

**2016 Lincoln County Wildlife Expo**  
EXHIBITOR APPLICATION / RENTAL AGREEMENT  
September 9-10<sup>th</sup>, 2016



INSTRUCTIONS: This agreement is between the Lincoln Civic Center Commission (LCCC) and the exhibitor. A minimum deposit of 25% by February 1 to reserve previous year's booth space with additional 25% due by July 9, 2016 or 50% must accompany this fully completed agreement when mailed, faxed, or presented no later than July 9, 2016, in order for space to be reserved. **THE FULL RENTAL FEE MUST BE PAID NO LATER THAN AUGUST 9, 2016, OR THE EXHIBITOR WILL BE SUBJECT TO LOOSE HIS OR HER RESERVED SPACE.** No exceptions will be granted. Booth space is first come first serve bases!

\*\*\*\*15% discount for all new referrals that reserve and pay for booth space\*\*\*\*

BUSINESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF EXHIBIT: (circle one or more), Art, ATV's, Automotive, Boats, Camping, Clothing, Cooking, Dogs, Conservation Education, Fishing, Forestry, Game Calls, Gifts, Guided Trips, Jewelry, Hunting, Knives, Land, Photography, Seed, Stands/Blinds, Targets, Taxidermy, Tourism, Trapping, Wildlife Consulting, or other (please specify) \_\_\_\_\_

PRICES: Booth rental for one 10'X10' - \$150  
Booth rental for one 10'X20' - \$250  
County Line: 50 cents per sq. ft.  
Outside space is sold by the square foot (100 sq. ft. minimum) at 50 cents per square

NOTE: Booth amenities available upon request include up to 2 - 6' tables, 4 chairs, Electrical Power outlets @ \$10 per outlet. If any additional items needed, please contact Quinn Jordan, 601-823-9064, [qjordan@co.lincoln.ms.us](mailto:qjordan@co.lincoln.ms.us)

I WISH TO RESERVE BOOTH NUMBER(S) (see floor plan) \_\_\_\_\_

For current up-to-date booth availability, contact Quinn Jordan, 601-823-9064, [qjordan@co.lincoln.ms.us](mailto:qjordan@co.lincoln.ms.us)

PAYMENT: (Please check one)

Make checks payable to Lincoln Civic Center Commission or (LCCC)

I AM ENCLOSING PAYMENT IN FULL

I AM ENCLOSING DEPOSIT IN THE AMOUNT OF \$ \_\_\_\_\_

**NOTE: ALL EXHIBITORS ARE REQUIRED TO PAY IN FULL BY AUGUST 9, 2016**

Chairs, specify quantity requested \_\_\_\_\_  Electrical outlets needed, specify quantity \_\_\_\_\_

6' table, specify quantity requested \_\_\_\_\_  Other, specify \_\_\_\_\_

NOTE: Once your exhibit has been approved by the Lincoln County Wildlife Expo Committee, it cannot be changed without prior written approval of the committee. No Exceptions will be granted. Exhibitors who do not comply will be asked to leave and all rentals will be forfeited.

**LINCOLN COUNTY WILDLIFE EXPO**

Lincoln Civic Center Commission

1096 Beltline Rd NE / Brookhaven, MS 39601 / Phone: 601-823-9064 / Fax: 601-823-3896

I understand that all checks and exhibitor contracts will be dated and processed immediately upon arrival to the LCCC. The LCWEC (Lincoln County Wildlife Expo Committee) reserves the right to modify the floor plan to the extent necessary for the best interest of all the exhibitors and the show. I further understand that the booth rental fee is non-refundable and non-transferable. I agree to conduct myself and my business (including products sold) in a manner conducive to a family atmosphere. I agree to refrain from exhibiting videos, photographs, graphic art of other media that, in the judgment of LCCC, are offensive, depict illegal or unethical practices (except for educational purposes by law enforcement or related agency exhibitors) or depict kill scenes which do not reflect fair chase hunting methods. Exhibitors who do not comply will be asked to leave and all rentals will be forfeited.

