

save this sheet  
for your records

Friends of PBS Wisconsin, Inc. hosts an annual Garden & Landscape Expo to bring together gardening enthusiasts and educators, designers, service providers and vendors to help them maximize their gardening efforts. This event was conceived as a way to deliver the expertise of University of Wisconsin-Madison Horticulture Division of Extension, non-profit organizations, the home gardening industry and related businesses to the community. It is also an important fundraiser for Friends of PBS Wisconsin, Inc. that generates funding for PBS Wisconsin programming and community outreach.

Friends of PBS Wisconsin, Inc. staff and volunteers, along with PBS Wisconsin staff are committed to making the Garden & Landscape Expo successful for exhibitors and attendees. Friends of PBS Wisconsin relies heavily on the Garden & Landscape Expo Committee to establish and implement event policies and practices. To develop a shared set of expectations, we have developed the following terms and conditions for Garden & Landscape Expo participants.

## terms and conditions 2021



### Garden & Landscape Expo 2021

February 12-14 Friday 12-7 / Saturday 9-6 / Sunday 10-4

Exhibition Hall / Alliant Energy Center / Madison

presented by PBS Wisconsin

**Kristin Korevec/Special Events Manager**  
PBS Wisconsin  
821 University Avenue  
Madison, WI 53706

**608. 262. 5256 telephone**  
**608. 890. 4571 facsimile**  
**gardenexpo@pbswisconsin.org**  
**wigardenexpo.com**

all registration forms are available  
as PDFs at [wigardenexpo.com](http://wigardenexpo.com)

### exhibitors are subject to all terms and conditions of the Garden & Landscape Expo.

- 1 Friends of PBS Wisconsin, Inc. has sole discretion over acceptance of exhibitors for the Expo. Exhibitor businesses and non-profit organizations will demonstrate the quality and relevance of exhibitors to make the Garden & Landscape Expo successful. Only Friends of PBS Wisconsin is allowed to sell booth space. Exhibitors may not, under any circumstances, re-sell, sub-lease or loan Garden & Landscape Expo booth space with any other business, organization or person. Friends of PBS Wisconsin, Inc. reserves the right to ban an exhibitor from the show or future shows for such a violation.
- 2 Exhibit space is limited and is offered "as available." Friends of PBS Wisconsin, Inc. will try to fulfill requests for space, but retain sole discretion over the assignment of all exhibit booth spaces.
- 3 Upon timely receipt of down payment and confirmation of renewed participation, current exhibitors will generally be able to maintain their approximate booth space for next year's Garden & Landscape Expo. However, Friends of PBS Wisconsin, Inc. retains sole discretion over the assignment of all exhibit booth space.
- 4 Exhibitor contracts are renewable annually and are in effect upon issuance of confirmation letter and receipt for fees.
- 5
  - a) Businesses and organizations may apply for exhibit space at the Garden & Landscape Expo by submitting a *New Exhibitor Application/Jury Procedure*, a completed event registration packet and the appropriate payment. Friends of PBS Wisconsin, Inc. in conjunction with the Garden & Landscape Expo Committee are authorized to determine the eligibility of applicants.
  - b) Event exhibitors are limited to those which provide, as a normal part of their business, products and services directly related to gardening, landscaping, garden products or that in the opinion of Friends of PBS Wisconsin, Inc. are related to gardening. Applicant exhibitors must specifically define products and services to be exhibited on the registration form. New exhibitors must apply for review by the Garden & Landscape Expo Jury Committee to ensure the highest show standards for fellow vendors and for the public. Friends of PBS Wisconsin has sole discretion over acceptance of exhibitors.
  - c) To be eligible for participation, all exhibitors must be free of outstanding debts to Friends of PBS Wisconsin, Inc. for any previous Garden & Landscape Expo.

#### eligibility

#### exhibitor charges

- 6
  - a) Booth fees are outlined on the registration form.
  - b) Service order charges: Exhibitors must make requests for additional service orders (electricity, tables, chairs, etc.) directly to the Alliant Energy Center. Separate, additional charges for service orders are set by and handled by the Alliant Energy Center.
  - c) Payment for space: Exhibitors will be allowed to set up for the event **only** if the final booth payment has been received by Friends of PBS Wisconsin, Inc. If payment is not received, the exhibitor forfeits the space. This space may be re-assigned or used by Friends of PBS Wisconsin, Inc. Refund, if any, will be dependent on date of forfeiture unless arrangements for delayed occupancy have been approved in advance. In all cases, the Exhibitor shall remain liable for any unpaid fees to Friends of PBS Wisconsin, Inc.

