



a portion of the proceeds benefit  
 Soroptimist International of Bremerton **S**OROPTIMIST  
 Best for Women

**Women Today Show Hours**  
**Friday, May 6, Noon - 8pm**  
**Saturday, May 7, 10am - 7pm**  
**Move-in: Thursday, May 5, 9am - 6pm**  
**Move-out: Saturday, 7:15pm - 10pm**

For Office Use Only  
 Date Received \_\_\_\_\_  
 Account Exec \_\_\_\_\_  
 Account # \_\_\_\_\_  
 Deposit \_\_\_\_\_  
 Total Cost \_\_\_\_\_

This Official Exhibitor Contract ("Contract") is entered into between Scripps Media, Inc., d/b/a The Kitsap Sun a Delaware corporation with offices at 545 5th Street, Bremerton, WA 98337 and \_\_\_\_\_, a \_\_\_\_\_ corporation with offices at \_\_\_\_\_ ("Company"). To reserve your booth(s), please return a completed and signed contract with a 50 percent deposit to Women Today. Mail to Kitsap Sun Women Today 545 5th Street Bremerton, WA 98337 or fax to (360) 792-9237. The full balance is required by Monday, April 1, 2011 to retain booth space.

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Company Name as it should appear in promotional materials \_\_\_\_\_  
 Please list the products and/or services you plan to exhibit \_\_\_\_\_  
 Please list website address: \_\_\_\_\_

**Women Today Packages:** Please check your selected booth package.

Each 10'(w) x 10'(d) booth includes 8-foot-tall draped backdrop, 3-foot-tall draped side rails, 6-foot skirted table, two chairs, 5 exhibitor badges and 10 complimentary tickets. Exhibitors will be featured in all exhibitor listings in Women Today advertising, including the Kitsap Sun, kitsapsun.com, and the Women Today special section.

<b>Package A:</b> \$399 Booth Only 10' x 10' booth space only	<b>Package B:</b> \$499 Booth Plus Advertising 10' x 10' booth space Full-color, eighth-page ad	<b>Package C:</b> \$999 Booth Plus Advertising 10' x 20' booth space Full-color, quarter-page ad	<b>Package D:</b> \$1,999 Booth Plus Advertising 20' x 20' booth space Full-color, half-page ad	<b>Non-profit:</b> \$299* Booth only 10' x 10' booth space <small>(*Must submit 501c-3 tax documentation to qualify.)</small>
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**Additional 10' x 10' booths are \$349**

**Please indicate booth location preference:** \_\_\_\_\_  
*No booth locations are guaranteed. Show management reserves the right to make all final booth assignments.*

**Booth requirements (circle one for each):**

**One 6' skirted table:** yes or no      **Two chairs:** yes or no

**Sponsorship/Marketing Opportunities:**

Specify name: \_\_\_\_\_ \$ \_\_\_\_\_

**Increase your ad space in the Women Today special section:**

Increase from one-eighth to quarter page, add \$199; increase from one-quarter to half page, add \$399, or increase from one-half to full page, add \$699

**Women Today advertising ONLY:**

Women Today special section in Kitsap Sun on Sunday, May 1st, as well as distributed at the show.  
 One-eighth page ad \$225    One-quarter page ad \$449    One-half page ad \$899    One-full page ad \$1,699

**Payment information:** *(Please complete payment information below)*

Women Today Package _____	Bill my Kitsap Sun account # _____
Additional Booths _____	Check: Make checks payable to "Kitsap Sun"
Additional Advertising _____	Credit Card: ___ Visa ___ Master Card ___ Discover ___ American Express
Additional Marketing _____	Name on Credit Card _____
TOTAL COST _____	Card Number _____
Total Amount Due: \$ _____	Expiration Date ____ / ____ 3-digit Security Code _____
Total Deposit Paid: \$ _____	Signature _____
Total Balance Due: \$ _____	<i>(must be signature of card holder)</i>

*The balance must be paid in full by Friday, April 1, 2011. All balances must be paid in full before booth assignments will be confirmed and exhibitor materials distributed.*

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*We agree to abide by all contract conditions, rules, and regulations as set forth on the back on this document, along with any forthcoming guidelines. See official rules and regulations on reverse side for details.*

