

**2008 YMCA NATIONAL GYMNASTICS CHAMPIONSHIPS**  
**June 25-28, 2008**                      **Sheboygan North High School Sheboygan, WI**  
**CONTRACT APPLICATION FOR VENDOR SPACE**

List your company name **as you would like it to appear on your vendor sign and in any printed material** (Please type or print)

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Web Address \_\_\_\_\_

Name of Representative Attending \_\_\_\_\_

Should follow-up correspondence be addressed as above?    Yes    No    (List alternate address)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Description of products or services provided by your company:** \_\_\_\_\_

**Number of booths requested (each booth is 8' x 10') :** \_\_\_\_\_ (One 8 foot table is provided per booth)

**Number of additional tables** \_\_\_\_\_ (\$25.00 for each additional table requested)

**Will you need electricity:** \_\_\_\_\_ (\$57.00 charge)

**We would like our logo with web link placed on the event website (special vendor rate)** \_\_\_\_\_ (\$100.00 non-refundable charge)

Terms and conditions:

1. Enclose half payment with contract application for vendor space. The balance is due prior to May 1, 2008.
2. Makes checks payable to: **Sheboygan County YMCA Nationals**
3. Sheboygan County YMCA will have the right of interpretation and approval of all matters pertaining to contract, rules and regulations.
4. Booth Fees include one table, 6' back & 3' side drapes, and sign. Special features can be rented from Valley Expo and Displays.
 

1	Atrium Location	\$528.00
2	Vendor's Hall	\$400.00
3	Outside Awards Auditorium	\$400.00
4	Multiple booths will receive a 10% discount after the first booth	
5. **No leotards (leos) can be displayed or sold.**
6. The use of Vendor Space is governed by and subject to the Vendor Contract Regulations on the reverse side which are Incorporated into this contract by this reference.
7. The Sheboygan County YMCA reserves the right to reject any Application for any reason.

**IN MAKING APPLICATION WE AGREE TO EXHIBIT UNDER AND COMPLY WITH VENDOR CONTRACT REGULATIONS.**

Contact Person (Please Print)	Title
Signature	Date
	\$ _____ Amount Enclosed

**Please sign and return with remittance to:**

Sheboygan County YMCA  
 2008 YMCA National Gymnastics Championships  
 812 Broughton Drive/PO Box 609  
 Sheboygan, Wisconsin 53081-0609

Sheboygan County YMCA use only  
 Amount received \$ \_\_\_\_\_ Check # \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Contract Accepted By: \_\_\_\_\_

**Cancellation Policy:** Cancellations received on or before April 30, 2008 entitle vendor to full refund minus \$50.00 handling charge. Cancellations received between May 1, 2008 and May 30, 2008 entitle vendor 50% of the fee paid by the vendor minus \$50.00 handling charge. No refunds will be given for cancellations after May 30, 2008.

**No space allocations will be made, nor will this contract be processed, without proper payment of fees.**

## VENDOR CONTRACT REGULATIONS

**INSTALLATION OF VENDORS**-will be allowed between 1:00 p.m and 7:00 p.m. June 24, 2008. All vendors or vendor materials must be set and ready by 7:00 p.m. on June 24, 2008. No vendors or vendor materials may be removed prior to 6:00 p.m., June 28, 2008. All vendors and materials must be removed from the vendor hall by 8:00 p.m. June 28, 2008.

**VENDOR HOURS**-Vendors will have a representative at their vendor booth during the following hours. Between the hours of 7:00 a.m. and 3:00 p.m. June 25th. Between the hours of 7:00 a.m. and 9:30 p.m. June 26 and June 27, 2008. Between the hours of 8:00 a.m. and 6:00 p.m. June 28, 2008. Booths will not be left unattended during any of these times. Hours subject to change.

**USE OF SPACE**-All demonstrations or other sales activities must be confined to the limits of the vendor booth or display areas. No vendor shall assign, sublet or share the space allowed without the knowledge and consent of the Sheboygan County YMCA.

