



**2024 Exhibitor Space Rental Contract  
September 20-22, 2024  
Greene County Expo Center  
120 Fairground Rd, Xenia, OH 45385**

Company Brand/Marketing Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Website: \_\_\_\_\_

Trade Show Contact Information – Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature Required** Agreed to by \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature by Exhibiting Company Representative (\*e-signature is the same as your manual signature)

*By emailing this form, you thereby agree to release all above information for payment processing. Exhibit Booth space rental must be paid in full before the Exhibitor is permitted to install its display. Exhibitor acknowledges having read and will follow the Exposition Rules and Regulations contained in this contract, conditions of contract, show website, and the Exhibitor's Manual, all of which are incorporated by reference herein and form part of this Trade Show Contract. The Exhibitor agrees to be bound by all the above and to ensure that its employees, agents, and assigns also act in accordance with the above. Contract for Exhibitor for promotion, presence, and participation in regard to the 2024 Cycle-Con produced and promoted by WizWheelz, set to occur September 20-22, 2024, at Greene County Expo Center, 120 Fairground Rd., Xenia, OH 45385*

**BOOTH SPACE RATES: Inline - \$10.50/sq. ft; Corner - \$11.50/sq. ft. \*\*10% DISCOUNT FOR MORE THAN 200 SQ. FT.\*\***

\*If the floor plan has not been released yet, please include the size of the booth(s) you require below. Booth selection will then be done in order of submission\*

\*\*NEW for 2024: Buy a table in our Product Showcase area for \$300\*\*

\*\*\*Ridable demo products require a full-size booth)\*\*\*

10'x10' Inline Booth = \$1,050  
10'x10' Corner Booth = \$1,150

*Custom booth configurations are available, contact [lori@wizwheelz.com](mailto:lori@wizwheelz.com) for cost and availability. Every effort will be made to accommodate booth location requests. Show Management reserves the right, in its sole and absolute discretion, to determine who will be permitted to display products as an exhibitor, as well as the size, location and configuration of exhibition space for which application is made. Exhibiting at prior shows, nature of product displayed, number of booths requested, advertising publication, and other factors may influence, but does not guarantee location of exhibition space.*

Products Showcase Area = _____	\$300
<b>Calculate:</b> sq. ft. total inline = _____ X \$10.50 = _____ +	
sq. ft. total corner = _____ X \$11.50 _____ =	
<b>TOTAL BOOTH SPACE RATE</b> .....	\$ _____
<b>Over 200 sq. ft.? Subtract 10%</b> .....	\$ _____
50% Deposit Due Now.....	\$ _____
Final Payment due 7/31/2024.....	\$ _____

Exhibitor Display Info. Enter products/services to be on exhibit: \_\_\_\_\_

Will you be providing bikes, trikes, or tandems for the Demo Riding Area? \_\_\_\_\_ How Many? \_\_\_\_\_

**EXHIBITOR DEPOSIT/PAYMENT SCHEDULE**

- 50% of Contracted Booth Space rental due with contract to reserve space. (15% non-refundable processing fee.) ALL REQUESTS FOR EXHIBIT SPACE MUST BE FOLLOWED IMMEDIATELY BY A DEPOSIT.
- 100% of total Booth Invoice due by July 31, 2024. (Exhibitor is liable for 100% of total contract for cancellations or reductions after this date).
- Booth cost does not include material handling, labor, electrical, decoration or other available auxiliary services.
- Completed and signed contract must be emailed or mailed to: [lori@wizwheelz.com](mailto:lori@wizwheelz.com) to request a space reservation. The full deposit must be received within ten (10) days of the emailed or mailed reservation.

**Checks payable to: WizWheelz, Inc. Attn: Lori Wiswell 4460 40th St. SE Grand Rapids, MI 49512  
Please contact [lori@wizwheelz.com](mailto:lori@wizwheelz.com) to pay via credit card or ACH**

## Exhibitor Space Contract for 2024 Cycle-Con Weekend

1. Exhibitor agrees to abide by all regulations and rules adopted by Management in the best interests of the Show, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Show.
2. Booth Payment Schedule: 50% deposit due with contract submission. 100% of total due July 31, 2024.
3. All cancellations must be in writing to WizWheelz. There will be a 15% cancellation fee prior to August 1, 2024. After that date, there will be no refunds.
4. Exhibitor is responsible for ensuring all demo products are in good safe operating condition and accepts all responsibility of such. Management reserves the right to exclude and products from demo, at its sole discretion, if it feels it is unsafe for Show participants.
5. Non-Exhibiting Manufacturers Products.
  - a. Exhibitor may not display products or signage in or above their booth from eligible non-exhibiting companies unless approved in writing by Show Management.
  - b. Sharing or Subletting Booth Space. Unless prior written consent from show management is received, Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have representatives, products, equipment, signs, printed materials or any representation from other than the company contracted and assigned the exhibit space.
6. All electrical wiring and outlets shall be at the Exhibitor's expense. Exhibitor must use the Greene County Expo Center approved electrical contractor for such services.
7. Exhibitor will be liable for and will indemnify and hold harmless Management for any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing. Exhibitor, other Exhibitors, Management, official show contractors, the owner of the building and their respective agents, servants and employees, and members of the public attending the Show either (a) on the said space or (b) elsewhere if said loss damages arose from and were in any way connected with Exhibitor's occupancy of said space.
8. Management reserves the right any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, product signs, lights or sound, and to expel exhibitors or their personnel if, in management's opinion, their conduct or presentation is objectionable to other Show participants. All printed materials, product signs, lights or sound, shall be in good taste and will not contravene the spirit, mission and objectives of the Show.
9. Exhibitors agree to confine their presentations within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain a staff in their booth space during show hours. All single and inline linear booth back walls are restricted to 8 feet in height. No part of the structural display at its full 8ft. height may extend out more than 5 feet from the back wall at the height. Exhibitors may contract with Show Management other opportunities for further visibility, public presentations and advertising.
10. Exhibitor is responsible for the placement and cost of insurance related to Show participation.
11. Exhibitor agrees that no display or any part of the display be dismantled or removed during the entire run of the Show, but must remain intact until the closing of the hour of the last day of the Show. The Exhibitor also agrees to remove the exhibit, equipment, and appurtenances from the Show building by the final move-out time limit. In the event of failure to do so, the Exhibitor agrees to pay for additional costs as may be incurred.
12. Exhibitor agrees to abide by the instructions given by the Show Director pertaining to the move-in and move-out schedule.
13. Exhibitor agrees to observe all union contracts and labor relations agreements in force, agreements between Show Management, official contractors serving companies, and the building in which the Show will take place, in accordance with the labor laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with the display or regulation of any governmental body, or which may be in violation of The Greene County Expo Center, city, county, or state regulations.
14. Management reserves the right at its sole discretion to change the date or dates upon which the Show is to be held, and shall not be liable in damages otherwise by reasons of any such change. In addition, Management shall not be liable for damages or otherwise failure to carry out the terms of this Agreement in whole or in part where damage is caused directly or indirectly by or in consequence of fire, storm, flood, water damage, war, rebellion, insurrection, Wind Damage, Act of God, riot, civil commotion, strike or by any cause whatsoever beyond the control of Management, whether similar to, or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable; the Exhibitor shall pay for such space only for the period during which it was or could have used as determined within the sole discretion of Management.
15. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by him and any further occupancy of such space.
16. The Exhibitor Service Manual will be forwarded to all participants at the latest 60 days before the event. \*Show Management reserves the right to modify, or add to the above noted regulations. All modifications if any will be announced on Show Management's web site and/or will be published in the Exhibitor Service Manual. The name
17. Cycle-Con Trade Show & Convention belongs to WizWheelz, Inc. All use of this name or derivative thereof, may only be used with the permission of WizWheelz, Inc. All unauthorized uses will be prosecuted.

**PAYMENT:** All prices in U.S. Dollars, 100% due, or remaining balance due, July 31, 2024. Contracts will NOT be processed without correct deposit amount.

Checks Payable to: WizWheelz, Inc.

**MAIL COMPLETED FORM AND CHECKS TO:**

WizWheelz, Inc.  
Attn: Lori Wiswell  
4460 40th St. SE  
Grand Rapids, MI 49512