



EXHIBITOR CONTRACT

This contract serves to formalize our agreement regarding your participation in the **Sustainable Ag Expo**. It outlines the terms and conditions, including important deadlines.

Please review the details carefully to ensure compliance with all specified timelines and requirements.

805.466.2288

sustainableagexpo.org

hayli@vineyardteam.org

5915 El Camino Real, Atascadero, CA 93422

Dear Sustainable Ag Expo Exhibitor,

We look forward to another successful event this year and are committed to ensuring a seamless experience for all participants.

Kindly review and sign this contract of agreement, and return it to hayli@vineyardteam.org by **May 1**.

Booths

Indoor booth dimensions are 8 x 10 and come with:

- 2 folding chairs
- 1 eight-foot table
- An electrical outlet

Outdoor booth dimensions are 20 x 20 and include power (*please bring your own extension cords*).

You are welcome to bring alternate/additional furnishings at your own expense. Advanced shipments are NOT accepted—please plan accordingly.

Exhibitor shall not assign, sublet or apportion the whole or any part of the booth assigned, or have representatives, equipment or materials from firms other than its own in the exhibit booth without the prior written consent.

Booths are non-refundable.

Deadlines

Exhibitors are required to submit all pertinent documentation by the final deadline date to ensure the guarantee of their booth. The necessary documentation includes:

- Contract/Booth confirmation - **May 1**
- Certificate of Insurance - **Oct 13**
- Forklift request/payment - **Oct 13**
- Exhibitor registration (names/emails) - **Oct 13**

By initialing here, I acknowledge my responsibility to submit all relevant documentation to the Vineyard Team by the specified deadlines. I understand that failure to comply may result in the forfeiture of my booth space without a refund.

Booth Set-Up

- Monday, November 10, 1:00 pm - 4:00 pm.
- **All booths must be completely installed by 8:00 am Tuesday, November 11.**

Booth Breakdown

There are **two designated times for booth breakdown** on the final day of the event:

- **Wednesday, November 12: 3:00 PM - 3:30 PM** (during the break)
- **Wednesday, November 12: 5:00 PM - 6:00 PM** (following the conclusion of the last session)

There will be a \$250.00 penalty charged to exhibitors who are not set up by the installation deadline, or who break down before Wednesday, November 11 at 3:00 pm, without prior management approval.

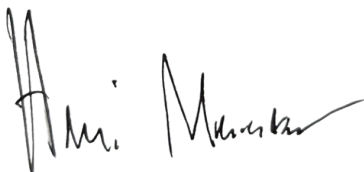
By initialing in this section, I acknowledge my commitment to dismantling my booth during one of the two designated breakdown periods. I understand that failure to comply with this requirement will result in an incurred fee.

By submitting this signed agreement, you confirm your booth reservation.

Send your signed agreement to hayli@vineyardteam.org.

Thank you for collaborating with us to make this a successful event!

Sincerely,



Hayli Macomber

Outreach & Education Coordinator

hayli@vineyardteam.org

Printed Name

Date

Signature

Please keep a copy of this document for your records.