



Hot Springs Convention Center

134 Convention Boulevard, Hot Springs, AR 71901

January 5th, 6th, & 7th, 2024

Event Times

Friday, 2:00 PM – 8:00 PM
Saturday, 9:00 AM – 6:00 PM
Sunday, 10:00 AM – 4:00 PM

2024 Offroad Products Expo Exhibitor Application & Agreement Terms and Conditions

Exhibit Fees:

- Exhibit space will not be reserved until Offroad Products Expo receives this agreement and a deposit.
- Exhibit fees include space rental and exhibit badges.
- Exhibit space prices:

\$500	10 x 10 exhibit space (100 ft ²)
\$1000	10 x 20 exhibit space (200 ft ²)
\$1500	10 x 30 exhibit space (300 ft ²)
\$2000	20 x 20 exhibit space (400 ft ²)
\$2750	20 x 30 exhibit space (600 ft ²)
\$3500	20 x 40 exhibit space (800 ft ²)
\$3800	30 x 30 exhibit space (900 ft ²)
- Please contact sales@OffroadProductsExpo.com or 501-590-4148 to request additional exhibit space.

Payment:

- Payments may be made via check or credit card.
- Checks should be made out to Offroad Products Expo and mailed to: 11905 Timber Creek Road
North Little Rock, AR 72118
- Credit card payments will have a 3% technology fee added to all payments. A digital invoice will be issued for credit card payments.
- There are three options for payments:
 - 100% payment due by November 1, 2023.
 - 50% deposit by October 1, 2023; the remaining balance due by November 1, 2023.
 - 25% deposit by August 1, 2023; the remaining balance is due in three equal payments, due on September 1, October 1, and November 1, 2023.
- All payments due by **November 1, 2023. Space not paid in full by November 1, 2023, is subject to be sold.**

Badges:

- Exhibitors will receive 4 complimentary badges.
- Additional badges or admission bands may be purchased at a reduced admission price during move-in times.
- Exhibitors must wear badges at all times. Badges will be issued at the registration table during check-in.

Exhibitors:

- Exhibitors are responsible for providing any necessary exhibit space equipment including, but not limited to; tents, tables, chairs, electricity, decoration, and/or lighting. Pipe and drape will be provided.
- Exhibitors are responsible for any and all damages caused by exhibitor to the convention center facilities, other exhibit space equipment, or property of others.
- Exhibits must be staffed and open for business during the event times.
- Exhibitors agree to abide by all federal, state, and local laws, ordinances, and codes.
- Exhibitors agree to abide by all facility policies and rules.

Insurance:

- The exhibitor agrees to maintain General Liability coverage with a limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- **The exhibitor is required to send a copy of the Certificate of Liability Insurance with the exhibitor agreement.**

Taxes and Licenses:

- Exhibitors are responsible for obtaining any necessary tax identification numbers and for paying all taxes as required by law. This includes sales tax for the city of Hot Springs and state of Arkansas for all sales at the event.
- Tax forms will be provided. Failure to pay your taxes correctly and on time may result in possible fines from the city and/or state.
- Exhibitors are responsible for obtaining any licenses, permits, or approvals germane to the event to abide by all federal, state, or local laws.

Utilities

- Electric and other utilities are available for purchase from the Hot Springs Convention Center.
- Order forms may be requested by emailing sales@OffroadProductsExpo.com or are available on OffroadProductsExpo.com.
- Discounted rates are available when placing order at least 7 days before event.

For more information or questions, please email sales@offroadproducts.com or call 501-590-4148.

2024 Offroad Products Expo Exhibitor Application & Agreement Terms and Conditions

Exhibit Space:

- Exhibit space assignment will be at the sole discretion of Offroad Products Expo.
- Offroad Products Expo will attempt to honor all requests for exhibit placement but requests are not guaranteed.
- Offroad Products Expo reserves the right to rearrange exhibitors or adjust the floor plan prior to or during the event as deemed necessary and/or to promote the best interest of the event.
- Exhibit space may not be subleased under any circumstances. All companies are required to have an exhibitor agreement, insurance, and an assigned exhibit space at event.

Move-In Time:

- Thursday, January 4.....10:00 am – 8:00 pm
- Friday, January 5.....9:00 am – 1:00 pm
- Drive in with vehicles must be done during Thursday move-in time.
- Forklift will be available during Thursday move-in time. All operators must be an OSHA certified forklift operator and present proof of certification.
- Exhibitors must check in by 10:00 am on Friday and be set up by 1:00 pm on Friday or exhibit space may be sold. No refunds will be issued for late arrivals or no shows.

