



13TH ANNUAL
WASHINGTON D.C. INTERNATIONAL
**WINE & FOOD
FESTIVAL**

Washington, D.C. International Wine & Food Festival
P.O. Box 6916
Falls Church, VA 22040
wineandfooddc.com
443-693-7559

**EXHIBITORS: Please fill out form and
mail to the above address,
or fax to 703-997-4032,
or scan and email to
Amy Severino at:
amy@wineandfooddc.com.**

Ronald Reagan Building & International Trade Center
February 11 & 12, 2012

Exhibitor Agreement

Company name: _____
Name as it should appear on signage and show guide: _____
Contact: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Direct Phone: _____ Cell Phone: _____
Email: _____ FEIN or SSN#: _____
Product: _____

Exhibit Space:

- \$890 Wine, Beer or Spirit Table (6') \$1200 Lifestyle Booth (10'X10') \$4000 Wine Pavilion (Five 6' tables)
 \$990 Wine or Food Booth (10'X10') \$2600 Unique Space (20'X10')

Upgrades:

- \$200 Company Logo on website \$700 Half page advertisement in 2012 Official Show Guide
 \$500 Quarter page advertisement in 2012 Official Show Guide \$1000 Full page advertisement in 2012 Official Show Guide

Sampling:

- We will sample a wine, spirit or beer We will cook on site
 We will sample a food item We will sell our food or lifestyle product on site

Other:

We will require **electrical** (additional charges apply)
 Yes No

We will send our **exhibitor materials**:
 Personal Delivery (\$175/vehicle)
 Advance Shipping
 Local Distributor (wine, beer or spirit only)

Wine, Beer or Spirit Exhibitors:

- Our D.C. Distributor is: _____ We do not have a D.C. Distributor

Please complete and sign Show Terms, Conditions & Regulations page below

Show Terms, Conditions & Regulations

Washington, D.C. International Wine & Food Festival February 11th & 12th 2012

COMPANY NAME: _____

In consideration of the contained within, the participating exhibitor mutually agree as follows:

1. **INSTALLATION AND REMOVAL OF EXHIBITS:** Dates and times of move-in and removal will be stated in the Exhibitor Letter. The exhibitor agrees to abide by stated rules and regulations in the Exhibitor Letter. It is mutually agreed that each exhibitor shall be responsible for the delivery and removal of the exhibitor's equipment and/or display materials to and from the exhibit area.

2. **CONTRACTED SERVICES AND INFORMATION:** The official service contractor, Hargrove, will provide all décor, equipment, and supervision. Complete information, instructions, and schedule of prices regarding shipping and drayage, labor for erecting and dismantling, electrical work, furniture and carpet rental, cleaning, etc. will be included in the Exhibitor Letter to be forwarded to the exhibitor after exhibit space has been confirmed. On site requests will be maintained by Hargrove.

3. **SPACE ASSIGNMENT:** Exhibit space will be assigned by the Washington D.C. International Wine & Food Festival (IWFF). Space assignment changes may be made at the discretion of the IWFF.

4. **SPACE RELOCATION:** IWFF reserves the right to alter locations of the exhibits as shown on the official floor plan for the benefit of the Show.

5. **STAFFING:** Exhibitor are required to staff their exhibit space until the end of the Festival both days. Exhibitors leaving early will not be invited to participate again in 2013.

6. **BADGES:** Exhibitors will receive (3) three Badges each at no fee. Additional personnel badges can be purchased for \$35 each. Personnel must wear their exhibitor badge and be registered as exhibitors.

7. **USE OF EXHIBIT SPACE:** All products to be exhibited or sampled must be identified on the exhibitor contract. No exhibitor shall assign, sublet, share or apportion their exhibit space without the written approval of the show management. Aisles must be kept clear.

8. **PROTECTION OF PROPERTY:** Exhibitors shall be held responsible for any damage done to the building by them, their employees, representatives or agents. No nails, tacks or screws shall be driven into walls, woodwork or flooring.

9. **SECURITY:** IWFF will provide 24-hour access control for the show period, including move-in and move-out, but IWFF is not responsible for the loss of any materials by or for any cause.

10. **LITERATURE DISTRIBUTION:** Materials may be distributed from your exhibit space only.

11. **ALCOHOL SAMPLING:** Exhibitors serving alcohol samples must comply with the rules and regulations of the District of Columbia and the Ronald Reagan Building & International Trade Center.

12. **SALES:** All applicable rules and regulations regarding food handling, labeling and payment of taxes, for the District of Columbia apply. Learn more at www.dc.gov. IWFF requires a FEIN (Federal Employer Identification Number) or SSN (Social Security Number) on file for all exhibitors.

13. **LIABILITY:** Neither IWFF, the Ronald Reagan Building & International Trade Center, nor the general services contractor, the employees thereof, nor their representatives, will be liable for any injury, loss or damage that may occur to the exhibitor or the employees of the exhibitor or his or her property from any cause. The exhibitor agrees to indemnify the IWFF, the Ronald Reagan Building & International Trade Center, and the general services contractor and their employees and representatives against any claims for such loss, damage or injury. This also includes the period of storage prior to and following the event. Exhibitors must insure their own exhibits and display materials. Each exhibitor shall carry Commercial General Liability Insurance with a \$1,000,000 combined single limit or bodily injury, accident and property damage, naming IWFF as additional insured. Exhibitor shall obtain and submit proof of such insurance prior to exhibiting at the show.

14. **CANCELLATION POLICY:** In the event the Exhibitor cancels all or part of the exhibit space contracted, the Exhibitor must notify show management immediately and will be obligated to pay liquidation damages as follows: before January 8, 2012 50% of the total cost and starting January 8, 2012 100% of the total cost. Exhibit space will be automatically returned to inventory if full payment and signed contract are not received within 30 days of the date of contract. For all orders placed after Jan. 8th, payment is only accepted via credit card. Exhibitors who have NOT paid in full will be denied access to the exhibit floor.

15. **RIGHTS:** IWFF, its agents and employees will not be liable for failure to hold the exhibits as scheduled, payments for exhibit space will be returned except for in the event of fire, force majeure, any act of God, or the public enemy or strike, or act of terrorism, or epidemic, or any law or regulation of public authority or any other act beyond the control of IWFF, which makes it impossible to hold the festival.

16. **PAYMENT:** Deposit of 50% is due upon signing. Balance due before January 9, 2012.

Payment Schedule:

* A 50% is deposit is due with signing.

* Balance is due before Monday, January 9, 2012

Visa Mastercard Amex I will send a check

Credit Card # _____ Exp. Date _____ CVV Code _____

I authorize you to charge the above credit card for the amount indicated above. By signing, I/we hereby apply for exhibition space at the 13th Annual Washington, D.C. International Wine & Food Festival. I/we hereby agree to abide by the show terms, conditions and regulations.

Signature: _____ Date: _____