



**NON PROFIT SCHOLARSHIP APPLICATION & CONTRACT**

(Mail/Fax completed application - see contact information below)

May 17 - 18, 2008 • Portland • Portland EXPO

**NON PROFIT SCHOLARSHIP APPLICATION**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Website URL: \_\_\_\_\_ Email: \_\_\_\_\_

Please give a brief description of what you wish to promote:

\_\_\_\_\_  
\_\_\_\_\_

**We request to apply for a discounted Scholarship Space and can pay a reduced rate of** \$ \_\_\_\_\_  
(Standard 10 x 10 Booth is \$525).

**Electricity** (200 Watts) - **\$30** \$ \_\_\_\_\_

**Table & 2 Chairs** - **\$30** \$ \_\_\_\_\_

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

**SCHOLARSHIP PACKAGE**

- Space for one 6' table, 8' draped back wall.
- Line sign
- 1 Parking pass for Sat & Sun

**Please Note:**

- **Reservations are non-refundable.**
- **Show Hours** - Sat 5/17: 10 AM - 6PM  
Sun 5/18: 11 AM - 5 PM
- **Table, Chairs & Carpeting are NOT included.** Exhibit Hall floor is polished concrete.
- No spaces will be reserved without payment in full.
- Space is limited - applications will be reviewed on a first-come, first-served basis.
- **Electricity** - Add'l charges may apply if you require more than 200 Watts. **Failure to request electricity in advance may result in on-site delays and surcharges.**

We can provide assistance to the event in the following manner (be as detailed as possible): *Examples include, event promotion, providing volunteers/speakers, etc.*

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**SCHOLARSHIP TERMS & CONDITIONS**

- Applicants that are awarded a space will be notified 1 to 2 weeks prior to the event. Scholarships must be paid for (if applicable) within 3 days of notification or it will be assumed that the scholarship is declined.
- Application for scholarship DOES NOT guarantee booth. For a guaranteed booth, please submit Exhibitor Application.

Line Sign: (50 char. max): \_\_\_\_\_

Authorization: As an authorized agent of Exhibitor, my signature attests that I have read, understood, and agree to the Exhibitor's Contractual Terms & Conditions, included with this Application Form.

\_\_\_\_\_  
Signature

## Exhibitor's Contractual Terms & Conditions

1. All exhibits, including supplies & materials, must be in place and debris removed from aisles no later than one hour prior to show opening. Advance move-in & booth setup will only be allowed on Friday, May 16, 2008 between 12 PM and 7 PM.
  2. No Exhibits may be removed or dismantled before May 17, 2008 at 5:00 pm or after May 18, 2008 at 8:00 pm.
  3. The Exhibit Floor will be only opened to Exhibitors 2 hours prior to opening to the public on show days. This rule will be rigidly enforced as a security measure.
  4. The Exhibitor agrees to indemnify and hold harmless ReDirect, Inc.; their officers, agents and employees, from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including, but not limited to, persons to whom the Exhibitor may be liable under any Workers' Compensation Law and the Exhibitor him/herself and from any loss, damage, cause of action, claims or suits for damages, including, but not limited to, loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by the Exhibitor of the privileges granted herein.
  5. It is mutually understood and agreed that no alteration or variation to the terms of this contract shall be valid unless made in writing and signed by the parties hereto and that no oral understandings or agreements not incorporated herein and no alterations or variations to the terms hereof, unless made in writing between the parties hereto, shall be binding on any of the parties hereto.
  6. In the event the Exhibitor fails to comply in any respect with the terms of this agreement, all payments for this exhibit in the show shall be deemed earned and non-refundable by ReDirect, Inc. ReDirect, Inc. shall have the right to occupy the space in any manner in the best interests of the show without further notice to the Exhibitor.
  7. Each exhibit space shall only be occupied by one company or organization. Exhibitor shall not assign or sublet said space, or any part thereof, without the written and duly signed consent of ReDirect, Inc.
  8. This agreement is not binding on ReDirect, Inc. until it has been duly accepted and signed by ReDirect, Inc.
  9. **DISPLAY RULES:** Every Exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of his/her exhibit. Exhibitors must use the good neighbor policy when designing exhibit space. Side displays are not to exceed 3' in height from the aisle continuing back 5'. Further height restrictions are determined by the size and the location of the booth. Backsides of displays over 8' in height on the rear of the booth and over 3' in height on the sides of the booth are strictly prohibited without written authorization. Exhibitor is responsible for any and all costs incurred by ReDirect, Inc. to drape the sides and/or rear of any display. Exceptions and/or variations to the display rules must be approved by ReDirect, Inc. 25 days prior to the show. ReDirect, Inc. shall have the authority to require changes in Exhibitor's booth design at show time should the design not comply with rules, safety concerns, or other Expo interests as determined solely by ReDirect, Inc. All aisle space belongs to the show. **All decorations must be fireproofed. No helium balloons or popcorn allowed.**
  10. No canvassing, solicitation of business or conference in the interest of businesses except by exhibiting firms is allowed. Canvassing must be confined to the Exhibitor's space and in no case may be extended to any other part of the show.
  11. Placing of advertising material on or in automobiles on the Portland EXPO Center is specifically prohibited.
  12. No food or beverage may be given away anywhere at the Portland EXPO Center without written approval from ReDirect, Inc.
  13. The decision of ReDirect, Inc. must be accepted as final in any disagreement between exhibitors.
  14. ReDirect, Inc. reserves the right to stop or remove from Portland EXPO Center any exhibitor, or representative, performing any act or practice which, in the opinion of ReDirect, Inc., is objectionable.
  15. ReDirect, Inc. reserves the right to refuse exhibitors which would in any way detract from the dignity and intent of the Show, and to refuse space when deemed unsuitable by ReDirect, Inc. for any reason, including economic.
  16. All matters not covered in these conditions are subject to the decision of ReDirect, Inc., which shall be final.
  17. Failure by ReDirect, Inc. at any time to require the performance by the Exhibitor of any of the provisions hereof shall in no way effect the right of ReDirect, Inc. hereunder to enforce the same, nor shall any waiver by ReDirect, Inc. of any breach hereof be held to be a waiver of any succeeding or continuing breach or a waiver of this non-waiver clause.
  18. No live animals are allowed in Portland EXPO Center without written approval. Properly and safely muzzled "seeing eye" dog accompanying a blind person is acceptable.
  19. **AUTOMOBILES:** Any Exhibitor wishing to display an electric, hybrid, bio-diesel, or other alternative fuel automobile must have ReDirect, Inc. approval prior to the event and agree to specific terms and conditions required by Fire Marshal, and ReDirect, Inc.
- SECURITY** - ReDirect, Inc. will not be responsible for articles lost by fire or theft or any articles damaged in any way.
- REMOVAL LIMIT** - Exhibitors must remove all exhibits and related items by 8:00 p.m., May 18, 2008. In the event such exhibits and related items are not removed by the above time, the exhibitor is responsible for any and all costs incurred by ReDirect, Inc. to remove &/or store items left in the convention hall after 8:00 p.m. May 18, 2008.
- CANCELLATION** - ReDirect, Inc. reserves the right to cancel any commercial operation which may, in the sole opinion of ReDirect, Inc., be deemed unsuitable for any reason, including economic reasons. In the event Exhibitor cancels its exhibit or defaults under any terms of this agreement at any time, ReDirect, Inc. shall retain all fees as liquidated damages.
- PUBLIC ADDRESS** - Public address systems and other sound amplifications are not permitted by Exhibitor, except by permission of ReDirect, Inc.
- CARE OF SPACE** - Exhibitors must have at least one person in attendance at their exhibit at all times event is open to the public, and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests or employees. ReDirect, Inc. has the authority to remove any exhibit that is not staffed.
- RESTRICTIONS** - ReDirect, Inc. reserves the right to restrict or remove exhibits, without refund, those deemed by ReDirect, Inc. unsuitable, objectionable or hazardous. This restriction applies to, but is not limited to, noise, P.A. systems, persons, animals, conduct, printed matter, or anything of a character that might be objectionable to the Show or ReDirect, Inc.
- LIABILITY** - The Exhibitor is entirely responsible for the leased space and shall not injure, mar, or deface the premises. The Exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the Facility. Furthermore, Exhibitor shall not affix to the walls or windows of the Facility any advertisements, signs, etc., or use Scotch tape, masking tape or any other adhesive-type material on painted surfaces. All exhibitors wishing to have landscaped displays, planted materials, or other water-related displays must have an appropriate, waterproof barrier to safeguard the floor, as well as an adequate clean-up kit in the event of any spill or release. The Exhibitor agrees to reimburse ReDirect, Inc. and/or the Facility for any loss or damage occurring to the premises or equipment.
- INSURANCE** - Exhibitor shall purchase at its sole cost and expense insurance coverage in full force and effect during all activities related to the use of this license, in limits of not less than \$1,000,000 for single bodily injury; \$10,000 for property damage. Exhibitor shall be responsible for any loss from Exhibitor's booth of any Exhibitor's property or the property of any person located in Exhibitor's booth.
- LICENSES** - Any and all City, County, State or Federal licenses, inspections or permits required by law of any Exhibitor in the installation or operation of his display shall be obtained by the Exhibitor at his own expense prior to the opening of the Show.
- RIGHTS OF REDIRECT, INC. IN THE EVENT EXHIBITION IS NOT HELD** - ReDirect, Inc. shall not be liable for any damage or expense incurred by Exhibitors in the event the Show is delayed, interrupted or not held as scheduled; and if for any reason beyond the control of ReDirect, Inc., the Show is not held, ReDirect, Inc. may retain so much of the amount paid by Exhibitors as is necessary to defray expenses already incurred by ReDirect, Inc.
- MUSIC LICENSING** - The playing of protected music by an exhibitor or the performing of live music in a booth is prohibited without a license. Exhibitor shall hold ReDirect, Inc. harmless for all licensing and enforcement of fees for recorded or live music played or performed in their booth space.
- ATTENDANCE** - ReDirect, Inc. does not guarantee any attendance figure for our events.
- RETURNED CHECKS** - A \$25 fee will be charged for any check returned due to insufficient funds.