**Exhibitor Rules and Regulations**

- ❖ LCCC and LCWEC reserve the right to refuse any exhibitor (vendor).
- ❖ No sub-leases are permitted and any exhibitor attempting to sub-lease may be expelled at the discretion of LCWEC and all rentals forfeited.
- ❖ All business must be conducted within the exhibitor’s booth and that no exceptions will be granted.
- ❖ Any booth activity, public speaking or broadcast media either live or recorded message that is deemed offensive, vulgar or infringes on the peaceful enjoyment of the Expo will not be tolerated and will result in immediate dismissal from the Expo by LCWEC.
- ❖ Obscene, unethical or dishonest items or activities or noisy devices or displays, which may prove objectionable, will not be allowed.
- ❖ All rights and privileges of any vendor shall not be infringed upon by another vendor.
- ❖ No stakes or nails are to be driven into the Complex buildings, asphalt or concrete. Vendors will be held responsible for damage.
- ❖ The LCCC and the LCWEC reserve the right to publish or otherwise utilize photos taken during the festival for advertising and/or promotional purposes.
- ❖ The following items are not allowed: Alcoholic beverages, drug related items, bullhorns, silly string, colored hair spray, itch powder stink bombs, potato guns, snap-pops or any kind of fireworks. Firearms or weapons of any kind are to be for viewed only and not handled by general public. The LCCC and the LCWEC reserve the rights to remove any item deemed inappropriate.
- ❖ All booths must remain open and staffed during Expo hours. **Only 2 free badges provided per booth**
- ❖ **Booths should be set up no later than 3:00pm Friday and shouldn’t be torn down before 7:00pm Saturday.**
- ❖ **Exhibitors (vendors) with large items and/or outside booth spaces must be set up by Thursday at 7:00pm.**
- ❖ Vendors must keep their area clean and must bring trash bags and must CLEAN UP their areas before leaving. Trash receptacles are located in strategic locations around the buildings. DO NOT leave trash bags at booth location.
- ❖ Practice all safety rules, particularly fire safety. Any booth using fire in any form MUST bring a fire extinguisher and be approved by LCWEC.
- ❖ Food vendors must dispose of their grease at their own expense and at an off location facility
- ❖ A vendor cannot increase the number of electrical receptacles by using extension cords, surge protectors, or multi-plugs.
- ❖ Each exhibitor is required by the Mississippi State Sales Tax Commission to complete a tax form on the days of the Expo. The LCCC and the LCWEC will require you to complete all tax forms and pay any and all sales tax associated with your booth before you leave the premises on September 10<sup>th</sup>, 2016. LCCC or the LCWEC will not be responsible for anyone who does not comply with the state law. If the vendor does not return the form to the LCWEC on September 10<sup>th</sup> the vendor’s name, address and detailed information will be given to the Mississippi State Tax Commission. A drop box for the vendors to deposit their tax form and taxes will be located inside the Complex building until 6pm on 10<sup>th</sup> or a person will be coming around to collect. Per the Mississippi State Tax Commission, failure to comply with this requirement will prevent a vendor from entering another show in the State of Mississippi.

**Security and Liability**

Security will be present during Expo hours, and a security patrol will be on duty overnight (Thursday, Friday & Saturday). The LCCC and LCWEC do not guarantee vendors against theft, loss or mysterious disappearance or damage of any type. All vendors should consult their insurance carrier for proper theft coverage as well as liability coverage.

**Waiver**

I agree to comply with the rules and regulations of the Lincoln County Wildlife Expo as specified in this agreement. Submission of this application is a commitment to show, if accepted by the LCWEC. I and my representatives(s) expressly release and hold harmless the Lincoln Civic Center Commission and Lincoln County Wildlife Expo Commission, its directors, employees, agents and volunteers from any and all liability for injury, property damage or loss which may arise in connection with my participation in the Lincoln County Wildlife Expo.

Signature of person responsible for exhibit: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title