# OFFICIAL TERMS AND CONDITIONS

## 2011 Kitsap Sun Women Today

Sponsored by the Kitsap Sun and Co-Sponsors

1. **Statement of Policy:** All Exhibitors are equal regardless of size and should be given equal opportunity, within reason, to present their product or service in the most effective manner to the audience. We ask you to be a "good neighbor" and remember, we want you to be successful.
2. **Contract Conditions:** The following contract conditions have been formulated for the protection and best interests of all concerned. As such, the terms and conditions shall apply to and be in effect among the Scripps Media, Inc., d/b/a Kitsap Sun ("Sun"), Kitsap County Parks and Recreation, d/b/a Fairgrounds and Pavilion ("Pavilion"), and any Exhibitor whose application is received and to whom space is rented. All points not covered are subject to the decision of the Kitsap Sun.
3. **Definitions:** As used herein 'sponsors' mean the Sun and Co-sponsors. 'Exhibit Management' means the Kitsap Sun Exhibit Managers. 'Exhibitor' means the person or firm on whose behalf booth space is rented and all persons working the booth space. 'Landlord' means the Kitsap County Parks and Recreation. 'Exhibitor Service' means any official supporter so named by the Exhibit Managers to act in the capacity.
4. **Application for Exhibit Space:** Applications by Exhibitors shall be made on the official contract form only. Exhibit Management will promptly accept or reject each application received and will furnish additional information to each Exhibitor whose application has been accepted. Booth space will be assigned by the Exhibit Management - guided by the requirements of the Exhibitors and their choice of location wherever possible. However, Exhibit Management reserves the right to rearrange or renumber the floor plan and relocate any exhibit if it appears necessary for the good of all exhibitors.
5. **Rental:** All prices are outlined in the exhibit brochure. The application for exhibit space must be signed by a duly authorized agent of the Exhibitor and submitted with 50% deposit at the time the contract is received. WA Sales Tax is assessed to all exhibitors, unless a valid WA Sales Tax Exemption Certificate is presented. Such payment along with date of application will be used for determination of booth selection as provided in section 4 above. Payment in full or any remaining balance must be received before move-in, May 5, 2011. Exhibitor/Advertiser/ Sponsor agree to pay reasonable attorney fees and court costs plus interest on account if judgment is obtained in the collection of a delinquent account.
6. **Use of Space and Solicitation in Exhibit Hall:** The aisles and other spaces in the "Pavilion" not leased to Exhibitors shall be under control of Exhibit Management. All displays, interviews, conferences, distribution of literature, lectures, sales and transactions of business of any nature whatsoever shall be made inside the space contracted for. Standing in the aisles or in front of exhibit booths of other Exhibitors or the intercepting of those attending for advertising purposes is strictly prohibited. Sideshow tactics or any undignified methods of attracting attention will not be permitted. (Note: No person or persons other than Exhibitors will be permitted to conduct business in the "Pavilion" without authorized permission from the Exhibit Management. Violators will be escorted from the premises of the "Pavilion". The Exhibit Management asks that all Exhibitors abide by the set rules and regulations and to report any known violators to the management for disciplinary action.)
  - (a) **Noise-Making Devices:** Exhibits which include the operation of instruments, radios, talking motion pictures, public address systems or any noise-making machines must be conducted or arranged that the noise resulting from the demonstration will not annoy or disturb adjacent Exhibitors. No musical instruments may be played unless authorized.
  - (b) **Care of Building and Equipment:** Exhibitors or their agents shall not injure or deface the walls of the building, the booths, or the equipment of the booths. Exhibitors are forbidden to drive tacks, nails or screws into the walls or woodwork. When such damage appears, the Exhibitor is liable to the owner of the property damaged.
  - (c) **Fire Prevention:** All booth decorations must be flameproof and all hanging or draped items/ materials must clear the floor. Electrical wiring must conform to the National Electrical Code Safety Rules. If inspectors indicate that any Exhibitor has neglected to comply with these regulations or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. City fire regulations must be observed. All fabrics decorative or otherwise must be flame-proofed in accordance with fire prevention requirements of City of Kitsap (Washington).
  - (d) **Safety Precautions:** Exhibitors shall take precautions for the safety of their personnel, other Exhibitors and all other persons upon the premises, and shall comply with all applicable provisions of Federal, State and Municipal safety laws, building codes and ordinances.
  - (e) **Maintenance Of Booth Space:** Exhibitors shall keep their booth space clean and orderly at all times and shall not engage in activity which would unduly interfere with visitors or other Exhibitors, or would be in violation of law, regulation or ordinances.
  - (f) **Construction:** In general each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit.
  - (g) The Exhibitor agrees to produce his exhibit in dignified taste and in keeping with the reputation and image of Women Today and to provide staff to be present in the booth during Exhibition hours. Exhibitor agrees to dismantle booth only after the close of Women Today on Saturday, May 7th at 7:15 pm. No early breakdown is permitted. You may be subject to a \$200 fine for early breakdown and subject to restriction from participation in future shows. All Exhibitors are required to remove all items off the pipe, drape, tables and chairs at the conclusion of Women Today. The Sun, the pipe and drape company, the stage production and lighting company, Co-Sponsors, the Pavilion, and Kitsap County will not be held responsible for any items not removed. Should items not be removed off the pipe, drape, tables & chairs on Saturday a \$100 fee will be issued to the Exhibitor. All Exhibitors must be moved out by 10 p.m. on Saturday or your company will be billed \$50 per additional hour.
7. **Liability:** The Exhibit Management, Sponsors, Landlord, and Exhibitor Service, and their officers and staff members disclaim all liability for damages or losses caused any Exhibitor by fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorders, strikes, criminal acts, theft. Exhibit Management will not be responsible for any failure of electric or other services. Exhibitors needing to insure their goods must do so at their own expense. If unusual equipment is to be installed or if appliances that may be subject to fire codes are to be used, the Exhibitor should communicate with the Kitsap Sun for information concerning facilities or regulations. No Exhibitor shall allow any article or thing to be brought into or any act to be done on the premises which shall increase the premium on any policy or policies of insurance held by Exhibit Management, the Sponsor, the Landlord, or the Exhibitor service, or which may cause any policy or policies of insurance to be cancelled.
8. **Show Cancellation:** Exhibit Management reserves the right to cancel Women Today without notice if it is deemed necessary by Exhibit Management. If Women Today is cancelled, the exhibitor's booth fees that have been paid in advance to Exhibit Management will be refundable in full. Vendor Cancellations: All cancellations must be in writing. A \$100 fee will be assessed to all exhibitor cancellations. Cancellations received 60 days prior to the show will be refunded full deposit received less a \$100 cancellation fee. Cancellations received between 30 and 60 days prior to the show will receive 50% of their deposit minus a \$100 cancellation fee and any sum paid over their deposit. Cancellations received within 30 days of the show will receive no refund. Failure to set-up by the specified move-in deadline will result in forfeiture of exhibit space and all monies paid to date. No full or partial refunds will be given for any reason after 30 days prior to the event.
9. **Interpretation and Amendments:** Exhibit Management shall have the full power to interpret and enforce all rules contained herein, and the power to make amendments thereto, and to enact such rules and regulations as shall be considered necessary for the proper conduct of Women Today.
10. **Indemnification and Hold Harmless Agreement:** Exhibitor agrees to indemnify, defend and hold the Sun, the Pavilion, the state of Washington, Kitsap County Parks & Recreation, Kitsap County and Co-Sponsors harmless from any and all loss, injury or damage arising in any way from Exhibitor's acts, omissions or negligence or those of its employees or agents during the 2011 Kitsap Sun Women Today scheduled for Friday, May 6th and Saturday, May 7th, 2011 at the Kitsap Sun Pavilion. Exhibitor further agrees to make no claim against the Kitsap Sun, the Pavilion, the state of Washington, Kitsap County Park & Recreation, Kitsap County or Co-Sponsors for loss, injury or damage to its employees, agents, contractors or property resulting in any way from Exhibitor's participation in Women Today. Exhibitor agrees to submit to the Kitsap Sun prior to Women Today and no later than April 1, 2011, a certificate of insurance evidencing its Workers' Compensation insurance coverage with statutory limits and its general liability insurance coverage with an occurrence form and combined single limit of not less than \$1,000,000 per occurrence. Such certificate must name the Sun, Kitsap County, the State of Washington, the Pavilion, Co-Sponsors, and their directors, officers, employees and agents as additionally insured under general liability from May 5 through May 8, 2011. These dates include Exhibitor move-in, general public admittance and Exhibitor move-out days.
11. **Correspondence:** Address all correspondence relative to exhibits to:  
Attn: Mike Stevens: 2011 Kitsap Sun Women Today,  
Kitsap Sun, 545 5th Street, Bremerton, WA 98337  
Phone: (360) 792-3350 Fax: (360) 792-9237
12. **This contract shall be governed by the laws of the State of Washington, without regard to choice of law provisions.**