The standard booth equipment will consist of 6-foot high back wall drapes and 3-foot high side divider drapes and 8-foot table (if more than one table is required, please specify that clearly in the application-there will be a \$25.00 charge per extra table). Vendor items should be planned to fit the 8 by 10 foot booth. No vendor material may be placed at the sides of the vendor space, which will block off the view or neighboring vendors.

Distribution of circulars or promotional material may be made within the space assigned to the vendor presenting such material.

No firm or organization not assigned space in the vendor area will be permitted to solicit business within the vendor area.

The vendor is charged with the knowledge of national, state, and local legal restrictions on any merchandising, advertising, or promotional scheme, which involves attracting visitors to any vendor's location, by any inducement, which might be construed as lottery. The Sheboygan County YMCA does not accept any responsibility for any promotional schemes undertaken by the vendor.

**LIABILITY AND INSURANCE**-The vendor shall hold harmless and indemnify the Sheboygan County YMCA, Valley Expo and Display and Sheboygan North High School (Indemnified Parties) from any liability caused by any violation of law by the Vendor and from any negligent or intentional act or omission of any person or organization other than any damage caused by the sole negligence of the Indemnified Parties. The vendor warrants and represents that it has legal authority to exhibit all items in its vendor space and that the vendor space complies with all applicable laws. The Indemnified Parties disclaim any responsibility for and make no representation, either express or implied, with regard to the Vendor Space or its use. The Indemnified Parties make no express or implied representation regarding the Vendor Space or its use except as specifically set forth herein. The Indemnified Parties shall not be responsible for any losses or damages incurred by the Vendor caused by theft, strike, fire, water, storm, vandalism nor from any other cause.

Vendors are advised to carry floater insurance to cover exhibit material against such damage and loss and public liability against injury to the person and property of others. The vendor is charged with knowledge of all local laws, ordinances and regulations to health, fire prevention and public safety while participating in this conference. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

**FIRE PREVENTION**-All booth decorations must be flame proofed and all hangings must be clear of the floor. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicated that any vendor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of exhibit that may be irregular.

**AUDIO VISUAL**-All plans for installation and operation of audiovisual equipment must be approved by the Sheboygan County YMCA before operation is undertaken

**STORAGE AND PACKING BOXES AND CRATES**-Vendors will not be permitted to store empty boxes or crates in booths during the vending period.

**CARE OF BUILDING AND EQUIPMENT**-Vendors or their agents shall not injure or deface the walls, ceilings, or floors of the building, the booths, or the equipment of the booths. When such damage appears, the vendor is liable to the owner of the property so damaged.

**RESTRICTIONS IN OPERATIONS OF VENDORS**-Sheboygan County YMCA reserves the right to restrict vendors which, because of noise, methods of operation, materials, or for any reason, become objectionable, and also to prohibit or to evict any vendor, which in the opinion of the Sheboygan County YMCA may distract from the general character of the vendor space as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which the YMCA determines, is objectionable to the vendor area. In the event of such restriction or eviction, Sheboygan County YMCA is not liable for any refunds or rentals or other vendor expense. All reservation deposit money to be retained by Sheboygan County YMCA, in the event the vendor fails to fulfill contract.

**IN THE EVENT**-the show is not held for any reason, the rental and lease space to the vendor shall be cancelled and terminated upon the return of the deposit and/or rental paid by the vendor for space in the vendor area for this specific event. Return of the vendor fee will terminate any liability upon YMCA.

**JURISDICTION AND GOVERNING LAW**-This contract is governed by the laws of the State of Wisconsin, without regard to the principles of conflicts of law. Jurisdiction and venue for any dispute resolution, including litigation, relating to this contract shall be the circuit courts of the Sheboygan County, Wisconsin. In the event of any dispute, the Sheboygan County YMCA shall be entitled to an award of its actual reasonable attorneys fees and expenses incurred as a part of any judgment awarded in its favor.

These regulations become a part of the contract between the vendor and YMCA and have been formulated for the best interests of all concerned. YMCA respectfully asks the full cooperation of the vendors in their observance. All points not covered are subject to the decision of YMCA, the manager of this event.