Tear Down Time:

- Sunday, January 7.....4:00 pm – 10:00 pm
- Exhibits must remain open during the scheduled times published prior to the event.
- **Removal of products, breakdown of exhibit, or abandonment of exhibit space is not permitted before the scheduled end of events. If exhibitor violates this rule, exhibitor will be assessed a fee of \$1000 per exhibit space.**
- All exhibitors will be required to complete a credit card authorization and maintain a credit card on file to cover this potential fee.
- Forklift will be available during Sunday tear down time. All operators must be an OSHA certified forklift operator and present proof of certification.

Cancellation by Exhibitor:

- Cancellations of all or part of exhibit space must be submitted in writing to Offroad Products Expo.
- A full refund will be issued for cancellations received before November 1, 2023.
- A 50% refund will be issued for cancellations received after November 1, 2023, and before December 1, 2023.
- No refund will be issued for cancellations received on or after December 1, 2023.

Promotional and Advertising Materials

- Exhibitors grant Offroad Products Expo and its advertising and promotion agencies the absolute right and permission to use, display, and reproduce the name, trade name, logo, and/or products names during the event or in any promotional or advertising materials by exhibiting at the event.
- Offroad Products Expo is not responsible or liable for any typographical or other errors in promotion and advertising materials.
- Photographs may be taken of the exhibitor's display space, products, personnel, and exhibit visitors before, during, or after event hours to be used for promotion and advertising.

Additional Terms and Conditions:

- Offroad Products Expo has sole discretion regarding all aspects of the event including, but not limited to; location, hours of event, and other related decisions, as well as matters not specifically addressed in this agreement.
- Exhibitors, exhibits, or displayed products determined to be objectionable or inappropriate may be subject to removal from the event at any time. No refunds will be issued for removal of products and/or personnel or cancellation of exhibit in this situation.
- No products with Offroad Products Expo name, logo, copyrighted material, trademarks, event title, and/or event images may be sold without written consent and permission.

Rules and Regulations:

- All drawings for prizes and giveaways must be registered and approved in advance by Offroad Products Expo.
- Drones are not allowed to be flown in the convention center facilities.
- No movement of vehicles is allowed during the published event hours.
- No walk-in solicitors.
- No signs permitted by any person or company unless they are a paid exhibitor.

Security:

- Security is provided by event management during the specified event times on Friday, Saturday, and Sunday.
- Event management is not responsible for lost, damaged, or stolen property or any injuries.

Offroad Products Expo is not responsible in case of fire, accidents, natural disaster, acts of God, or any other uncontrollable circumstance.



Offroad Products Expo

2024 Exhibitor Application & Agreement Terms and Conditions

Hot Springs
Convention Center
Hot Springs, AR
January 5-7, 2024

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Description of products sold or displayed: _____

Insurance: Please send a copy of your Certificate of Insurance with your application.

I have insurance to cover liability and loss in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. YES _____ NO _____

Payment Option: Pay in Full 50% Deposit Plan 25% Deposit Plan

Payment Form: Check Credit Card—Digital Invoice (3% technology fee added)

Exhibit Space Requested:

10x10 (\$500) 10x20 (\$1000) 10x30 (\$1500) 20x20 (\$2000)
 20x30 (\$2750) 20x40 (\$3500) 30x30 (\$3800) Other _____

As an exhibitor at the Offroad Products Expo, I have read and agree to all terms and conditions of this agreement.

Limitation of Liability: The Exhibitor, on behalf of itself and its officers, directors, employees, agents, contractors, licensees, patrons, guests, assigns, parents, subsidiaries, successors, heirs, personal representatives, executors, and administrators, agrees as follows:

- Release and Waiver of Liability: The Exhibitor waives and releases any and all rights and claims for any injuries, losses, damages and liabilities of any kind, including, but not limited to, bodily injury and death and property damage, arising out of or relating to the Exhibitor's participation in and exhibition at the Offroad Products Expo, against Offroad Products Expo, its Management and its officers, directors, employees, volunteers, agents, contractors, licensees, patrons, guests, assigns, parents, subsidiaries, successors, heirs, personal representatives, executors, and administrators (hereinafter referred to as "Releasees").
- Indemnification: The Exhibitor agrees to indemnify, defend, and hold the Releasees harmless from and against any claims, suits, actions, injuries, losses, damages, liabilities, costs, expenses (including attorney's fees), judgments and penalties arising out of or relating to the Exhibitor's participation in and exhibition at the Offroad Products Expo.

Person signing this agreement is an authorized person of the company and able to execute this agreement on behalf of the company. This agreement may be signed electronically or in hard copy. Electronic signatures count as original for all purposes.

Signature: _____ Date: _____

Print Name _____

Return to: Offroad Products Expo, 11905 Timber Creek Road, North Little Rock, AR 72118 or sales@OffroadProductsExpo.com