



Illinois Federation of Business Women's Clubs, Inc

EXHIBITOR/VENDOR APPLICATION

May 6, 2017

I Hotel, Champaign Illinois

You are invited to submit an application for the Vendor Exhibit Area at the Illinois Federation of Business Women's Clubs, Inc (IFBWC) annual Convention, located at the I Hotel in Champaign Illinois. As indicated in this agreement, the Hotel will provide tables and chairs. Maximum of 2 similar type crafts/businesses will be accepted.

You may set up from 7 a.m. – 8 a.m. on Saturday, May 6th. The vendor area will be open on the 6th from 8 a.m. – 5 p.m. Our convention attendees will be trickling around all day on Saturday. While not mandatory, we would encourage you to be completely set up by 7:45 a.m. for those attendees who want to shop early. Space assignment is at the sole discretion of the Convention Committee. Specific locations or corners are not guaranteed, but we will do our utmost to honor all requests.

Table Fees: \$40.00 per table

Applications will be accepted on a first-come basis until all 12 spaces are filled. You can mail the attached application to:

Tina Klein
21090 State Highway 3
Grafton, IL 62037

Email: tinaKL31@gmail.com

or you can register and pay online at www.ifbwc.org and click on Events, Click on Vendor Registration.

If you have any questions, please don't hesitate to contact me.

Tina Klein
Convention Chair
tinaKL31@gmail.com
618.786.3058

You may also register on line and issue your payment through www.ifbwc.org click on Events



EXHIBITOR'S AGREEMENT

This Agreement made on _____ 2017 between the ILLINOIS FEDERATION OF BUSINESS & PROFESSIONAL WOMEN, INC. (the "Federation") and

(the "Exhibitor,") witnesseth:

WHEREAS, the Federation has arranged with the I Hotel, Champaign, Illinois for exhibition space in connection with the Illinois Federation of Business Women's Clubs, Inc. annual Convention on May 6, 2017.

WHEREAS, the Exhibitor desires to use certain space, hereinafter described for exhibition purposes and for the purpose of exhibiting and/or selling certain products and/or services at the Illinois Federation of Business Women's Clubs, Inc. annual Convention at the I Hotel, Champaign, Illinois.

WHEREAS, the Federation is the exclusive agent for arranging for occupancy of said space:

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein the parties agree as follows:

1. The Federation hereby authorizes Exhibitor to occupy the space{s} described below for purposes of exhibiting and/or selling certain products and services: Booth space hereinafter described in the Exhibitors Hall of the I Hotel, Champaign, Illinois.
2. The Federation retains the right to approve or reject Exhibitor's use or purpose of its exhibit at any time, including but not limited to the occupancy dates listed in paragraph 4 below.
3. If this Agreement is executed on or before April 21, 2017 the Exhibitor agrees to pay to the Federation for the use of the Space, the table fee listed on Page 1.
4. The occupancy of said space by Exhibitor shall be limited to Saturday, May 6, 2017 from 7 a.m. – 6 p.m.
5. The Federation agrees to provide:
 - An exhibit space (6 ft table with two chairs).

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- Exhibitor listing in the Convention Program Book if the contract is received by April 7, 2017
6. The Federation agrees that the Space will be ready for occupancy by the Exhibitor on Saturday, May 6, 2017 at 7:00 a.m. Exhibitor agrees to have its exhibit open no later than 8:00 a.m. on Saturday, May 6, 2017. Exhibitor further agrees to vacate the Space Saturday, May 6, 2017, at or before 6:00 p.m. and agrees to remove all supplies, materials, refuse, and any other materials from the Space and to leave the Space in substantially the same condition as at the date of commencement of the use of the Space.
 7. The Exhibitor agrees to indemnify and hold harmless the Federation, its officers, agents, and employees and the I Hotel, Champaign, Illinois, its officers, agents, and employees from and against any and all loss, damage, liability, injury, cost or expense whatsoever arising out of and in the course of its use, management and occupancy of the Space rented. The Federation shall not be responsible for any damage or injury to the Exhibitor or Exhibitor's agents, servants, employees or Exhibitor's property from any cause whatsoever during the term of this Agreement, and hereby expressly releases the Federation and the I Hotel, Champaign, Illinois from any and all claims for any loss, damage, or injury.
 8. In the event that any damages occur to the I Hotel, Champaign, Illinois, furniture, fixtures, building, equipment, or other property caused by the installation, presence and/or removal of exhibits and exhibit materials, Exhibitor shall reimburse the Federation for the cost of such repair or replacement which is charged to the Federation by the I Hotel, Champaign, Illinois
 9. The Federation will not be responsible for products, machines, materials or property of any kind other than property belonging to the Federation left in the Space herein rented.
 10. Exhibitor agrees to abide and conform to all rules and regulations prescribed by the Federation and prescribed by the I Hotel, Champaign, Illinois, for use or management of said Space. Exhibitor agrees that nothing shall be posted on, nailed, screwed or otherwise attached to the walls, floors or other parts of the building or furniture.
 11. It is mutually agreed that this Agreement and the privileges, covenants and conditions contained herein cannot be altered or revised, assigned or otherwise disposed of unless in writing and agreed upon by the parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate the day and year first above written.

Tina Klein

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IFBWC Annual Convention

EXHIBITOR/VENDOR APPLICATION

May 6, 2017

I Hotel - Champaign, Illinois

BUSINESS NAME: _____

ADDRESS: _____

CONTACT: _____

TELEPHONE: _____

E-MAIL: _____

DESCRIPTION OF ITEMS TO DISPLAY (PLEASE INCLUDE BUSINESS CARD)

You can set up from 7am to 6pm on Saturday. Registration starts at 7:30am

SPACES ARE: 6 feet x 10 feet

COST (PER TABLE FOR 1 DAY DISPLAY): \$40.00

\$ _____ FOR _____ TABLES

\$ _____ FOR ELECTRICITY

TOTAL AMOUNT ENCLOSED: \$ _____

MAKE CHECKS PAYABLE TO **IFBWC** & MAIL COMPLETED FORM AND CHECK TO:

Tina Klein
21090 State Highway 3
Grafton, IL 62037

OR Email:

tinaKL31@gmail.com

Or

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