



PO Box 1981 | Billings, MT 59103 | (406)-651-0440 | themateshow.com

**EXHIBIT SPACE CONTRACT FOR FEBRUARY 15-16-17, 2024\***

Questions? [traci@themateshow.com](mailto:traci@themateshow.com)

COMPANY NAME: \_\_\_\_\_ (As you would like to appear in the Exhibitor Listing)  
 ON SITE CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST/PROV.: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_

BILLING NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST/PROV.: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_

Description of products or service (Used for Exhibitor Listing) \_\_\_\_\_

Check One →  MATE SHOW  HOME & HEALTH Space Request: → 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

A. Booth Pricing (All booths are 10' x 10' unless noted)	Price Locked	Prices May Increase	Quantity	Total
	Before 8/1	After 8/1		
1) 1-2 Booths	\$590	\$620	_____	_____
2) 3-4 Booths	\$565	\$600	_____	_____
3) 5-10 Booths	\$540	\$570	_____	_____
4) 11+ Booths	\$515	\$540	_____	_____
5) *Corner Booths: (See Map – Approx. 350 sq. ft)	\$1270	\$1340	_____	_____
6) Outside Exhibits (15'x15' – limited availability for electricity)	\$400	\$430	_____	_____
Dimensions for outside booth: _____				
7) Limited 6' x 8' (\$375) and 8' x 10' (\$425) booths in the Home & Health Section			_____	_____

**TOTAL BOOTH:** \_\_\_\_\_

B. Equipment and Electrical Services	Before 8/1	After 8/1	Quantity	Total
1) Skirted Banquet Table	\$ 50.00	\$ 60.00	6' _____ or 8' _____	_____
2) Chair (per chair price)	\$ 6.00	\$ 12.00	_____	_____
3) 110 volt/20 amp	\$ 50.00	\$60.00	_____	_____
4) 220 volt/50 amp	\$ 75.00	\$85.00	_____	_____
5) Internet: Hard Wired (Free Wi-Fi)	\$150.00	\$175.00	_____	_____
6) Phone Line	\$ 125.00	\$175.00	_____	_____
7) Metra Food Vendor Fee	\$100	\$100	_____	_____
8) MATE Show Tickets (per 100)	Free	Free	_____	\$0.00
9) Forklift Usage – \$50.00 for move-in; move-out paid by MATE			1	_____

**K&J Convention Services, LLC** (Tall Tables/Counter, Carpet, TV and more from)  
[www.kjconventions.com/mate](http://www.kjconventions.com/mate) | (406) 442-3238

**TOTAL EQUIPMENT & ELECTRICAL SERVICES:** \_\_\_\_\_

(50% due with Request for Space before 8/1 – full payment due by 11/1) **TOTAL DUE:** \_\_\_\_\_

Send Payment to: MATE, PO Box 1981, Billings, MT 59103 **PAYMENT BEING MADE IN THE AMOUNT OF:** \_\_\_\_\_

**PAYMENT INFORMATION**  
 \_\_\_\_\_ Credit Card (mark type of card) \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Discover \_\_\_\_\_ American Express  
 Credit Card Number \_\_\_\_\_ Exp. Date (mo/yr) \_\_\_\_\_ 3-4 Digit Verif. # (required) \_\_\_\_\_  
 Address and Zip code for credit card \_\_\_\_\_ Print Card Holder Name As It Appears on the Card \_\_\_\_\_ Signature of Card Holder \_\_\_\_\_

\_\_\_\_\_  
 Exhibitor Signature Date  
 \_\_\_\_\_  
 MATE Signature Date

FOR OFFICE USE ONLY		
Space Rental	_____	_____
Less Deposit	_____	_____
<b>Total Due</b>	_____	_____

# MATE, Home & Health Rules & Regulations



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The NILE, doing business as Montana Agri-Trade Exposition and the Home & Health Expo, hereinafter referred to as MATE, is a non-profit 501C5 organization, which conducts its shows for purposes related to agriculture and livestock. These regulations apply:

MATE will assign a limited amount of available commercial exhibit spaces. Each exhibitor receiving a space assignment must have a valid exhibitor agreement with MATE. Any selling, solicitation or distribution outside assigned commercial exhibit space is prohibited. Sharing or sub-assignment of commercial exhibit space without MATE consent is prohibited. MATE reserves the right to restrict or remove exhibits without refund that may have been falsely entered or may be deemed by the Management as unsuitable or inappropriate. FLOOR PLANS are subject to modification.

## Contract

The rules and regulations in the MATE Show and Home & Health Expo Contract for Exhibitor Space and Services constitute a binding contract when signed by a designated company official. The exhibitor agrees to abide and conform thereto.

