

# The Biz Club Expo

**October 3, 2017 • The Wilshire Grand Hotel**

Show Management Contact information:  
Studio O LLC - 18 Commerce Road, Unit O, Fairfield, NJ 07004  
Sandy Okin - 973.809.0029 or 973.974.9700 mail@studioollc.com  
www.TheBizClubExpo.com

Your application will be reviewed by Studio O LLC and you will be notified of your application status. Once accepted, a confirmation will be sent to you. The information you provide will be used in the printed and digital magazine. Submission of exhibitor/sponsor applications implies consent to agreement with show management - Studio O LLC.

**Contact Information**

Firm/Company Name \_\_\_\_\_

Firm/Company Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Billing Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

On-site Contact Person's Name (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Note: Firm/Company Name, Address, Phone, Fax, Website and Contact Name will appear in TheBizClubExpo.com digital magazine as entered above.

**Exhibit Space Selections**

Standard Table Exhibit -  
One 30" x 72" draped table with 2 chairs (\$750.00)

Double Table Exhibit -  
Two 30" x 72" draped table with 2 chairs (\$1,250.00)

Exhibit Space for Small Exhibit -10' wide x 8' deep  
One 30" x 72" draped table with 2 chairs (\$850.00)

Electric  
(Please let us know in advance if you need electric) (\$25.00)

Additional Tables, Chairs, Graphics Displays, Exhibit Displays,  
Printed Materials - Please contact us for pricing.

**Premier Sponsorships:**

Diamond Sponsor (\$5,000.00)

Gold Sponsor (\$2,500.00)

Silver Sponsor (\$1,500.00)

Other Sponsorship (\$\_\_\_\_\_)

**Advertising**

Full Page Ad in Show Magazine - 8.5" x 11" full bleed  
Digital Full Page Magazine Ad - for one year on expo site (\$500.00)

Half Page Ad in Show Magazine - 8.5" x 5.5" -- bleed 3 sides  
Digital Half Page Magazine Ad - for one year on expo site (\$300.00)

**Payment**

Check payable to Studio O LLC     Mastercard     Visa     American Express    **Total Amount of Above Costs \$** \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date (MM/YYYY) \_\_\_\_\_

Name on Card \_\_\_\_\_ Zip Code \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

**Agreement**

I agree to the terms and conditions as outlined in the second page of this document.

**Mail** Registration form with payment to: Studio O LLC, c/o The Biz Club Expo, 18 Commerce Road, Unit O, Fairfield, NJ 07004

**Online Payment** www.TheBizClubExpo.com

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## 1. Show Management

The term "Show Management" as used herein shall mean The Biz Club Expo, its officers, committees, volunteers or employees.

## 2. Definition of Sponsors

An organization that pays Studio O LLC for The Biz Club Expo to exhibit or display

## 3. Eligible Sponsors

Show Management reserves the right to determine the eligibility of any company for inclusion as a Sponsor.

## 4. Exhibitor Attendance

Exhibitor booth packages allow for a specific amount of exhibitor representatives, additional tickets can be bought for attendance and to cover the costs for the networking luncheon.

## 5. Changes to Floor Plan

Show Management may, at any time prior to the scheduled opening date of the Expo, change the floor plan as necessary, without any liability to Exhibitor.

## 6. Printed Materials

Exhibitor/Sponsor information and forms must be submitted to Show Management by August 15th, 2017. Inclusion to expo printed materials cannot be guaranteed if submitted after that date.

## 7. Rejected Displays

Show Management reserves the right to reject, eject or prohibit any materials and or exhibitory displayed in connection with expo sponsorship in whole or in part, or any sponsor representative, or exhibitor with or without giving cause. *Please if you have any unusually materials or exhibitory have Show Management approve it before the show.* If any exhibitor is ejected for violations of any rules or for any other stated reason, no return of payments shall be made.

## 8. Character of Materials

No sign, banner or display shall be affixed to any part of the hotel; and damages caused to the walls, fixtures or carpet in space assigned will be billed to exhibitor.

## 9. Security

Show Management will not assume any responsibility for exhibitors property. It is recommended that the exhibitor obtain adequate insurance coverage, at their own expense, against property loss or personal injury and for liability for property damage and personal injury to others.

## 10. Fire Safety and Health

Federal, state and local laws covering fire, safety and health must be strictly observed. Only fireproof materials should be used in displays and the exhibitor must take all necessary fire precautions. Displays or signs must not block aisles and fire exits. Safety guards on equipment must be used where necessary. Exhibitors must comply with all laws, rules, regulations and ordinances in force.

## 11. Shipping

We are not setup for any shipments sent to the Wilshire Grand Hotel.

## 12. Set-Up

The exhibit area's will be open at 9:00am on Tuesday, October 3rd, 2017 and that's when exhibitor move-in begins. Set-up must be completed by 1:45. If you need more time contact Show Management for additional time. But you would be missing out on the important networking/luncheon. No one will be allowed to set-up after 3:30. If you need help we will have a limited amount of labor to assist anyone in need. There will be a charge of \$25 per 15 minutes.

## 13. Hotel

Exhibitors may reserve a standard room at the Wilshire Grand Hotel from The Biz Club Expo block, but reservations must be made by September 12th or the discounted rate of \$1.00. Our site www.TheBizClubExpo.com will be linked to the Wilshire Grand Hotel website for you to make, modify and cancel hotel reservations online, as well as take advantage of any room upgrades, amenities or other services being offered by The Wilshire Grand Hotel. To register online, you must be signed up as an exhibitor or sponsor to get the special code. Once you have the code and you prefer to call in your reservation, call 973.731.7007. Please note that all guests registering into the hotel will be required to post a credit card and show identification. State and local taxes will be additional charges. Available on a first-come, first-served basis.

## 14. Tear-Down

The expo will close at 8:00pm on Oct. 3rd. All exhibits must remain intact until 8:00pm and taken down and removed by 10:00pm. Show Management will not be responsible for anything left behind. If you need help we will have a limited amount of labor to assist anyone in need. There will be a charge of \$25 per 15 minutes.

## 15. Interpretation and Amendments

Show Management reserves the right to interpret and amend these regulations, as it deems proper, to ensure the success of all exhibitors and sponsors and further the educational purposes of attendees and members.

## 16. Termination of Sponsorship

In the event the premises where the convention is to be held becomes unfit for occupancy or is substantially interfered with by reason of picketing; strike; injunction; curtailment of transportation services of facilities; act of war; act of God; fire; emergency declared by any governmental agency; or by virtue of a any ordinance of law or any municipal, state or federal governmental agency; or any other act beyond the control of Show Management, either party may terminate or suspend its obligation under this agreement. In the event of such termination, Show Management will, after deducting all costs and expenses, refund to the exhibitor or sponsor his prorated amount of all funds paid.

## 17. Indemnification

The exhibitor or sponsor agrees to the fullest extent permitted by law to hold harmless Studio O LLC producing The Biz Club Expo from and against any liabilities, damages and costs (including reasonable attorney fees and the cost of defense) to the extent caused by the negligent acts, errors and omissions of the exhibitor or sponsor.

## 18. Cancellation

Once payment for sponsorship of any kind is received and accepted by Studio O LLC for THe Biz Club Expo, any cancellation after September 1st will result in forfeiture of the entire exhibitors or sponsorship amount.

## 19. Additional Terms

- 19.1 The individuals executing this agreement represent that they have full authority to do so on behalf of their respective organizations.
- 19.2 This contract constitutes the entire understanding between the parties with respect to the subject matter herein and may be amended only upon written agreement signed by both parties.