



2024

Office use only

Holiday Expo at Dena'ina

November 23rd & 24th, 2024
Dena'ina Civic and Convention Center
600 W. 7th Ave., Anchorage

REGISTRATION & CONTRACT FORM

Company Name:			Email:		
Contact Person:			Website:		
Mailing Address:			Facebook: @		
City:	State :	Zip:	Phone:	Fax:	

Description of Exhibit: _____

Indoor 10' x 10' booths are \$550, reserved on a first come/first serve basis. Qualified non-profits receive a 10% discount. Booth rental includes pipes and drapes (8' back drape and 3' side drapes). Certain rows will have electric access available for an additional \$20. If you do not provide your own booth furnishings, you may rent tables or other items from the event decorators. Approval of any exhibitor, booth, or person is at the sole discretion of MATSU Events management.

10x10 space(s) requested: _____ x \$550.00 = \$_____ Preferred space #(s): _____

Electricity Access: _____ x \$ 20.00 = \$_____

Other (call to discuss): \$_____

TOTAL \$_____

After submitting this **REGISTRATION AND CONTRACT FORM**, please visit <https://matsuevents.com/vendor-info/> and select the appropriate payment option to either reserve your booth with a nonrefundable deposit, or to make booth payment in full. Any remaining balance is due in full by November 1, 2024. Contact our office if you prefer to make payment by phone.

If paying by check, enter check number _____, payable to "MATSU Events LLC" and mail to the address below.

EXHIBITOR OR VENDOR AGREES TO ALL TERMS AND CONDITIONS OF SPACE RENTAL

EXHIBITOR Signature:  **X** _____ Date: _____



MATSU EVENTS LLC

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TERMS AND CONDITIONS OF THE HOLIDAY EXPO AT DENA'INA SPACE RENTAL

1. USE OF SPACE:

- A. Liability - The Exhibitor is entirely responsible for the space leased and shall not injure, mar, or deface the premises. The Exhibitor agrees to reimburse the Dena'ina Civic and Convention Center for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor.
- B. Aisles - The aisles, passageways, and overhead spaces remain strictly under control of the management, and no signs, decorations, advertising materials, or special exhibits will be permitted in these areas except by special written permission of the Management. All exhibits and their personnel must remain within the confines of their own space and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of other Exhibitors.
- C. Space - The space contracted is to be used solely for Exhibitor whose name appears on the Contract, and it is agreed that Exhibitors will not sublet or assign any portion of same without the written consent of the management. In the event Exhibitor fails to occupy or use his space or have his exhibit completed and in place before the Expo opens on Saturday, the Exhibitor will forfeit all rights to that space, all prepaid rents, and Exhibitor will remit upon demand any rental balance owing to the management.
- D. Demonstrations - All demonstrations and/or promotional activities must be confined within the limits of the leased space. Noise resulting from demonstrations and/or promotional activities must not interfere with other Exhibitors.
- E. Restrictions - The management reserves the right to restrict or remove exhibits without refund that may have been falsely entered, or may be deemed by the management unsuitable or objectionable, including but not limited to: noise, PA Systems, persons, animals, birds, conduct, printed matter, alcohol or other drugs, or anything of an objectionable character as deemed by the management. If there is any question, contact MATSU Events management prior to the event.
- F. Offenses - Any Exhibitor or Representative of an Exhibitor committing any of the above offenses will be asked to leave the area without refund.

2. RULES FOR EXHIBITS

- A. All booths and decorations must concur with Dena'ina Civic and Convention Center regulations, Anchorage Municipal Ordinances, and local fire codes. Any violation may result in the removal of all materials found to be in violation. Materials for booth decoration and construction must be fire retardant. Contact the MATSU Events Management if you have any questions or doubts.
- B. Installation - Any special carpentry, wiring, electrical, gas, steam, water, or drainage connection shall be installed at Exhibitor's expense, and only with written approval of the Management.
- C. Licenses - All Municipal, State, and/or Federal licenses, permits, and/or inspections required by law of any Exhibitor for sales or for the installation or operation of display, shall be obtained by the Exhibitor at his own expense prior to the opening of the Expo. Food vendors are required to display a current food handler's card as well as a State of Alaska business license and DEC food permit (if applicable) while serving food at the Expo. Food vendors are responsible for complying with all State of Alaska and Anchorage Municipal regulations regarding temporary food service establishments.
- D. Rights of Management – MATSU Events LLC shall not be liable for any damage or expense incurred by Exhibitors in the event the Expo is delayed, interrupted, or not held as scheduled. If the Expo is not held for any reason beyond the control of MATSU Events, MATSU Events may hold any payments.
- E. Amendments - Exhibitor agrees to abide by decisions of the Management concerning all matters pertaining to the administration and success of the Expo, which are not specifically stated.
- F. Attorney Fees - In the event any suit or action is brought by any party under this agreement to enforce any of its terms, it is agreed that the prevailing party shall be entitled to a reasonable attorney fee to be fixed by the trial and appellate courts.

