

THE ULTIMATE TEACHER EXPO!

Vendor Contract

Dear Vendor,

Welcome to the 1st Annual Ultimate Teacher Expo! This event is planned to give educators an opportunity to purchase and sell classroom materials. The Ultimate Teacher Expo will be held at the Holiday Inn Express, 25100 Northwestern Highway in Southfield, MI on August 10, 2013. It is my pleasure to invite you to be a part of this exciting event!

This packet contains everything needed to reserve a table, including the Vendor Contract, Vendor Guidelines and Policies, and Terms and Conditions. There is also a chart for hotel room rates. To reserve your space, please return (via fax, postal service, or email) the completed contract and reservation form with payment to the attention of Registrations.

Please read the following contract carefully and in its entirety. Please remember:

- ★ Table space must be paid for in full. No deposits are accepted.
- ★ You will receive an email confirming your reservation and payment.

I am looking forward to working together to create an outstanding Expo. If I can assist you in any way, please do not hesitate to contact me at 800-410-6028, or via email at events@LiteracyatWork.net. You can fax the Vendor Contract and Terms and Conditions to 800-410-6028.

Thank you,

Melanie Matthews

Owner/CEO Literacy at Work, LLC





THE ULTIMATE TEACHER EXPO!

Saturday, August 10, 2013
Vendor Contract

Please complete all the information and mail it in with your payment. Full payment must accompany this signed contract to reserve a table. For any questions, contact Melanie Matthews at 800-410-6028. We look forward to working with you!

Vendor Information

Company Name: _____
Vendor's Name: _____
Additional Attendee: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____

Table Information

Number of tables desired (@ \$25 each before July 1st, \$50 each after): _____
Tables will be assigned on a first-come, first-serve basis. You may contact Melanie Matthews at 800-410-6028 to check table availability. Contract and payment must be received within two weeks to retain a phone reservation. Otherwise, you will be contacted within a week after the contract is received to confirm your tentative table assignment.
Grade level(s) of materials: _____ Subject area(s) of materials: _____

Payment Information

Total Amount Enclosed \$ _____ (payable by Money Order, Check or Credit – Visa or MC)
Check # _____ (Please make checks payable to **Literacy at Work, LLC**)
Card # _____ Exp. Date: ____/____
Validation Code on MC/Visa (last three digits on reverse side) _____
Name on card (please print clearly) _____
Billing Address (street, city, state, zip): _____
Authorized Signature: _____

Mail to:
Literacy at Work, LLC
Attention: Registration
P.O. Box 2918
Southfield, MI 48037



THE ULTIMATE TEACHER EXPO!

Vendor Guidelines & Policies

Dates & Hours	August 10, 2013 10:00 a.m. – 4:00 p.m.
Location	The Expo will be held at the Holiday Inn Express, 25100 Northwestern Hwy, Southfield, MI 48075.
Table Rental	Before July 1, 2013: \$25 After July 1, 2013: \$50
Set-up	Move-in will begin Saturday, August 10, 2013, 8:00 a.m. – 9:30 a.m. Doors open for business at 10:00 a.m.
Break-down	Vendors may begin dismantling once all products are sold or at the end of the Expo, 4:00 p.m.
Table Staffing	Each table must be staffed during all hours the Expo is open, 10 am – 4 pm. If a Vendor goes out for lunch, please inform the person at the registration table of your exit.
Table Content	One (1) 6-foot table covered table, two (2) chairs, one (1) wastepaper basket
Payments	To reserve space, Literacy at Work must receive a signed Vendor Contract and full payment by July 1, 2013 for early table rates. An increased rate of \$50 will apply to contracts received after July 1, 2013.
Cancellation Refund Policy	If space is cancelled prior to July 26, 50% of the table rate will be refunded. After July 26, 2013, payment will be refunded.
Taxes	All sales taxes, income taxes, or other withholding taxes arising from your sell of materials are the sole responsibility of the Vendor.
Failure to Appear	Vendors who have not set up by 9:30 a.m. are assumed to have withdrawn. Table is forfeited along with payment.
Lodging	To make hotel reservations, please see the hotel rates on page six and call the Holiday Inn Express & Suites directly at 1-800-315-2621.

The Ultimate Teacher Expo! 2013 VENDOR CONTRACT
TERMS AND CONDITIONS

LIMITATION OF LIABILITY

The Vendor agrees to indemnify and hold harmless Literacy at Work (L@W), its agents, officers, and invitees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by any act, omission or neglect of Vendor's agents, employees, invitees, or guests which occur in or about the Premises. Vendor agrees to use and occupy the assigned booth at Vendor's own risk, and hereby releases L@W, its agents, officers, and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the assigned booth, including, but not limited to damages resulting from the acts of other Vendors, theft, vandalism, fire and other casualty damage or damage arising from any defects in the Premises.

RELOCATION: L@W reserves the right to alter the Expo floor plan, and/or reassign any Vendor's assigned booth as deemed advisable by L@W. L@W further reserves the right to make such changes, amendments and additions to these rules and such further regulations as it considers necessary for the welfare of the Expo.

