



**EXHIBIT SPACE CONTRACT**  
**SNACK ATTACK | APRIL 26, 2018 | 5:30PM - 8:30PM**  
**NEW YORK MARRIOTT MARQUIS TIMES SQUARE**

**EXHIBITOR INFORMATION** Please fill out the following information exactly as you would like it to appear in show directories and signage.

Brand Name:		Company Name (Billing):	
Contact Name:		Title:	
Phone:	Email:		
Website:			

**CONTACT FOR MEDIA**

Company Name:			
Contact Name:		Title:	
Address:			
City:	State:	Zip:	
Phone:	Email:		

**ATTENDEE INFORMATION** Please list the names of those who will attend on behalf of your company (please print clearly).

Attendee 1:
Attendee 2:
Attendee 3:

**ON-SITE ACTIVATION**

Will you be sampling food or alcohol?  YES  NO If yes, please explain:

**MEDIA** Please write in your top desired media outlets to be invited to the event.

Outlet:	Title:	Name:
Outlet:	Title:	Name:
Outlet:	Title:	Name:

**PRICING**

Exhibitor (By March 12, 2018)	<input type="checkbox"/> \$3,250
Exhibitor (After March 12, 2018)	<input type="checkbox"/> \$3,600
Media Bag Inserts	<input type="checkbox"/> \$500
Multi-Brand Discount	<input type="checkbox"/> \$200 Off/Brand
Multi-Showcase Discount	<input type="checkbox"/> \$250 Off/Brand

**Brand / Exhibitor Registration Includes:**

- Exhibit table (6-foot draped)
- Full-color table-top signage (8.5" x 11")
- 3 Company representative badges
- 6 Drink coupons
- Company logo with link on Editor Showcase website

**PAYMENT** Full payment must be received in the form of a business check or major credit card. Signed contract and full payment must be received by advanced registration deadline in order to receive discount rate. Companies contracting with Editor Showcase after the advanced registration agree to submit all payments no less than 30-days prior to event date. All contracts received within the 30-day window of the event date require full payment at the time of contract. Failure to submit payment according to these terms may result in forfeiture of exhibit space. No refunds will be issued for partial payments received. **Cancellation Notices** All other cancellations must be in writing and received by March 12, 2018. Cancelled exhibitors will receive a full refund minus \$100 handling fee. After March 12, 2018, no refunds will be issued. **Registration fees are nontransferable; no exceptions.**

Payment by Credit Card:  AMEX  Visa  Master Card

Cardholder Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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

Authorization: \_\_\_\_\_

Payment by check: Please make check payable to: MM & K, LLC and mail to: Editor Showcase, 1399 N. Cuyamaca Street; El Cajon, CA 92020

Please send completed forms to Michelle Metter at [metter@fastforwardevents.com](mailto:metter@fastforwardevents.com). If you have any questions, you can contact Editor Showcase Management at 619-312-1212. Signature and payment constitutes company has read and understood the Addendum of registration form and also agreement to abide by the cancellation policy and all other rules and policies. MM & K, LLC reserves the right to refuse service to any individual or company.

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



## **Addendum A - Budgeting and Space Restrictions at Editor Showcase**

### **Electricity & Internet**

- Electricity and internet are available directly through the New York Marriott Marquis Times Square. Please fill out proper electrical order form, or internet order form, and fax to the appropriate department to purchase. Pricing varies.

### **Inbound Shipments**

- All packages arriving at the hotel are subject to holding and service fees determined by the weight of the shipment.
- Inbound pallet deliveries are subject to a \$0.75 per lb. service fee with a \$250.00 minimum.
- Shipments received 1-5 days in advance of the event will not incur an additional service charge, but will still be subject to holding fees.
- Shipments received more than 5 days in advance will incur varying charges.
- Any large deliveries through the hotel loading dock must be communicated to Editor Showcase Management.
- Items that need to be stored in refrigerated or frozen storage may incur an additional fee. All boxes must be properly labeled as "Refrigeration" or "Frozen" in order to be stored accordingly. Boxes stored in refrigerated or frozen storage will incur additional costs to be determined by the size and quantity of the boxes.
- Once packages are shipped to the hotel for the event, tracking numbers must be sent to Editor Showcase Management to ensure proper deliver of your items to the event room.

### **Outbound Shipments**

- All outbound deliveries are subject to service fees determined by the weight of the shipment.
- Outbound pallet shipments are subject to a \$0.75 per lb. service fee with a \$250.00 minimum.
- Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.
- Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx office team member.
- The New York Marriott Marquis Times Square will not be responsible for items left unattended.

### **Sampling Food**

- Any food brought in must be sample sized and in DIRECT correlation with the exhibitor.
- The Marriott catering department MUST provide any outside food without direct correlation to exhibitors. If exhibitors are interested in providing additional food items to enhance product samples, please send the request to Editor Showcase Management. The Marriott will then provide pricing. Pricing varies.

### **Preparing Food**

- Exhibitors are able to use the Marriott kitchens to heat items. The Marriott staff will not heat the items for exhibitors. Exhibitors will be accompanied to the kitchen by the Marriott staff and assisted during kitchen use.
- Use of kitchen is a minimum cost of \$200.00 plus tax, and will increase based on actual use required.

### **Sampling Alcohol**

- A Marriott bartender must serve any alcoholic beverage being served at an exhibit.
- Any alcohol brought in is subject to a service charge and corkage fee. Service charge and corkage fee will be determined by the Marriott's retail value of the product.
- Cost of bartender is \$275.00.

### **Space Restrictions**

- Exhibit space for ALL exhibitors is limited to the 6' table provided and approximately 3' behind the table. Banners should not exceed 8' high. All pop-up banners and displays are required to adhere to these space limitations unless approved by event management.
- Back tables will only be issued by request two weeks prior to the event. Requests after the deadline are subject to additional setup costs IF requests can be accommodated.
- Affixing to the walls is strictly prohibited. Violation is subject to damage charges by the venue.

### **Photo Release**

- By registering for the event, you hereby grant MM&K/Editor Showcase permission to use your likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration.