



## Exhibitor Application

Application must be completed and postmarked **no later than June 30, 2009**

Send the completed application and signed EXPO Agreement, your \$100 Exhibitor Fee made payable to the Women's Expo, your slides or photographs, along with a self-addressed stamped envelope with adequate return postage to: Women's EXPO, c/o Middle Country Library Foundation, 101 Eastwood Blvd., Centereach, NY 11720. Call (631) 585-9393 x296 with questions.

Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, Town or Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ NY Sales Tax # \_\_\_\_\_  
Fax # (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_ website: \_\_\_\_\_

Check appropriate category:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Jewelry                   | <input type="checkbox"/> Cosmetics, toiletries or skin products  | <input type="checkbox"/> Candles          |
| <input type="checkbox"/> Specialty food            | <input type="checkbox"/> Baskets                                 | <input type="checkbox"/> Wood/metal/glass |
| <input type="checkbox"/> Stationery/paper products | <input type="checkbox"/> Ceramics                                | <input type="checkbox"/> Children's items |
| <input type="checkbox"/> Fiber art                 | <input type="checkbox"/> Fine art, including painting, sculpture | <input type="checkbox"/> Products for men |
| <input type="checkbox"/> Clothing                  | <input type="checkbox"/> Photography                             | <input type="checkbox"/> Other            |

Please briefly describe the products you intend to display and sell:

Please give typical price ranges for individual items:

We are showcasing women as well as their products, so please provide us with some information about you and your work to help us in the selection process. (Feel free to continue on another sheet and attach additional biographical information, news clippings, etc.):

Please describe any special education, training, apprenticeships, etc. as well as any recent shows or exhibits:

As required, I am submitting \_\_\_ slides or \_\_\_ photographs of my products. These will be returned only if you have included a self-addressed stamped envelope containing adequate postage. *Note: Returning exhibitors do not need to send photos or slides.*

The minimum space I require to display my products:

\_\_\_ 8 x 8 \_\_\_ 8ft. table \_\_\_ 6 ft. table

Do you need the EXPO to supply a table? \_\_\_ Yes \_\_\_ No  
How many? \_\_\_ 1 \_\_\_ 2

Access to electrical outlets is **limited**. Will you require? \_\_\_ Yes \_\_\_ No

Special accommodations needed? \_\_\_\_\_

**Please note: Checks and photos/slides will be held until final decisions are made in August.**

## EXPO AGREEMENT

Exhibitor will abide by and be subject to the following agreement as a condition for acceptance as an exhibitor at the Women's Expo.

1. I am the owner of the business that either produces or distributes the products displayed in my booth.
2. I will be present at the Expo, representing my work, and will not sublet booth space to another business or entity.
3. I understand that the promoter reserves the right to remove, without refund or recourse, any exhibitor who misrepresents herself or her product.
4. I agree to comply with all local and state regulations. All display materials will be fireproof. I will have no open flames.
5. I will obtain all tax, vendor, or other permits as required by local or state authorities at my own expense.
6. I will agree with all signage restrictions and will store excess stock out of sight. I agree to abide by move-in and move-out regulations as stipulated by the promoter. I further agree to remain set up with enough inventory for sale for the duration of the show.
7. I agree to pay the amount of \$100 which must be submitted along with the application. Once accepted, I understand that any exhibitor who fails to appear one hour before show opening forfeits her right to exhibit without refund or recourse. If I am not accepted, my \$100 check will be returned. If accepted, this will be my only fee for participating in the Expo.
8. I will not hold the promoter, Middle Country Library Foundation, its agents, employees or officers liable for failure to perform or fulfill its contractual obligations provided such failure is caused, occasioned or impeded by closures of site location due to any causes beyond its control. Nor will I hold the promoter, owners, lessees or managers of the exhibit hall, Middle Country Public Library, responsible for loss or damage of exhibitors' wares, exhibits, or personal property or for loss or injury caused by products sold, or exhibited by exhibitors, directly or through warranty, express or implied. Insurance for such loss, damages, or injury will be my sole responsibility.
9. If my check is returned due to insufficient funds, I agree to replace it with a money order or teller's check, or to forfeit my place at the Women's Expo.
10. I understand that the promoter, Middle Country Library Foundation, will make the assignments of booth locations for each exhibitor in their sole discretion.
11. It is agreed that the promoter, Middle Country Library Foundation reserves the right to amend and/or add to the applicable rules pertaining to and governing this show at any time prior to its commencement. Additions or amendments will be circulated to exhibitors in writing. The interpretation of all rules by the promoter will be final.

### General Release and Acceptance of Rules

I have read the contract and agree to abide by these rules. In addition, I expressly release the promoter, Middle Country Library Foundation, and the owners of the exhibit hall, Middle Country Public Library, from any damage, injury or loss to any person or goods which may arise from the rental and occupation of this space or the participation in this show by me, the exhibitor. I also agree to hold the promoter and owner of the exhibit hall harmless of any loss, injury or damage. I further agree that no employment is created by this contract.

I understand that if this application is not accepted, the promoter will return the slides or photographs I have submitted only if I have included a self-addressed envelope containing adequate postage. The promoter will not be held liable for any damage resulting to slides or photographs.

If this application is accepted, I give permission to use my name, company name and contact information; the slides, photographs, or other materials submitted; for publicity purposes, including the Women's EXPO website.

Application to this show constitutes exhibitor agreement of this release.

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Applicant's Signature

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Date