IN WITNESS, whereof, second party has caused this contract to be signed by an officer of the company or person duly authorized.

## APPLICATIONS

Applications will be considered on a first-come, first-served basis. Space is not officially allocated until payment has been received in full. Contracts not paid in full by December 1, risk forfeiture of reserved space. MATE reserves the right to exclude exhibits.

## ASSIGNMENT OF SPACE

Although exhibitors may request special booth placement, and MATE will attempt to accommodate special requests, no such placement is guaranteed. All commercial exhibit space will be assigned by MATE.

## SPECIAL NEEDS

Any special needs will be at exhibitor's expense.

## AISLE SPACE

The aisles, passageways and overhead spaces remain strictly under the control of Management. No signs, decorations, banners, advertising matter or special exhibits will be permitted in them except by permission of the Management. All exhibits and their personnel must remain within the confines of their leased space and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct or interfere with the view, light or space, occasion injury or disadvantageously affect other exhibitors.

## EXHIBIT CONTENT AND MANNER OF USE

All personnel, merchandise and equipment must remain inside the assigned space. Soliciting in areas other than leased space is strictly prohibited. No PA system, loudspeaker, amplifier, broadcasting device, music or other objectionable method shall be used by the exhibitor if it interferes with other exhibitors or the management or patrons. Violators are subject to contract cancellation, forfeiture of space rental fees, and immediate removal.

## LICENSES/INSURANCE

Any and all City, County, State or Federal licenses, inspections or permits as required by law for installation/operation of booth must be obtained by exhibitor at own expense. Exhibitors are responsible for any liability and property insurance needs.

## CANCELLATIONS/REFUNDS

Cancellation of space must be in writing and received by MATE 60 days prior to show requesting the refund. In the event such cancellation is received by

MATE 60 days prior to the show, the full deposit will be refunded minus \$100 cancellation fee per booth inside or \$100 for outside space per 15' X 15' reserved booth.

## FAILURE TO APPEAR/FAILURE TO PAY

If exhibit is not open and ready for business by show opening each day, and exhibitor has not called to inform Show Management of unavoidable delays, this contract shall be null and void. Exhibitors not paid in full by January 1 will risk forfeiture of reservation.

## CARE OF PREMISES

Exhibitor is responsible for space leased and shall not injure or deface the premises. The exhibitor shall not permit to be driven any nails, hooks, tacks or screws in or on any building and adjacent areas, including outside surfaces. Exhibitor agrees to reimburse the facility and/or MATE for any loss or damage to the premises or equipment.

## SAFETY RULES & REGULATIONS

All booths and decorations MUST conform to facility regulations, City and County ordinances, local fire codes, and all public health rules and regulations. Combustible exhibit and display materials must be flame retardant. Explosive materials are not allowed.

## NO EXCLUSIVITY OF PRODUCT/SERVICE

Show management does not guarantee exhibitor exclusivity of product or service. Acceptance of Exhibitor Contract, the presence of a product or service at MATE does not imply its approval to the exclusion of other products, equipment or services.

## LIABILITY/INDEMNITY

Exhibitor warrants by authorized signature on Exhibitor Contract that it has in effect and shall maintain for the period of this agreement for the mutual benefit of both parties a policy of public liability insurance against claims for personal injuries or death, or damage to or loss of property occurring upon, in, or about the herein rented premises, in limits of not less than \$1,000,000 combined single limit per occurrence. The MATE and MetraPark, or agents, staff, members or sponsors are not responsible for any injury, loss, theft or damage, which may occur to the exhibitors or his agents or to property from any cause whatsoever, nor for drayage or mail sent to MATE or Metra. The exhibitor expressly releases MATE, its officers, board, members, sponsors, staff & volunteers, as well as MetraPark & Yellowstone Co., from any and all claims for loss, theft, damage or injury. Exhibitor shall be responsible for providing public liability for injury, loss or damage occurring in or around leased space and will indemnify MATE/MetraPark/Yellowstone Co. against all expense or loss arising from injury, loss or damage to persons or property.

## SECURITY

Security is not guaranteed by Show Management. All property of an exhibitor is understood to remain in the exhibitor's care, custody and control in transit to or from or within the confines of the Show Grounds. The safety of your property is not guaranteed by MATE, and exhibitors are encouraged to use discretion when leaving valuables.

## RIGHTS OF MANAGEMENT IF SHOW IS NOT HELD

Show Management is not liable for any damages or expense incurred by Exhibitors should Show be delayed, interrupted or not held as scheduled.

## AMENDMENTS

Exhibitor agrees to abide by decisions of MATE concerning all matters pertaining to show management which are not specifically stated.

\*Dates may be subject to change