



# Inner Harbor Wing Fest May 17 & 18, 2019

310 W Kirkpatrick St, SYRACUSE, NY

## Exhibit Space Rental Agreement

FOR EVENT MANAGEMENT USE ONLY

LOC# \_\_\_\_\_

INV# \_\_\_\_\_

PMT \_\_\_\_\_

### COMPANY INFORMATION

COMPANY NAME \_\_\_\_\_ CONTACT PERSON'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

P.O. BOX \_\_\_\_\_ CITY \_\_\_\_\_ ONSITE CONTACT \_\_\_\_\_ CELL# \_\_\_\_\_

STATE/PROVINCE \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE(\_\_\_\_\_) \_\_\_\_\_ FAX(\_\_\_\_\_) \_\_\_\_\_


SPECIFIC DESCRIPTION OF GOODS/SERVICES \_\_\_\_\_

**NOTICE:** Only products and services listed above will be allowed within your booth.

### Vendor Space Information

| Vendor Space Size:                    | Event Insurance:   |
|---------------------------------------|--|
| 10'x10'.....\$200.00..... \$ _____    | <b>Event Insurance:</b><br>Every vendor is required to issue Right Coast, Inc. an insurance certificate naming Right Coast, Inc. as additionally insured and certificate holder. If the vendor does not have insurance, the vendor will be added to Right Coast's insurance policy for \$65.00.<br><br><input type="checkbox"/> I will send an insurance certificate prior to May 1st, 2019<br><br><input type="checkbox"/> Please add my company to Right Coast's Insurance....\$65.00<br><br>TOTAL COST.....\$ _____ |
| 20'x10'.....\$350.00..... \$ _____    |  |
| 30'x10'.....\$450.00..... \$ _____    |  |
| 40'x10'.....\$500.00..... \$ _____    |  |
| 20'x20'.....\$500.00..... \$ _____    |  |
| 30'x20'.....\$700.00..... \$ _____    |  |
| 40'x20'.....\$850.00..... \$ _____    |  |
| 50'x20'.....\$950.00..... \$ _____    |  |
| 80'x30'.....\$1,900.00..... \$ _____  |  |
| 100'x30'.....\$2,200.00..... \$ _____ |  |

### PAYMENT METHOD

[ ] Credit  [ ] CHECK (Make Checks Payable To: Right Coast, Inc.)

# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP DATE: \_\_\_\_\_ C.I.D. #: \_\_\_\_\_

PRINT CARDHOLDER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PLEASE CHARGE THE FOLLOWING TO MY CREDIT CARD:  
(You can also call Right Coast, Inc. and give the credit card information over the phone 800-753-2978)

CHECK ENCLOSED FOR \$ \_\_\_\_\_

**TERMS:** Full payment along with health permit must be received with signed contract by March 31st, 2019. NO refunds. Right Coast, Inc. reserves the right to refuse any application. We have read and agree to abide by the rules and regulations for exhibitors on the reverse side of this agreement.

Authorized Signature X \_\_\_\_\_ Date \_\_\_\_\_

Name (print or type) \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Right Coast, Inc. \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy of this agreement for your records.  
 Mail to Right Coast Inc. - P.O. Box 3146 Syracuse, New York 13220-3146 or Fax to: 315-668-2834  
 FOR MORE INFORMATION Call (800) 753-3978 or E-mail Carrie@RightCoastInc.com or Rob@RightCoastInc.com



**NOTE: Vendors MUST read and sign both pages of contract.**

# Inner Harbor Wing Fest 2019

## Vendor Information



### **Move-In and Set-up**

-Spaces will be available for set-up from 10am until 5pm on Thursday May 16th or 7am to 10am May 17th. *\*Special arrangements for early arrival can be made by calling the Right Coast office at 800-753-3978.*

### **-Security Info:**

-Overnight security will be provided Thursday, Friday & Saturday.

### **-Vendor Info:**

-(2 passes - 600sf) (4 passes - 800sf and up)

-Exhibitor display and merchandise must remain within the confines of the contracted space. Distribution of literature and sales aids must take place within your assigned vendor space ONLY.

-Booth space must be used solely by the company/person and for the products and services stipulated in the rental agreement. Subletting of space by exhibitors is strictly prohibited.

-Exhibitors are required to maintain a neat and orderly appearance at all times. Right Coast reserves the right to remove any vendor not selling items described on the front of this application, or deemed not family friendly by Right Coast, Inc. staff. All decisions are at the sole discretion of Right Coast, Inc., and final. NO REFUNDS.

### **Show Hours:**

-Friday, May 17th, 5pm-11pm

-Saturday, May 18th, 12noon - 11pm

### **Breakdown and Move-Out:**

Exhibitors will be required to remain open and operational until at least 9pm each day. All equipment and materials must be removed by noon, Sunday, May, 19th

### **General Insurance Liability:**

-Right Coast, Inc., its agents, representatives, sponsors or employees are not responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause or condition.

I agree to the above regulations: \_\_\_\_\_

Date: \_\_\_\_\_