



NATIONAL PHEASANT FEST 2010

February 26, 27 & 28, 2010
Iowa Events Center
Des Moines, Iowa

2010 EXHIBITOR BOOTH APPLICATION

- Yes, Please sign me up to reserve a booth!**
- Please contact me, I have questions.**
- I would like to know more about sponsorship opportunities. Please give me a call.**

Please Print

Company Name _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Daytime Telephone _____ Evening Telephone _____

Fax _____ E-mail _____

Exhibitor Information

Nature of your exhibit/display _____

Booth Space Selection

Booth preference(s) (1 st) _____ (2nd) _____ (3rd) _____

Number of booths requested _____

Contract Conditions

All reservations are accepted on a FIRST-COME FIRST-PAID basis. Every effort will be made to accommodate your booth selections. Reservations can be made by calling 877-773-2070. 50% payment is required with booth reservation. Final payments are due 1/1/10. Failure to pay balance in full by January 1st deadline will cause forfeit of booth reservation and previous deposit. Exhibitors renting more than one booth are eligible for a 10% discount on each additional booth.

To be an exhibitor at National Pheasant Fest, please send this form, signed Exhibitor Agreement and payment to:

Pheasants Forever, Inc

Attn: Brad Heidel

1783 Buerkle Circle

St. Paul, MN 55110

(Checks payable to National Pheasant Fest)

For More Information call Brad Heidel at 1-877-773-2070 or visit www.PheasantFest.org

NATIONAL PHEASANT FEST 2010 EXHIBITOR AGREEMENT

IOWA EVENTS CENTER • DES MOINES, IA • FEBRUARY 26, 27, 28, 2010

Please review the following information carefully. It is recommended that you pre-order all necessary items and services you will need.

Show Site Location:	Iowa Events Center 730 3rd Street Des Moines IA 50309	Show Hours:	Friday, February 26, 2010 Saturday, February 27, 2010 Sunday, February 28, 2010	1:00 pm – 9:00 pm 9:00 am – 6:00 pm 10:00 am – 5:00 pm
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Booth Move-In and Set-Up: Set-up will take place on Thursday, February 25, 2010 from 9:00 am until 7:00 pm and Friday, February 26, 2010 from 8:00 am until 11:30 am. All exhibitors must be set-up by 11:30 am on Friday, February 26, 2010. It is advised to arrive early on Thursday for early set-up to avoid the Friday rush. Exhibit booths must be occupied during all show hours. **No exhibitor tear-down may begin until 5:00 pm on Sunday, February 28, 2010.** Exhibitors will be allowed on the show floor one-half hour before the show opens each day.

Your Booth Includes: Your booth includes an 8' high curtain back drape; a 3' high curtain side drape; one 7" x 44" identification sign. All booths must fit specific space requirements – full sides may not extend more than 5' from the back of the booth. Tables, chairs, skirts, carpet, backboards and power is available but must be ordered.

Badges: Three (3) Exhibitor Badges will be provided for each booth exhibit. Exhibitor Badges are valid for all three days of the show. Additional badges may be purchased (by Exhibitors only) for \$5.00 each. No one will be allowed on the show floor without an Exhibitor Badge or daily show ticket.

Exhibitor Registration Check-In: All exhibitors must check-in prior to show open at the Exhibitor Registration Desk to pick up your packet with your show passes.

Show Admission: Regular daily show admission is \$10.00 for adults (16 and older); \$5.00 for youth (6 to 15 years old); free for children (5 years old and younger).

Booth Payment: All booth reservations must be paid in full AND RECEIVED NO LATER THAN JANUARY 1, 2010.

Exhibitor Booth Take Down: Sunday, February 28, 2010 from 5:00 pm to 10:00 pm. All exhibits must be removed from the building on Sunday night. **DO NOT begin to dismantle your booth before 5:00 pm on Sunday, February 28, 2010.**

Electrical Power: Electrical power must be ordered through the Iowa Events Center.

Use of Space: No excessive noise-making devices or public address systems shall be allowed without approval of show management. Exhibit booths must be occupied during all show hours – NO EARLY EXIT

Food and Beverage: Food and beverage services will be available through Ovations, Iowa Event Center's exclusive food and beverage contractor. No consumption of alcoholic beverages is permitted on the show floor. Please keep the appearances of your booth professional looking.

Raffles: Only raffles where nothing of value is required to enter are allowed. All raffles require prior written authorization by Pheasants Forever, Inc. Such authorization must be obtained prior to January 1, 2010. Please submit names of all raffle winners to the information booth at National Pheasant Fest prior to 3:00 pm on Sunday, February 28, 2010. Pheasants Forever is the only organization allowed to conduct raffles for fundraising purposes.

Insurance Liability: All exhibitors at the 2010 National Pheasant Fest at the Iowa Events Center will need to provide a certificate of liability insurance naming Pheasants Forever, Inc. as an additional insured. This certificate must be mailed prior to January 15, 2010 to: Pheasants Forever, Inc., 1783 Buerkle Circle, St. Paul, MN 55110. You should be able to obtain the certificate of insurance from your insurance agent. If you cannot obtain this insurance through your agent, please contact Pheasants Forever for additional options.

Security: Overnight security will be provided Friday and Saturday nights inside the exhibition hall so that you may leave your display set-up overnight. NOTE: Only limited security will be in place for Thursday night. Pheasants Forever, Inc. and the Iowa Events Center are not responsible for any property or merchandise brought to the show. Exhibitors' property is the responsibility of the Exhibitor. Security may be provided, however, liability for loss remains with the Exhibitor. Exhibitors release Pheasants Forever, Inc., and the Iowa Events Center from any and all liability damage and injury and agree to all show rules and conditions set forth.

Liability: Pheasants Forever, Inc., and the Iowa Events Center assume no responsibility for any property brought to the show. Exhibitors release Pheasants Forever, Inc. and the Iowa Events Center from any and all liability, damage an injury and agree to all show rules and conditions set forth.

Products and Personnel: Pheasants Forever, Inc. reserves the right to approve all products and personnel that appear in your booth. No one will be allowed to exhibit products that have not reserved a booth. All promotional literature must be distributed from your booth only and pertain to your company. All signs must be of a professional nature. No selling or distribution of literature will be permitted outside your booth area or by anyone who has not contracted for exhibit space.

Subletting: No subletting or donation of exhibit space is permissible.

Cancellation and Withdrawal: Pheasants Forever, Inc. reserves the right to retain your entire deposit or full payment in the event of cancellation or withdrawal to cover expenses and loss of revenue.

Termination of Contract: Exhibit contracts may be terminated by Pheasants Forever at any time by the breach of any of the conditions of the Exhibitor Agreement, and all rights shall cease and terminate. Payments made prior to the termination may be retained by Pheasants Forever, Inc. for such breach, and the space may be resold.

Sales Tax: Please contact the IA Department of Revenue directly.

Thank You for Being Part of the 2010 National Pheasant Fest

Signature

Date

Company

Original Must Be Signed AND Returned to:
Pheasants Forever, Inc. • 1783 Buerkle Circle • St. Paul, MN 55110
PRIOR TO JANUARY 1, 2010