

# Contract, Terms, & Agreements

## Festival of Healing and Spiritual Awareness

### Date and Location

- ♥ Saturday, Date March 27, 2010 -- 10:00am~6:00pm
- ♥ Sunday, Date March 28, 2010 -- 12:00pm~6:00pm
- ♥ **The Inn Place Conference Center (formerly the Clarion Conference Center)**  
**9700 Blue Grass Parkway, Louisville, KY 40299**

### Booth Pricing

- ♥ (1) 10 X 10 booth \$200.
- ♥ (2) 10 X 10 booths \$375.
- ♥ Booths will be issued on a first come, first serve basis.

### Each 10 X 10 Booth is provided with

- ♥ 8 Ft. Rectangular table and two chairs. You will need to provide table coverings and your own personal setup.
- ♥ Table sign and name badge.

### Electricity

- ♥ Electricity MUST be ordered in advance at a charge of \$25.
- ♥ **Please remember to bring surge protectors, power strips, and extension cords.**

### Additional Tables and Chairs

- ♥ Extra 8' rectangular tables are available for an additional cost of \$12.00 in advance of the event, or \$15.00 at the time of the event.
- ♥ Additional chairs are available for \$1.50 in advance of the event, or \$2.50 at the time of the event.
- ♥ Please let us know in advance if you require more tables or chairs so that we may reserve them.

### Sharing of Booth Spaces

- ♥ Booths may be **shared with show approval only.**
- ♥ Sub-letting of booth is not permitted.
- ♥ The primary contact person is responsible for all payments and for informing others in their booth of all terms and conditions of the Festival.
- ♥ Names and services of exhibitors sharing your booth must be listed on the registration form.
- ♥ Only two persons, total, per booth receive free admission. Please pre-pay for additional people. Their ID badges will be available at check-in.

### Set up / Check-in / Show Schedule / Break-down

- ♥ Set up time is 6:00pm~10:00pm on Friday, March 26, 2010.
- ♥ Check-in: Please register at the front doors when you arrive. Your ID badges will be available.
- ♥ Show hours: Saturday March 27, from 10am - 6pm and Sunday March 28, from 12pm - 6pm.
- ♥ Doors will be open for exhibitors at 8:00am on Saturday, 11:00am on Sunday.
- ♥ Participants must be set up and ready to go by opening time each day.
- ♥ Break down should not begin prior to closing time of the Festival at 6pm Sunday March 28.

### Booth Reservations / Cancellations / Refunds

- ♥ Booth deposits and fees may be paid by cash, check, or money order or credit card. Make checks payable to: **Healthy Lifestyles Wellness Center**. A 50% deposit must accompany your registration form by February 1, 2010.
- ♥ Booth space will sell very quickly. You may want to reserve your space by phone.

- ♥ The balance of your account is due by March 1, 2010.
- ♥ **Booths are rented on a first come-first serve basis.**
- ♥ All deposits and moneys paid for booth rental are non-refundable. In the event that a show becomes unusable or cancelled due to causes not within our control, exhibitors release Healthy Lifestyles and Virginia Gilpin from all claims, damages, or loss.
- ♥ If, for any reason, you have to cancel, we will work with you to find an exhibitor to take your space. A refund will be issued only when the space is filled.

### **Lectures and Mini-Seminars**

- ♥ All lectures are free to the customer and presented free by the exhibitor.
- ♥ Each lecture is **40~45 minutes** long, including any question and answer period.
- ♥ Please include a topic and description on your registration form if you are interested in presenting a lecture.
- ♥ Speaker Contract **MUST** be filled out with title of your talk one month before Festival dates.
- ♥ ALL Biographies **MUST** be turned in to committee one month before Festival dates to be assured space in Festival schedule and website updates.

### **Other Information**

- ♥ All exhibitors are considered independent contractors and all necessary permits, licenses, insurance, credentials, and taxes are the sole responsibility of all participants.
- ♥ Exhibitors may not display any object that would be considered offensive or in poor taste and agrees to remove said objects if asked to do so by management.
- ♥ For safety reasons, aisles must be kept clear of displays, furniture or other items. All displays and merchandise must be kept inside the allotted space. Signs and advertisements must be kept in allotted space.
- ♥ Management reserves the right to ask exhibitors to leave because of unprofessional, unethical, or unacceptable behavior that exhibits gross disrespect for another person or persons and/or their rights and/or property. If exhibitor is asked to leave, all fees, deposits, and payments are forfeited, and they may be prohibited from participating in future events.
- ♥ Festival Committee reserves the right to determine the eligibility of each exhibitor to participate in the shows. This right may be exercised before or during the show, even if booth deposits or payments have been made.
- ♥ Each participant is responsible for the security at his or her booth during festival hours. The building is locked after hours. We feel that the The Inn Place Conference Center is a very secure area for your booth items and merchandise.
- ♥ Alcoholic beverages, illegal substances, or illegal activities are not permitted on premises.
- ♥ **Management assumes no risk.** By acceptance of this agreement, the Exhibitor expressly releases the Management from any and all liability for damage, injury, or loss to any person, property, or goods, which may arise during or as a result of this event.

Contact Person: Virginia Gilpin  
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