

**Michigan Department of Agriculture and Rural Development  
Michigan Trade Show Pavilion  
Exhibitor Contract Form**



Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Terms and Conditions:**

\_\_\_\_\_ (Company Name) agrees to participate in the Michigan Department of Agriculture and Rural Development (MDARD) pavilion at the "A Taste OF The States (ATOTS)" at the **National Restaurant Association Show 2023**, May 20-23, 2023 at McCormick Place in Chicago, IL.

**Check each box below, confirming that the company agrees to:**

\_\_\_ Verify the exhibiting company is headquartered in Michigan and will promote only food and agriculture product(s) which align with all required exhibitor guidelines related to product origin and/or type, company size and headquarters, etc. as outlined by Show Management.

\_\_\_ Pay an exhibitor fee of: \$ \_\_\_\_\_

\$3,850 per 10'x10' inline booth space

\*\$300 premium for each 10'x10' preferred corner booth space

Total Number of Booth Spaces Requested: \_\_\_\_\_

\_\_\_ Acknowledge that an **invoice will be issued upon receipt of this contract. Payment to MDARD is due in the full amount within 30 days of invoice issuance.** Failure to payment may result in forfeiture of participation.

\_\_\_ Acknowledge that the State of Michigan reserves the right to send the unpaid invoice to collections after 90 days.

\_\_\_ Acknowledge that there will be no refunds for any reason *unless* Show Management cancels the event AND issues refunds to MDARD. These refunds may be less than the original payment issued due to expenses incurred by Show Management.

\_\_\_ Acknowledge that if Show Management re-locates the event or changes the dates no more than 60 days earlier or 60 days later than originally schedule, no refunds will be issued to exhibitors.

\_\_\_ Complete an initial evaluation within one week of the show as well as a six-month follow-up evaluation of the event, *including* estimated sales outcomes associated with exhibition at the show.

\_\_\_ Acknowledge the inherent risk of exposure to communicable diseases, including but not limited to the coronavirus, in any public place where people are present. By attending the National Restaurant Association Show and any related events, the Exhibitor agrees to comply with all state and local health orders. The Exhibitor also voluntarily assumes all potential exposure risks incurred by itself or staff personnel and agrees not to hold MDARD or any of MDARD's affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any loss, illness, or injury. MDARD is not liable for any damages, costs, or expenses which result from or are connected to cancellation and/or postponement of the Show.

\_\_\_ Provide all necessary products, samples, and product information for the show.

\_\_\_ Bear all other product-related expenses including extra name badges, extra chairs and tables, booth services, sample shipment to and from show, refrigeration, etc. as well as all room, meal, and incidental costs associated with exhibition and/or attendance at the show.

**The Michigan Department of Agriculture and Rural Development agrees to:**

- Provide \_\_\_ (number) of 10'x10' booth spaces to the company indicated in this contract
- Provide a basic booth furnishing package (details to be confirmed in 2023)
- Issue an invoice of \$ \_\_\_\_\_ with 30-day completion terms, requesting payment for exhibitor booth space at the National Restaurant Association Show

\_\_\_ *I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Conditions.*

\_\_\_ *I understand that completion of the terms of this contract by the Michigan Department of Agriculture and Rural Development is conditional based on the budget established by the State of Michigan and allocated programmatic funding for this activity. Changes to the 2023 budget may result in renegotiation of this contract.*

\_\_\_\_\_ (Company Name)

\_\_\_\_\_ Company Representative Signature

\_\_\_\_\_ Date