3. SECURITY

MATSU Events wishes to provide the tightest security possible for the protection of your exhibit properties; however, neither MATSU Events LLC, the Event Sponsors, the Dena'ina Civic and Convention Center, nor their respective insurance companies are financially liable for the losses or "mysterious disappearance" of property of any kind. We recommend that all Exhibitors contact their own insurance company to confirm proper coverage of exhibit materials. The facility will be locked and secured after Expo hours, however we recommend that all Exhibitors remove and/or secure valuable inventory or personal property outside of Expo hours. Neither MATSU Events LLC nor the Dena'ina Civic and Convention Center shall be responsible for items left unattended.

4. LIABILITY

Neither MATSU Events LLC, the Event Sponsors, the Dena'ina Civic and Convention Center, nor any member of the above, shall be responsible for any injury, loss, or damage that may occur to the Exhibitor, an Exhibitor's employee, or the property thereof, from any cause whatsoever. Event management and their sponsors shall not be liable for failure to perform their obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. **The Exhibitor, on signing this Registration & Contract Form, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.**

5. CANCELLATION

If the Exhibitor is unable to occupy his space for any reason, **cancellation must be made in writing to MATSU Events LLC, no later than Friday, November 8, 2024**, at which point prepaid space rental less a \$50 cancellation fee will be returned to the Exhibitor. No Exhibitor cancellation refunds will be made after November 8, 2024.

FOR ALL EXHIBITORS

1. **ANY DISPLAY SPACE WITH ANY TYPE OF COVERING OVER THE TOP OF THE BOOTH SPACE MUST HAVE THEIR OWN FIRE EXTINGUISHER WITH A RATING OF 2A:10B:C OR GREATER AND CURRENT INSPECTION.**
2. **ALL DISPLAY SPACES MUST BE MANNED ALL HOURS THE EXPO IS OPEN.**
3. **THE EXPO ENDS SUNDAY AT 5:00. NO EARLY MOVE-OUTS WILL BE PERMITTED.**
4. **INDOOR ELECTRICITY IS AVAILABLE IN CERTAIN ROWS FOR AN ADDITIONAL FEE.**
5. **ALL ITEMS WITHIN EXHIBITOR DISPLAY SPACE MUST BE SITUATED SO AS NOT TO IMPEDE PEDESTRIAN TRAFFIC. SAFETY WITHIN YOUR SPACE IS YOUR RESPONSIBILITY.**
6. **BUSINESS LICENSES AND PERMITS MUST BE AVAILABLE TO SHOW TO OFFICIALS WHEN ASKED. IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE GOVERNMENT BODIES AND HAVE ALL THE REQUIRED LICENSES PRIOR TO THE EXPO.**
7. **NO SMOKING IS ALLOWED IN OR AROUND THE EXHIBITOR DISPLAY AREAS.**
8. **EXHIBITOR BOOTH SETUP WILL BE FRIDAY AFTERNOON/EVENING AND SATURDAY MORNING PRIOR TO THE EXPO. A SETUP SCHEDULE WILL BE PROVIDED TO ALL VENDORS THE WEEK BEFORE THE EXPO. ALL SETUP MUST BE COMPLETE PRIOR TO EXPO OPENING TO THE PUBLIC.**
9. **THE EXPO ENDS SUNDAY AT 5:00. ALL EXHIBITOR BOOTHS, DISPLAYS, AND PERSONAL PROPERTY MUST BE REMOVED FROM THE DENA'INA CIVIC AND CONVENTION CENTER BY 10:00 SUNDAY EVENING.**