



## 2019 Shriners International Session of 2019 Marketplace Music City Center, Nashville TN EXHIBITOR/SPONSOR APPLICATION

Take this opportunity to display your wares and interact with our Nobles, neighbors and friends here in Nashville, TN.

### Trade Show Application

Exhibitor booths will be reserved in the order that deposits have been received. Applications received the same date will be processed by descending value of the entire rental. Reserved booths will be made available to other vendors if they are not paid in full by the cutoff. The 10' x 10' booth includes one eight (8) foot table with skirt, two chairs, individual draped dividers, one company identification sign, and an alphabetical listing and location in the 145th Imperial Session Program Book. The Program Book Committee will contact you with additional advertising opportunities. Other amenities will be the responsibility of exhibitor.

The Trade Show area is extremely popular and sells out quickly each year. The location can accommodate up to 250 booths. Refer to the Exhibitor hall layout on page 4 for booth selection(s). We ask that exhibitors select the number of requested booths in each two areas in order of preference.

The booth application must be received by March 1, 2019. Any vendors on the waiting list are considered for booths after this date.

Email to [2019marketplace@gmail.com](mailto:2019marketplace@gmail.com) or mail to the address indicated on the form.

For 2019, several new strategies have been developed to enhance Shriner and visitor participation in the Marketplace area, which will include activities to ensure maximum exposure to all displays, regardless of location.

### **Payment**

Full payment required no later than Wednesday, March 1, 2019. Please note: Booth Reservation is not confirmed until payment is received. Please mail vendor applications to:

2019 Imperial Marketplace  
c/o III Sir David Smith  
4740 Nolensville Road  
Nashville, TN 37211

If you have questions, please contact us [2019marketplace@gmail.com](mailto:2019marketplace@gmail.com).

You can also reserve and pay for your booth on the 2019 Imperial Website at: [www.imperial2019.com/Marketplace/](http://www.imperial2019.com/Marketplace/) after the 2018 Imperial Session has ended.

A 4% PayPal transaction fee will be added, and will appear on the receipt on the Sales Tax line.

### Lodging



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Exhibitors are responsible for their own Hotel accommodations. For your convenience, a host hotel for the 2019 Marketplace Vendors will also be posted on the Web site. Remember to mention 2019 Imperial Marketplace Vendor to receive the group discount rate, and to make your reservations before April!

### 2019 Tentative Schedule

<b>FRIDAY 6/28</b>	<ul style="list-style-type: none"> <li>• Exhibitor/Sponsor Registration 8:00 am - 5:00 pm</li> <li>• Exhibitor Set-up: 9:00 am - 5:00 pm</li> </ul>
<b>SATURDAY 6/29</b>	<ul style="list-style-type: none"> <li>• Exhibitor/Sponsor Registration 8:00 am - 4:00 pm</li> <li>• Exhibitor Set-up: 9:00 am - 5:00 pm</li> </ul>
<b>SUNDAY 6/30</b>	<ul style="list-style-type: none"> <li>• Marketplace Open: 9:00 am - 5:00 pm</li> <li>• Shriners Village: 9:00 am - 5:00 pm</li> <li>• Competition Sessions Stage Area: 9:00, 11:00, 1:30 pm TBA</li> </ul>
<b>MONDAY 7/01</b>	<ul style="list-style-type: none"> <li>• Marketplace Open: 9:00 am - 5:00 pm</li> <li>• Shriners Village: 9:00 am - 5:00 pm</li> <li>• Competition Sessions Stage Area: 9:00, 11:00, 1:30 pm TBA</li> <li>• Entertainment/Exhibitions Schedule TBA</li> </ul>
<b>TUESDAY 7/02</b>	<ul style="list-style-type: none"> <li>• Marketplace Open: 9:00 am - 4:00 pm</li> <li>• Shriners Village: 9:00 am - 4:00 pm</li> <li>• Competition Awards Ceremony: TBA</li> <li>• Entertainment/Exhibitions Schedule TBA</li> <li>• Educational Seminars on Stage: TBA</li> </ul>
<b>WEDNESDAY 7/03</b>	<ul style="list-style-type: none"> <li>• Marketplace Open: 9:00 am - 5:00 pm</li> <li>• Shriners Village: 9:00 am - 5:00 pm</li> <li>• Entertainment/Exhibitions Schedule TBA</li> <li>• Competition Awards Ceremony: TBA</li> <li>• Educational Seminars on Stage: TBA</li> <li>• Marketplace Awards, Best Booth: TBA</li> </ul>
<b>THURSDAY 7/04</b>	<ul style="list-style-type: none"> <li>• Closing Breakfast and Experience Exchange</li> <li>• Marketplace Open: 9:00 am - 12:00 noon</li> <li>• Shriners Village: 9:00 am - 12:00 Noon</li> <li>• Teardown: 1:00 pm - 5:00 pm</li> </ul>



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### 2019 IMPERIAL EXHIBIT/SPONSOR APPLICATION FORM

Please complete and return this form to the address indicated below by March 1, 2019.  
Payment required no later than Wednesday, March 1, 2019.

Company Name:		
Address:		
City:	State:	Zip Code:
REPRESENTATIVE'S NAME (to appear on badge)		Title

### DEADLINE TO SUBMIT EXHIBITOR APPLICATION FORM IS MARCH 15, 2019

1. Are you a returning exhibitor?	Yes	No	Number of Years _____
REQUESTED BOOTH # (S)	_____		
2. Do you need one (1) electrical supply?	Yes	No	
3. Do you need an Ad in the 145th Annual Program Book?	Yes	No	
4. Will your company participate with door prize gift(s)?	Yes	No	

If yes, specify gift(s):

BRIEF DESCRIPTION OF PRODUCTS TO BE DISPLAYED:

**NOTE:** Please bring sufficient setup materials such as extension cords, as the 2019 Imperial Session, Inc does not furnish nor rent these ITEMS. Booth rental entitles Exhibitor to one 10x10 foot booth, 8' table w/skirt, two chairs, and individual draped dividers.

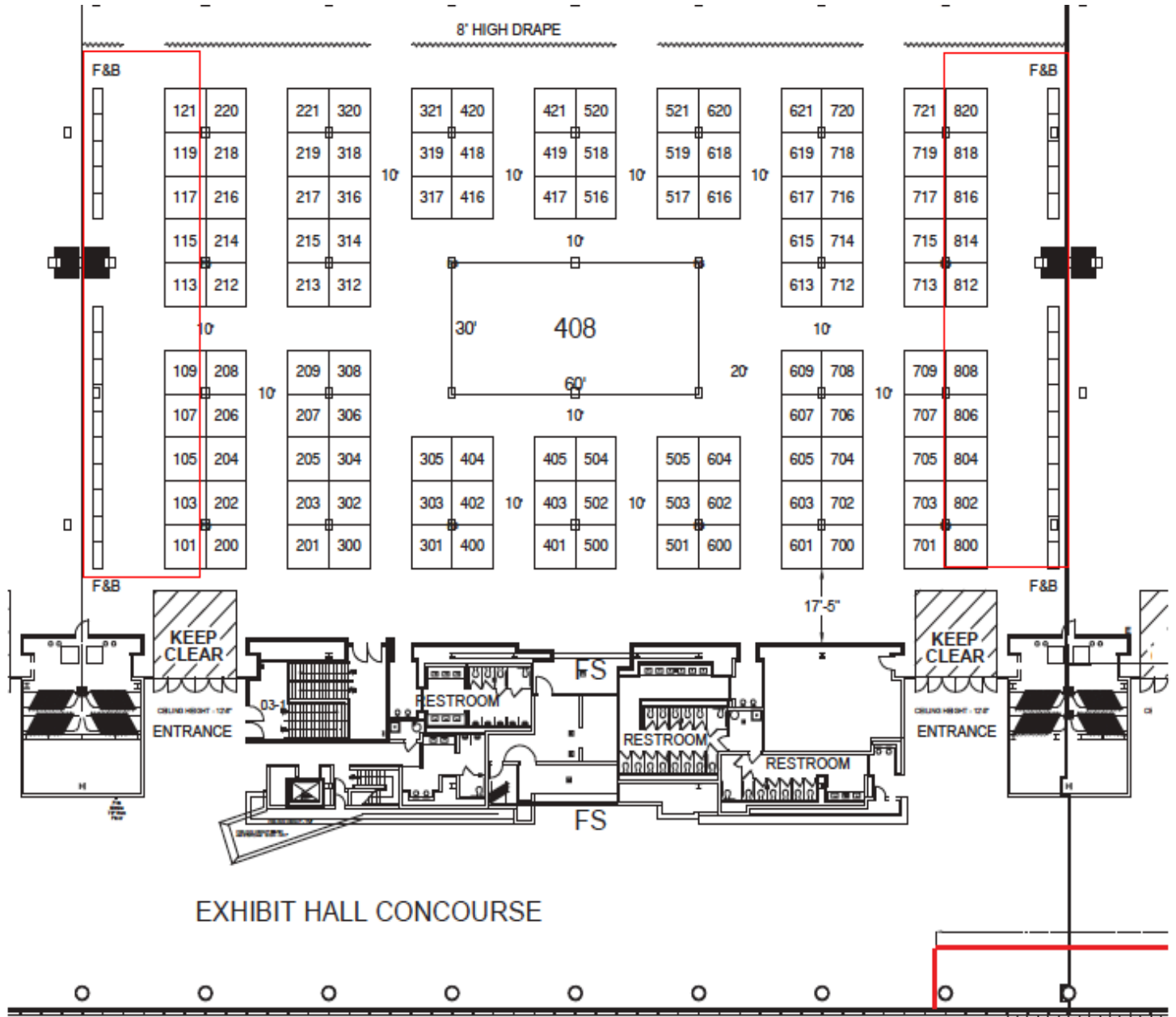
<p>MAKE CHECKS PAYABLE TO "2019 Imperial Session, Inc. and mail to:</p> <p style="text-align: center;"><b>2019 Imperial Marketplace c/o Ill Sir David Smith 1354 Brick Church Pike Nashville, TN 37207</b></p>	<p>For Information contact:</p> <p>Ill Sir David Smith 2019 Imperial Marketplace Chairman Phone: 615-533-6504</p> <p>Scott Jones Co-Chairman 615-456-9111 <a href="mailto:2019marketplace@gmail.com">2019marketplace@gmail.com</a></p>
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# 2019 Shriners International Session of 2019 Marketplace