TERMINATION OF CONTRACT: L@W reserves the right to terminate Vendor Contract before or after assignment and/or acceptance if, at its sole discretion, it deems such to be in the best interest of the Expo and if such termination occurs prior to 9:30 a.m. on the day of the Expo, L@W shall refund funds for the Expo without interest or penalty. L@W reserves the right to terminate The Vendor Contract if the business or exhibition carried on by the Vendor or the manner of conducting the same is not as represented at the time of making this Contract, is entered into under false pretenses or violates any of the rules as set forth in this Contract under any such circumstances, L@W shall retain all payments made by Vendor and Vendor is responsible for all expenses incurred upon such termination.

WITHDRAWALS: Vendor must notify L@W of withdrawal at least 15 days prior to the Expo opening in which case a service charge of 50% of total table price will be charged to the Vendor. No refunds will be made for withdrawal from the Expo within 15 days of the Expo opening. A Vendor who has not moved in and set up by 9:30 a.m. on the day of the Expo is assumed to have withdrawn, and the Vendor's booth space will be forfeited and all payments are nonrefundable. L@W will have the right to resell the booth upon any such withdrawal.

TERMINATION OF SHOW: If L@W determines that the Premises have become unfit for occupancy, or if the Premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, any other emergency, or any act or event not the fault of L@W, this Contract may be terminated by L@W. In the event of such termination, L@W will refund amounts paid by Vendor for table and Vendor waives any and all damages and agrees that L@W will be automatically released of any and all claims for losses, damages, cost or expenses of Vendor by reason of such termination. It is expressly understood and agreed that if the primary agreement between L@W and the Expo facility is terminated, cancelled, amended or abated as to any portion of the Expo's space or adjacent areas, such termination, cancellation, amendment or abatement may, at L@W's option, operate as a cancellation of this Contract, L@W will refund amounts paid by Vendor for table and L@W shall be relieved of any liability for any and all losses, damages, costs or expenses Vendor may sustain as a result thereof.

LIMITATION OF EXHIBITS: L@W reserves the right to stop or remove from the Expo any Vendor, or his representative(s), who is performing an act or practice which in the opinion of L@W constitutes a nuisance or is objectionable or detracts from the dignity of the Expo or contravenes the purpose of the Expo. L@W reserves the right to refuse admittance of Vendor, and Vendor's exhibits and/or materials to the Expo until all fees owing by Vendor are paid in full.

EXHIBIT RESTRICTIONS: The Vendor must properly staff the table during Expo hours. Vendors are liable for any damage caused by Vendor to building walls, floors or columns or to other portions of the Premises or to L@W property. Vendor agrees not to hold any social event to which attendees are invited or which entices attendees from the

Expo area during official Expo hours. No sound systems, musical instruments, noisemakers, loudspeakers, microphones or other sound amplification or broadcasting devices of any kind may be used. Solicitation of funds for any political, educational or charitable corporation or association of any other corporation, association, group individual or cause of any kind or character is strictly prohibited. Distribution of literature or samples must be related to the exhibit and distribution is restricted to within the Vendor's booth space. All parts of all exhibits must be within Vendor's assigned booth. Aisle space is under the control of L@W. Assignment or subletting of booth space is strictly prohibited. The Vendor may not display signs that are not professionally prepared or in the opinion of L@W detracts from the appearance of the Expo in any manner whatsoever. L@W shall have sole control over admission policies at all times.

COLLECTION POLICY:

Vendor agrees to pay any and all table reservation fees due to L@W which have not been paid in full prior to the opening of the Expo. Vendor will pay all fees for collection of returned checks and/or enforcement of this Contract.

ENDORSEMENT AND/OR DUE DILIGENCE:

L@W makes no endorsement and/or representation concerning any Vendor nor its products or services, it being understood that admission to the Expo of any Vendor constitutes either an endorsement, recommendation nor representation by L@W or any Vendor or its products or services. L@W has not and will not undertake or perform any "due diligence" function as to any Vendor, its products or services and each Vendor agrees to display only products and services which have economic viability and that fully comply with applicable law, regulations and professional standards.

TAXES:

All sales taxes, income taxes, or other withholding taxes arising out of or in connection with Vendor's use of the space are the sole responsibility of the Vendor.

PHOTO RELEASE:

You give Literacy at Work, LLC permission to publish in print, electronic, or video format, the likeness or image of yourself and/or your child for general promotion of Literacy at Work, LLC and it's programs.

I have read and agree to the Vendor Contract and Terms and Conditions.

Vendor's Signature _____

Print Name _____

Today's Date _____

Holiday Inn Express & Suites Special Event Group Rates 2013



25100 Northwestern Highway, Southfield, MI 48075

Room Type	2013 Rates	1 – 10 Rooms	Maximum People per Room
2 Queen Standard	\$109	\$92.99	4 people
1 King Wet Bar Suite	\$119	\$87.99	4 people
2 Queen Wet Bar Suite	\$129	\$105.99	6 people
1 King Full Kitchen Suite	\$139	\$124.99	4 people
2 Queen Full Kitchen Suite	\$149	\$139.99	6 people
1 King Wet Bar Jacuzzi Suite	\$149	\$139.99	4 people
1 king Full Kitchen Jacuzzi	\$159	\$149.99	4 people
2 Queen Full Kitchen Jacuzzi	\$169	\$159.99	6 people

Prices are subject to change without notice

Please call the Holiday Inn Express & Suites for the most current event rates

