

BABY EVENT
HOSTED BY ALBANY MOMMY AND THE CHILDREN'S GUIDE
SEPTEMBER 19TH 10 TO 2
THE SPORTSPLEX IN HALFMOON

1. Vendor has the exclusive privilege to occupy booth space for the amount of **\$150**. The booth space will be 10x10, you will need to bring your own table to the event. If you need to rent a table, you will need to add \$25. Booth spaces are only guaranteed when contract and payment are received. Your business will be listed on the website albanybabyevent.com once you have registered for the event and will remain there through the show.
2. Vendor agrees to exhibit only the following service (category)

Booth sharing is only allowed with prior approval otherwise will be subject to a \$1,000 fee.

3. Vendors participate in the show at their own risk and cannot hold show producers liable for damages, cost, losses, or expenses resulting from any incident directly related with the show or on account of weather, natural disaster, work stoppages, etc. Vendors will carry their own business liability insurance and are responsible for their selves.
4. If the event is postponed or moved for any reason, the monies paid will be applied to the rescheduled date.
5. Food can not be distributed at this event.
6. The entire full booth rental fee is due with this contract to reserve space. Vendor will be contacted prior to the event with final details, booth location, set-up, and schedule of events
7. **Vendor must have booth space set up, ready to go no later than 9:40am.** The event begins at 10:00 am and we want do not want vendors setting up while our guests are entering. There will be a \$50 fee charge to any vendor who is not set up by 9:40 – this fee will be required to be paid before the end of the event.
8. Vendors may cancel up to 90 days prior to event and will be refunded all monies paid less a \$100 non-refundable booth reservation fee.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Make Payments Payable to:

Please mail *payment, and contract to:*

The Children's Guide 11 Emmett Drive Niskayuna NY 12309

Company Name:	Contact Name:
Address:	Phone Number:
	E-Mail:
Payment Amount:	Type of Payment : Cash Check with check # TABLE RENTAL: add \$25
Power Needed: Yes <input type="checkbox"/> NO <input type="checkbox"/> <i>(if you do not check that you need power we can't guarantee that you will be able to have it the day of the event)</i>	
Signature:	Date: