



Presented By **The Washington Post**

WASHINGTON D.C. INTERNATIONAL
**WINE & FOOD
FESTIVAL**

Ronald Reagan Building & International Trade Center
February 11th – 14th, 2010

Washington, DC International Wine & Food Festival
PO Box 6916
Falls Church, VA 22040
www.dcwineandfood.com
(888) 665-6069

Exhibitor Agreement

Complete this form:

Fill out this exhibitor agreement and submit via e-mail by hitting the submit button at the bottom of the page. *(Adobe Acrobat Required)*
Or, you may save this as a PDF and email Erin Plewes at erin@dcwineandfood.com.
If you prefer, please print and fax this agreement to (703) 997-4032.

Payment Schedule:

50% deposit due upon submission of reservation form.
Balance of payment due January 8, 2010.
100% payment due with reservation if submitted after January 8, 2010.

Contact Information:

Company Name

Contact

Title

Address

City

State

Zip

Direct Phone

Cell Phone

Email

Product

\$890 Wine, Beer or Spirit Table

\$1,100 Lifestyle Table

\$2,600 Unique Space

\$890 Food Table*

\$1,300 Lifestyle Booth

\$4,275 Wine Pavilion (5 Tables)

Sampling:

We will sample a beverage

We will sample a food item

We will cook onsite

*We would like to be considered for the Global Street Fare Food Court

Wine, Beer or Spirit Exhibitors:

We do not have a DC Distributor

We have a DC Distributor

Our DC Distributor is

Payment Method:

Please find a check enclosed *(Payable to: Washington D.C. International Wine & Food Festival)*

Amount \$

Please charge my Visa

Mastercard

Amex

Amount \$

Credit Card number:

Exp. Date: /

CVV Code:

Cardholder's Name

I authorize you to charge the above credit card for the amount indicated above.

Signature

Date

Click the field above to enter your digital signature. If you haven't created a digital signature -- Adobe will help you create one. Just follow the prompts when you click the field above. Problems? Print out this form, sign it and fax it back to (703) 997-4032.

By signing above, I/we hereby apply for exhibition space at the 11th Annual Washington D.C. International Wine & Food Festival. I/we hereby agree to abide by the show terms, conditions and regulations.



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Show Term, Conditions & Regulations

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 Service Manual. The exhibitor agrees to abide by such stated rules and regulations. 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 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 Service Manual to be forwarded to the exhibitor after exhibit space has been confirmed. An Exhibitor Service Center will be maintained at the venue to facilitate service requests onsite.
- 3. SPACE ASSIGNMENT:** Exhibit space will be assigned on a first-come, first served basis. Space assignment changes may be made at the discretion of the Washington D.C. International Wine & Food Festival (IWFF).
- 4. SPACE RELOCATION:** IWFF reserves the right to alter locations of the exhibits and as shown on the official floor plan.
- 5. BADGES:** Exhibitors will receive (3) 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.
- 6. 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.
- 7. 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.
- 8. SECURITY:** WF&F 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.
- 9. LITERATURE DISTRIBUTION:** Materials may be distributed from your exhibit space only.
- 10. 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.
- 11. LIABILITY:** Neither IWFF, the Ronald Reagan Building & International Trade Center, nor the general services contractor, the employees thereof, nor their representatives, 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, nor 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.
- 12. 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 15, 2010 50% of total cost and after January 16th 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. 1, payment is only accepted via credit card. Exhibitors who have NOT paid in full will be denied access to the exhibit floor.
- 13. 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, or 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.