## Music City Center, Nashville TN

### EXHIBITOR/SPONSOR APPLICATION





# 2019 Shriners International Session of 2019 Marketplace Music City Center, Nashville TN EXHIBITOR/SPONSOR APPLICATION

## MARKETPLACE CONTRACT Shriners International Session of 2019 Inc. Nashville, TN U.S.A.

### PLACE, DATE AND HOURS OF OPERATION:

The Marketplace, in conjunction with the meeting of the Shriners International Session of 2019, Inc., shall be held in the Music City Center located at 201 Fifth Avenue South, Nashville, TN 37203. Booths reserved and paid for through this contract will be available for exhibitor set-up on Friday, June 28, 2019 from 9:00 PM through 5:00 PM and Saturday, June 29, 2019 from 8:00 AM through noon. Hours for public display commence on Saturday, June 29, 2019 from noon until 6:00 PM, Sunday June 30 from 9 AM until 6:00 PM, and Monday, July 1, 2019 through Thursday July 4, 2019, beginning at 9:00 AM to 6:00 PM each day and ending at 12 noon of the last day. Late departures will be at the Exhibitors expense as determined by the Show Contractor.

### BUSINESS AREA AND ACTIVITIES:

The exhibitor agrees to conduct his and/or her business only during the specified business hours and to restrict that activity to the designated booth spaces(s).

### DESCRIPTION OF BOOTH SPACE:

Each booth shall be a 10-foot space with an 8-foot high back wall and a 3-foot high sidewall. Each booth shall be furnished with an 8-foot long skirted table, two chairs, access to a 110-volt A.C. electrical outlet and a 7-inch by 44 inch wide sign displaying the Exhibitors Company name. Additional equipment required by the Exhibitor shall be rented from the Show Contractor at the Exhibitor's expense. Electrical service shall be at the Exhibitor's expense by prior arrangement with the Shriners International Session of 2019, Inc. through the Show Contractor.

### FEES, TERMS OF PAYMENT AND RESERVATION OF BOOTHS Rental Fees are as follows:

1. All corner booths are priced at \$1,300.00 each
2. All interior booths are priced at \$1,100.00 each
3. For each additional adjoining booth that is rented a discount of \$150.00 is offered. Example: One corner booth (\$1,300.00) and the adjacent interior booth (\$1,100.00) minus the discount (\$150.00) would rent at the discounted price of \$2,250.00.
4. No discount is offered for adjacent corner booths (peninsular booths). Cost for two booths would be \$2600.00.
5. Exhibitors paying in full by 12/31/2018 will receive a 10% Discount

A **NON-REFUNDABLE** binder fee of \$300.00 per booth is required to reserve each booth. The date of receipt of the binder fee by this Corporation shall govern priority of space assignment on a first come, first served basis. The binder fee shall be credited to the cost of each booth with the remaining balance due on or before March 1, 2019. If the balance is not received by March 1, 2019, the Exhibitor forfeits all rights to the booth reservation and binder fees. All prices are quoted in United States Dollars. **All payments due to this Corporation shall be made in the form of US Bank Check or US Money Order made payable to Shriners International Session of 2019, INC. NO CASH WILL BE ACCEPTED.**

In the event of cancellation by the Exhibitor, no monies will be refunded or credited to future Marketplace operations. Exhibitors are requested to stipulate their preferences for booth space by booth number including first, second, third, and fourth choices. Every effort will be made to comply with the Exhibitor's highest priority preference.

### SUBLETTING OF SPACE:

No Exhibitor may assign, sublet, or apportion the whole or any part of the allocated space, nor exhibit therein any goods other than those manufactured or handled by the Exhibitor in the regular course of business, nor permit any representative of any other firm to solicit business, take orders, or sublet the space.



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## LIABILITY:

The Exhibitor understands and expressly agrees that Shriners International Session of 2019, Inc. and The Music City Center, their Directors, officers, members, agents and employees will not be responsible for any of, or damage to, goods, services, or property of Exhibitor or Exhibitor's employees, and Exhibitor on signing this Contract expressly releases the above mentioned and agrees to indemnify them against all claims.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save Shriners International Session of 2019, Inc., and The Music City Center, their Directors, officers, members, agents, and employees harmless against all claims, losses and damages to persons or property, government charges or fines, and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, lack of maintenance, occupancy or use of the standard exhibition premises or part thereof.

## SALES TAXES:

Information pertaining to Exhibitor's responsibility to meet Tennessee State, City and County sales tax requirements may be obtained by writing or calling:

### Tennessee State Sales Tax Service Center

500 Deaderick Street

Nashville, TN 37242

(615) 253-0600 or (800) 342-1003 (8:00am – 4:30 pm CT)

The Exhibitor shall be solely responsible for payment of all tax liabilities to the proper authority.

## MAXIMUM EXHIBIT SIZE:

All exhibits shall conform to the assigned booth space and shall not restrict visual or physical access to adjacent Exhibitors or infringe upon adjacent access aisle ways.

## RELOCATION OF EXHIBITS:

The Shriners International Session of 2019, Inc. reserves the right to alter location of exhibits or of displays as shown on the official floor plan in their sole discretion if deemed advisable and to be in the best interests of the Shriners International Session of 2019, Inc.

## SHOW CONTRACTOR:

Installation and dismantling of all booths are the responsibility of the vendor and arrangements for additional services including drayage shall be handled by calling The Freeman Company @ 615-884-5709.

## SERVING FOOD AND DRINK:

The serving or sale of Alcoholic Beverages is forbidden in the exhibit areas. The serving or sale of any food or beverage in the exhibit area is forbidden without the written permission of the Marketplace Chairman

## AMENDMENTS OF CONTRACT RULES:

Any and all matter or questions not specifically covered by the preceding provisions shall be subject solely to the decision of the Shriners International Session of 2019, Inc. The rules and regulations may be amended at any time by the Shriners International Session of 2019, Inc. and all such amendments made shall be binding on all Exhibitors. Each exhibitor for himself and his employees agrees to abide by the rules and regulations and by any amendments or additions thereto that may thereafter be established or put into effect by Shriners International Session of 2019, Inc.

## CONTRACT AGREEMENT:

I (we) hereby agree to the terms of this contract with Shriners International Session of 2019, Inc.

Booth Number(s) : 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

Name of firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you need Hotel Information? \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Product: \_\_\_\_\_

For the: Shriners International Session of 2019, Inc.

David Smith, PP. Marketplace Chairman  
1354 Brick Church Pike, Nashville, TN 37207  
Phone: 615-533-6504  
Email: [2019marketplace@gmail.com](mailto:2019marketplace@gmail.com)

Scott Jones Marketplace Co-Chairman  
1354 Brick Church Pike, Nashville, TN 37207  
Phone: 615-456-9111  
Email: [2019marketplace@gmail.com](mailto:2019marketplace@gmail.com)



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Music City Center, Nashville TN  
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**Credit Card Authorization Form**

*Please complete all areas below. Incomplete requests may be rejected. Do not send completed form by email.*

**MAIL COMPLETED FORM TO: 2019 Imperial Marketplace, 1354 Brick Church Pike, Nashville, TN 37207  
ATTN: David Smith P.P.**

**Date:** \_\_\_\_\_

Company Name:	Contract#:
Contact Name:	Phone:
Authorized Amount:	Date:

**CARDHOLDER - Please complete the following section, sign/date below.**

Cardholder Name as it Appears on Credit Card:			
Cardholder Billing Address:			
City:	State:	Zip:	
Daytime /Business Telephone:			
Credit Card Number:		Expiration Date:	
Credit Card Type: (Circle one)			
<input type="radio"/> Visa/MasterCard	<input type="radio"/> American Express	<input type="radio"/> Discover	<input type="radio"/> Other:
Credit Card Issuing Bank Name:		CW2 Code:	

**Note: Charges for 2019 Marketplace Booth space in the amount authorized above will be charged. There will be a 4% Credit Card convenience fee added to the authorized amount.**

By signing below, you authorize the 2019 Imperial Marketplace to charge your credit card immediately for the amount indicated above.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_