exhibitors have heavy materials/supplies. Exhibitors to provide necessary material moving equipment and plywood for floor support. **Exhibitors are liable for damages to the field house indoor turf.**

WBSE runs 9:00 am – 2:00 pm. Exhibitors may move into the exhibit area beginning at 7:00 am until 8:30 am on September 8th, 2018. **No exhibitor unloading, move-in, or set-up will be allowed after 8:30 am. Refunds will not be issued to exhibitors that are not allowed to set up their booth due to late arrival.** After unloading your displays, exhibitors are asked to park in the far end of the HSC parking lot to allow attendees with mobility impediments to use the parking spaces closer to the building. Please inform your booth staff to also park at the far end of the lot when they arrive.

All electrical requests must be indicated and paid for prior to the event. **Only the electric items indicated on page 1 of your Exhibitor Registration Form will be allowed.** You may be asked to remove electric appliances not listed on your application. Extension cords are not provided but if you bring your own, it must be safe and in good condition, and may not be a tripping hazard. **Exhibitors MAY NOT use building electrical outlets for any purpose, including for charging mobile phones.**

MEDIA: PHOTOGRAPHY, VIDEO, SOCIAL MEDIA, MUSIC RIGHTS FEES, & COPYRIGHTS

WBSE management reserves the right to require an exhibitor to cease using live or recorded music if the exhibitor cannot provide documentation onsite showing satisfaction of BMI, SESAC or other copyright or royalty license fees. All BMI, SESAC or other copyright or use fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor. Payment of the fees must be made by the exhibitor directly to the applicable licensing agency and a license may be required before playing/using copyrighted and/or recorded or live music. Exhibitor agrees that it shall be solely responsible for obtaining and payment of licenses that may be required to broadcast, perform or display any copyrighted materials, including, but not limited to music, video and software. Exhibitor indemnifies WBSE, Durham Executive Group Inc., and the City of Woodbury and each of their officers, staff, members, and agents and agrees to defend and pay all claims including attorney fees, costs, and judgments for failure to obtain any necessary licenses.

Personal recording and photography devices (such as smartphones & tablets) are allowed only as paid exhibitors on the exhibit floor. Exhibitors are permitted to record and share their '**own images, products, & booth**' through social networks. Filming on exhibit floor outside of your booth, including wide-shots during Expo hours is not permitted unless written permission has been granted by Durham Executive Group, Inc., and WBSE management. Same rules apply to social media posting and live streaming for companies posting to their official company pages. For those organizations who have received written permission to video outside of their booth on the exhibit floor we strongly encourage you to seek signed release forms from anyone who you film & where you intend to use their image commercially. WBSE management and Durham Executive Group, Inc., reserves the right to video, audiotape, or take photographs of any and all individuals, organizations, and exhibits at the WBSE for training, or for any marketing and advertising purpose.

Filming or recording of WBSE presentations/training events for social media during the event **is not permitted** without written permission from Durham Executive Group, Inc., or from WBSE management. Microphone/speakers and projector/screen for presenters will be provided by WBSE management.

WBSE reserves the right to revoke the credentials of violators and remove the violator from the exhibit hall. Exhibitor agrees to assume all costs associated with compliance. Refunds will not be issued.

BUSINESS LICENSE AND SELLER'S PERMIT

No selling of products or services on-site are allowed at HSC without first obtaining approval from HSC management and Durham Executive Group, Inc. This policy applies only to sales of products/services with transactions conducted on-site during the event. Requests for approval must be accompanied by a Sales Vendor Permit Fee to the City of Woodbury and a copy of your Seller Permit from the MN Dept. of Revenue, or a written statement indicating you qualify for sales tax exemption. Submit your request for approval, Sales Vendor Permit and State of MN Seller Permit to John Durham at John@DurhamExecutiveGroup.com. If you do not have a MN Seller Permit, call MN Dept. of Revenue at (651) 282-5225 to request one. Any injuries to persons or damage to HSC facility or other property as a result of such sales are the responsibility of the exhibitor that sold the product or service. **ABSOLUTELY NO SALES OF FOOD AND BEVERAGES TO BE CONSUMED ON-SITE ARE ALLOWED ON-SITE BY EXHIBITORS.**

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TEAR DOWN AND CLEANING

Exhibitors may not begin to remove their booth or leave their booth until after 2:00 pm. Exhibitors are responsible for removing their exhibit materials and any debris and trash from the exhibit hall immediately upon the close of the attendee show. Any exhibit materials remaining on the floor 1 hour after the close of attendee show are deemed to be abandoned by the exhibitor. Any costs, penalties and fines associated with removal of the materials from the show floor and exhibitor will automatically be billed **\$100, plus tax**. Violators may be denied space in future WBSE shows. Any item/materials left on the show floor 60-minutes after the close of the event will be disposed of without compensation to the owner.

SECURITY

Exhibitors must be mindful of the security of items in their booth at all times, including non-public hours such as the hours exhibitors are allowed in the hall early and after hall hours at tear down. WBSE is not responsible for loss or damage to exhibitor's property.

The right to enter the exhibit hall or any space leased by WBSE is subject to revocation without refund at the discretion of WBSE Management.

CANCELLATION POLICY

Non-refundable payment in full for exhibit space in WBSE is required before space may be reserved. In event the facility in which the WBSE is to be held is destroyed or becomes unavailable for occupancy, or if the WBSE is cancelled or curtailed, for any reasons beyond the control of Durham Executive Group, Inc., including but not limited to, casualty, explosion, fire, lightning, snow and ice storms, flood, weather, epidemic, earthquake, or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, Durham Executive Group, Inc., or HSC and its agents will not be responsible for any loss of business, loss of profits, consequences or special damages or expenses of whatever nature the exhibitor may suffer.

RELEASE OF LIABILITY AND WAIVER AGREEMENT:

By signing below, each exhibitor states they shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy naming Durham Executive Group, Inc. as an additional insured for the day of the event. The Policy shall insure the exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations at the WBSE. WBSE, Durham Executive Group, Inc., the City of Woodbury, and the employees, agents and volunteers of each of these entities, shall not be liable for any claim, demand, injury, damage, action, or causes of action whatsoever to exhibitor's staff, guests, or property due to the passive or active negligence of WBSE, Durham Executive Group, Inc., the City of Woodbury, and the employees, agents and volunteers of each of these entities, arising out of or, connected with: (i) participation in the event or use of the facility; (ii) use or operation of equipment before, during or after the event or use of the facility or (iii) action of any participant in the event or their use of the facility. Exhibitor agrees to expressly release and discharge WBSE, Durham Executive Group, Inc., the City of Woodbury, and the employees, agents, and volunteers of each of these entities, from all such claims, demands, injuries, damages, actions or causes of action whatsoever. Exhibitor understands that agreement to the foregoing terms is required before use of the facility is allowed.

Exhibitors agree to hold WBSE, Durham Executive Group, Inc., show management, or the City of Woodbury, and the employees, agents, and volunteers of each of these entities harmless and defend and indemnify WBSE, Durham Executive Group, Inc., the City of Woodbury, and the employees, agents and volunteers against any claims related to the use of HSC by Exhibitor, its agents, employees, or subcontractors. Exhibitor further agrees to defend, indemnify and hold harmless WBSE, Durham Executive Group, Inc., the City of Woodbury, and the employees, agents and volunteers from any liability, claims, damages, costs, judgements or expenses, including reasonable attorney's fees, occasioned by or arising in connection with the use of HSC by Exhibitor, or Exhibitors employees, subcontractors, members, guests or invitees including any and all claims for bodily injury or death or property loss or damage sustained as a result of HSC by Exhibitor or Exhibitor's employees, subcontractors, members, guests or invitees.

I have read this Vendor Agreement and know and understand its contents and agree to its terms.

Signed: _____ Date: _____
Authorized Officer of Organization Signature

Print Name: _____ Title: _____

Note: ALL EXHIBITORS, including non-profit companies, must complete and submit the MN FORM ST19 (Operator Certificate of Compliance) attached to this Agreement. Your booth will not be reserved until this form is submitted.

Logo Use Policy: Durham Executive Group and Boomers & Seniors Expo™ are not responsible for your company's logo use guidelines or other company marketing policies. Due to the volume of work in managing many companies' logos, we are unable to accommodate preapproval requirements for print and digital materials we produce to promote Boomers and Seniors Expo™ events. We are committed to producing quality marketing materials that reflect the high standard of Durham Executive Group and Boomers & Seniors Expo™. We will not accept responsibility for any errors, omissions, misprints, or other violations of your company's logo use policies for any reason. Use of your logo will be limited to promoting your sponsorship and participation in Boomers & Seniors Expo™ as agreed to in the Exhibitor Agreement, which includes the Boomers & Seniors Expo™ website and blog, print and digital advertising, and event signage. By signing this Agreement, you are agreeing to our Logo Use Policy.

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).

_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.