



**Baptist Health Care Family Expo Contract 2010
Non-Profit Exhibitor**

Business/Vendor Name: _____

Contact Person: _____

Billing Address: _____
Street City State Zip

Business Phone: _____ Fax: _____

E-mail Address: _____

Company Website Address: _____

Vendor Type: Non-Profit Exhibitor @ \$200
Price includes 10x10 booth space, one eight foot table, two chairs, and one banner (if requested),
Vendor Web Listing and Expo Credentials

Additional items needed: # of Tables at \$10 each _____

of Chairs at no additional cost _____

Phone Line: Yes _____ No _____

**Note, Vendor is solely responsible for obtaining telephone line; please refer to #3 of the General Terms and Conditions*

Total Package Price: \$ _____

Make Checks Payable to: Baptist Health Care Foundation

Include Current Insurance Certificate Insurance Certificate Expiration Date: _____

Do you need a 1’x4’ banner with your company name for your booth? Yes ___ No ___

If yes, exact name for banner: _____

**Mail this form, signed Terms and Conditions, insurance certificate and payment to:
Marketing Strategies
903 West Moreno Street, Pensacola, FL 32501
Attn: Jackie Livingston**

Questions? Call 469-2356 or email jackie.livingston@bhcpns.org



**Baptist Health Care Family Expo Contract 2010
Non-Profit Exhibitor**

Event: Saturday, September 11 from 9am to 3pm
Vendor Setup: Friday, September 10 from 10am to 4pm
Breakdown: No breakdown before 3pm on day of event
All exhibits must be removed by 5pm Saturday, September 11

Helium-Filled balloons are NOT ALLOWED at this event.

Baptist Health Care Agrees to:

1. Promote event through TV, radio and newspaper advertisements starting one month prior to Family Expo;
2. Host Family Expo Saturday, September 11, from 9am - 3pm at the Pensacola Interstate Fairgrounds;
3. Offer vendor setup Friday, September 10, from 10am - 4pm;
4. Provide display area for each vendor;
5. Provide basic housekeeping throughout the duration of Family Expo; and
6. Provide Family Expo flyers to Vendor to promote the event.

Vendor Agrees to:

1. Abide by Baptist Health Care's Family Expo General Terms and Conditions for Vendors incorporated herein;
2. Promote Family Expo through its business;
3. Decorate booth space with materials of interest related to products or services sold by its business. This can include items to sell, samples, or information to distribute;
4. Provide sufficient manpower to staff its booth during the entire event;
5. Not breakdown its booth before 3pm and remove its exhibit by 5pm on the day of the event;
6. Pay all fees and provide to Baptist Health Care a current certificate of general liability insurance from its organization's insurance carrier as required hereunder by Wednesday, September 1.



**Baptist Health Care Family Expo Contract 2010
Non-Profit Exhibitor**

General Terms and Conditions for Vendors

1. **Vendor Space:** 10' x 10' area with one skirted table, two chairs, one 1' x 4' banner (if requested) and one electrical outlet. Extension cords will not be provided. Vendor may, at its own discretion, provide a short outdoor extension cord to span the distance to existing outlets.
2. Full payment and all required documentation as specified herein must be received by Baptist Health Care by the date specified. Baptist Health Care reserves the right to cancel or sell the booth to another organization if payment and required items are not received by such date.
3. Additional booth items are available for a minimal fee and must be reserved by completing the form on page one. Vendor must include the additional fee(s) along with booth payment.
 - Extra skirted tables: \$10 each
 - Chairs: No charge
 - Telephone hookup: Vendor must arrange for installation and is responsible to telephone company for all charges as determined by the telephone company.
4. Vendor is responsible for proper disposal of its empty cartons/boxes and leftover literature or materials on the day of the event. Vendor shall ensure no leftover items are left in and around its booth area otherwise onsite when the event ends.
5. Baptist Health Care reserves the right to refuse participation to any party based on inappropriate conduct or booth content.
6. Helium-filled balloons are not allowed at this event.
7. Concession rights remain the exclusive property of the Fairgrounds. Vendor cannot sell food or drink items at the event. Vendor is permitted to offer free food or drink samples. All alcoholic beverages are prohibited.
8. Two lunches will be provided for each booth. Additional food will be available for purchase from Fairground concessions. A hospitality room will be available for all vendors.
9. No part of Vendor display may extend outside the allotted booth space. Material may not go into the aisle, infringe, or otherwise block an adjoining booth. Baptist Health Care reserves the right to remove obstructions or reassign booth space at its sole discretion to improve safety, access or visibility.
10. Vendor must provide Baptist Health Care with a current certificate of general liability insurance from its organization's insurer. This certificate is also required by the event insurer.
11. Vendor must attend an information meeting on Wednesday, September 1 at 8:30 a.m. in the Medical Meeting Room at Baptist Hospital, 1000 West Moreno Street.



**Baptist Health Care Family Expo Contract 2010
Non-Profit Exhibitor**

12. Baptist Health Care is not responsible for lost or stolen items. Vendor must store valuable items or door prizes away from easy reach of visitors.
13. Baptist Health Care does not guarantee Vendor against losses, including but not limited to losses from theft.
14. In order to prevent disruption and intrusion to visitors and other vendors, all vendors, including political candidates and their volunteers, are prohibited from promoting services and candidates beyond the confines of the allotted booth space.
15. Each booth space is exclusive to the individual vendor. Sharing of booth space with other vendors is not permitted without the express written consent of Baptist Health Care.
16. In the event Vendor will be hosting an activity that could cause long lines to form, Vendor shall inform Baptist Health Care of such activity to allow Baptist Health Care to position Vendor's booth in a strategic area that will allow a consistent, unobtrusive flow of traffic.
17. Baptist Health Care reserves the right to refuse booth space to any vendor offering services competing with Baptist Health Care. In addition, Baptist Health Care reserves the right to refuse booth space to any vendor that represents an organization that is not consistent with the mission and values of Baptist Health Care.
18. **Cancellation:** In view of the selective nature of the Family Expo and the necessity for advance planning, Vendor acknowledges that the fees paid hereunder are non-refundable except in the unlikely event Baptist is forced to cancel the Family Expo, in which case Baptist will refund to Vendor any and all unused portion of its fee.
19. **Authority:** By signing below, the signatory acknowledges that he/she has the actual authority to enter into this Contract and waiver on behalf of Vendor and that any necessary approvals have been obtained prior to signing this Contract.
20. **Waiver:** In consideration for the opportunity to participate in the Family Expo, Vendor hereby waives and releases all rights for itself, its employees, and agents to any claims for damages it, its employees or agents may have against Baptist Health Care, its employees or agents, or the employees or agents of any Baptist Health Care affiliate or subsidiary for claims arising out of Vendor's participation in the Family Expo.

Accepted for Vendor by:

Printed Name: _____

Signature: _____

Title with Company: _____

Date: _____