**booth assignment**

- 7 a) The event registration form will include an opportunity for business/for-profit exhibitors to express preference for booth configuration and will specify the maximum number of booths available per exhibitor. However, Friends of PBS Wisconsin, Inc. retains sole discretion over the assignment of all exhibit booth space. Friends of PBS Wisconsin, Inc. cannot guarantee booth preferences or configurations. Because Non-profit Exhibitors receive discounted registration fees, a preference of booth location is not possible.
- b) Friends of PBS Wisconsin, Inc. reserves the right to limit the amount of space for any Exhibitor.

**exhibitor & booth display requirements**

- 8 a) Building rules and municipal ordinances: Exhibitors agree to obey all the rules of the Alliant Energy Center which are in effect at the time of the event, and to abide by all city and county rules and regulations to which the event is subject.
- b) Exhibits must remain within the 10 feet by 10 feet configuration or multiples thereof depending on confirmed reservation. No extension into aisles is permitted. Booths located by the wall must have a one foot space between the wall and booth curtain. Displays cannot be pushed against the walls, nor can boxes or other materials be stored in the space. Friends of PBS Wisconsin, Inc. reserves the right to use Alliant Energy Center staff to move an exhibitor's booth display, if not in compliance with show rules, and assess that cost directly to that exhibitor.
- c) All Exhibitor activities (including sales and information distribution) must remain within the purchased booth configuration.
- d) Friends of PBS Wisconsin, Inc. reserve the right to control the use and volume of any sound device or instrument.
- e) Exhibitors, their employees and/or volunteers may not engage in any conduct, physical or otherwise, that might damage or be detrimental in any way to the Garden & Landscape Expo or Friends of PBS Wisconsin, Inc. Friends of PBS Wisconsin, Inc. reserves the right to ban an exhibitor from the show or future shows for such a violation.
- f) All Exhibitors may decorate booths as desired except that Friends of PBS Wisconsin, Inc. reserve the right to have changed or removed any installation deemed to be detrimental to the best interest of the Garden & Landscape Expo. Changes requested may include but are not limited to requiring additional screening/curtaining to be added at the exhibitors' expense. Exhibitors shall make every effort to decorate booths in a tasteful and aesthetically pleasing manner as determined by the Garden & Landscape Expo Committee.
- g) Friends of PBS Wisconsin, Inc. reserves the right to photograph any booth for show use only.
- h) All booth displays must remain completely set up until the previously published closing time of the event. Any Exhibitor in violation of these guidelines will receive a verbal warning from Friends of PBS Wisconsin, Inc. Should the Exhibitor not comply with the guidelines after the first warning, a second verbal warning will be issued. Continued violation after a second verbal warning will result in suspension from participation in the next Garden & Landscape Expo. If, in judgment of Friends of PBS Wisconsin, Inc. the violation is judged to be severe, in addition to the penalties noted above, the Exhibitor will be expelled from the event in progress without refund.

**cancellations**

- 9 Exhibitors who give written request for refunds for booth cancellation will be issued a partial refund until the date listed on the Garden & Landscape Expo registration.

**failure to occupy space**

- 10 Any space not occupied or any booth not completely set up one half hour before the event begins will be forfeited by the Exhibitor and this space may be re-assigned or used by the Garden & Landscape Expo as it sees fit, without refund, unless arrangements for delayed occupancy have been made in advance by Friends of PBS Wisconsin, Inc.

**additional rules/penalties**

- 11 Animals are not permitted in the Exhibition Hall or in exhibitors' booth space. Service dogs are the only animals permitted and must be leashed and clearly identified as service dogs.
- 12 a) In addition to the rules and penalties listed elsewhere in these policies, Friends of PBS Wisconsin, Inc. may establish additional rules and penalties as shall be deemed necessary for the Garden & Landscape Expo. Penalties established may include suspension from participation in future events.
- b) By completing and submitting registration materials and payment Exhibitors agree to these terms and conditions.

**force majeure**

- 13 Friends of PBS Wisconsin shall not be liable for any failure or delay of in performance of this contract or the postponement, cancellation or delay of Garden & Landscape Expo, a reduction in installation time, show time or move-out time, nor shall it hold any vendor responsible for performance due to fire, flood, storm, natural disaster, or any other such cause or as a result of government intervention, malicious damage, acts of war, terrorist acts, strike, lock-out, labor dispute, riot or any other cause or agency over which the show has not control, which affects the Exhibition Hall at the Alliant Energy Center, or the surrounding areas.