

**Metro Parent's 2008
Education & Enrichment Fair
Exhibitor Application/Contract**

School/Company Name: _____
 Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 E-mail: _____ Web site: _____
 Name for Exhibitor Sign: _____
 Type of Business: _____
 Please list any equipment you plan to have at your table: _____

Description of school/company for fair program guide (30 words or less):

Please circle cost of table preferred:

	Current Advertiser (advertising in September, October or November issues)	Not a Current Advertiser
8' Table (no electricity)	\$275	\$350
8' Table with electricity	\$300	\$375

Payment is due with this application. Please make checks payable to:
 Metro Parent and fax application to 503-331-3445 or send to:
 Metro Parent, P.O. Box 13660, Portland, OR 97213
 If you'd like to pay by credit card, please call 503-460-2774
 If you have any questions, call 503-460-2774 or e-mail sales@metro-
 parent.com.

This agreement includes all of the above terms, the "Additional Terms" on page two, and any modification hereto, all of which are incorporated herein by this reference. By signing below, I represent that I have the authority to enter into contracts for the school/company and that I have read and understand all of the terms of this agreement.

 School/Company Representative

 Date

Additional Terms

1. Cancellation of this contract by exhibitor must be made in writing and received prior to Oct. 24, 2008. After that date, Metro Parent may disallow cancellation and keep all funds received from Exhibitor.
2. Exhibitor is responsible for any damage that it or its representatives causes during the event. Exhibitor shall not use anything that might stain, scratch or mar surfaces such as nails, push pins, tacks, staples or tape. Do not use confetti, duct tape, glitter, mylar, rice or birdseed inside or outside the buildings. Candles are not allowed. Exhibitor agrees to reimburse Metro Parent for any loss or damage occurring in the space leased by the exhibitor or caused by the exhibitor.
3. Exhibit is solely responsible for the space leased and for all people and property associated with that space during the event. No portion of any passageway or exit door may be blocked or obstructed in any manner and no exit door shall be blocked, hidden or bolted from the inside.
4. Acceptance of your application and payment of the full amount due entitles Exhibitor to a table at the Nov. 19 Education Fair. While we will entertain requests for preferred placement of booths, we cannot guarantee any specific location or other table attributes. Placement is in the sole discretion of Metro Parent. Wi-fi (Internet) connection/access is not guaranteed; plan accordingly.
5. Exhibitors and all materials and equipment must be in place, ready for fair attendees by 3 pm on Wednesday, Nov. 19 and must remain in place and tables attended to from 3 to 7:30 pm. Exhibitors may begin breaking down their displays at 7:30 pm. All exhibiting materials must be removed from the premises by 8:30 pm.
6. Only paid exhibitors or their representatives may be represented in any way, shape or form at their table. Exhibitors found in violation of this clause may be asked to exit the premises immediately.
7. Exhibitor agrees not to obstruct aisle views of other exhibitors. Side display materials must be no taller than 3' in height on tables. Floor display materials must be no taller than 5' and must be placed so as not to obstruct the view or violate the space of neighboring exhibitors.
8. Exhibitors are responsible for maintaining a clean and orderly table during the event. All debris must be removed immediately and disposed of and extra materials and supplies properly hidden from public view.
9. Exhibitors must use the table, chairs and tablecloth provided by Metro parent. No outside tables, chairs or tablecloths are allowed for display use.
10. No food or beverages may be sold. All exhibitor demonstrations must be approved by Metro Parent no later than 30 days prior to the event. Demonstrations must not obstruct the view of nor may the noise level interfere with the display or demonstration of other exhibitors.
11. Exhibitor shall comply with all laws, whether federal, state or local and shall obtain any inspections, permits or licenses required by law for the operation of its display/table.
12. Metro Parent shall have the authority to require changes in exhibitor's table/display at any time during the event as determined in its sole discretion. Metro Parent reserves the right to limit, reject or prohibit exhibits or exhibitors that Metro Parent deems, in its sole discretion, to be objectionable or inappropriate for the event.
13. Exhibitor acknowledges that Metro Parent does not guarantee any attendance figures for this event. Should Metro Parent cancel, relocate or delay the event, Exhibitor hereby waives any and all claims for injury loss or damage arising therefrom.
14. Metro Parent, the World Forestry Center, their agents and representatives shall not be held responsible for any injury, loss or damage that may occur to the exhibitor or any individuals participating in the exhibitor's space, nor to the exhibitor's property from any cause whatsoever. The exhibitor expressly releases the aforementioned from any and all claims for such loss, damage or injury. Upon request, Exhibit shall have Metro Parent included as a named insured on Exhibitor's liability policy and shall deliver a copy of the policy to Metro Parent.
15. Exhibitor agrees to hold Metro Parent harmless and hereby releases Metro Parent from any and all claims and actions arising out of the postponement or cancellation for the event or related to any loss, damage or injury incurred by Exhibitor or Exhibitor's guests, invitees, agents or representatives. Exhibitor further agrees to indemnify, protect and defend Metro Parent against all claims, losses and damages to persons and property arising out of or caused by Exhibitor's conduct.

