

# 2024 NPC Empire Classic

## Vendor and Exhibitor Info and Regulations

**Codes and Agreements** - Exhibitor agrees to be bound by the Rules and Regulations of the event. Exhibitor further agrees to adhere and be bound to (1) all applicable fire, utility, and building codes and regulations of the government agencies with jurisdiction in the event site; (2) rules and regulations of the facility where the event is held; (3) the terms of leases and agreements between Ribic Productions and managers/owners of said facility; and (4) all the terms of any and all leases and agreements between Ribic Productions and other party relating to the event.

**Taxes and Licenses** - Spokane City License - Exhibitors are exempt from the City Business License if they are not conducting business in the City of Spokane outside of the Consumer Show event. For further information and an application packet, contact the City of Spokane Taxes and Licenses Department at (509) 625-6070. Retail Sales Taxes – **If you are selling merchandise you take responsibility to act in accordance with the sales tax regulations of the City of Spokane and the State of Washington.** You must register as a temporary business in the state of Washington if you are selling retail at the show (it's even free!) Ten (10) days after the event they will send you a form to fill out and remit the taxes to the state of Washington.

**Space assignments** - Assignment is strictly a first-come, first-serve basis. Proper payment of booth fees must accompany contract. Ribic Productions reserves the right to make changes in booth assignments and the floor plan without approval of the exhibitor. Table space is approximately 8 feet wide. All booths are provided with two (2) chairs and one 6' table. **Exhibitors who may require additional space for their displays must register for additional tables.**

**Registration Deadlines** - Registration deadline is **April 1**. Booth registration amount is \$300.00. Any vendor registering after deadline must include a \$50.00 late fee for a total registration cost of \$350.00. ***Exhibitors not paid in full prior to the exhibit date will not be allowed to participate in the vendor exhibit.***

**Sponsor Logos** – Company logos for all sponsors will be included at no additional charge on the show website, [www.ribicproductions.com](http://www.ribicproductions.com). Logos can be e-mailed to [ribicproductions@gmail.com](mailto:ribicproductions@gmail.com) and must be 300dpi minimum resolution. Any logos not meeting the deadline or resolution requirements will not be included.

**Program Ads** – Program ads are ½ of or 1 full page (8.5x11), printed black and white. Ads submitted may be resized as necessary to accommodate printing and binding margins. Ads must be received by April 3 and can be e-mailed to [ribicproductions@gmail.com](mailto:ribicproductions@gmail.com). PDF format is preferred.

**\*\*\*\* Ads or banner logos submitted after their respective deadlines may be excluded from the event. \*\*\*\***

**Cancellation and Refunds** - Exhibitors shall have the right to cancel this agreement at any time by written notice to the Ribic Productions. In the event of such cancellation the following terms shall apply:

1. Cancellations prior to April 1, \$100 cancellation fee subtracted from any amount paid.
2. Cancellations made after April 1 will not be refunded.
3. Upon notice of cancellation, Ribic Productions reserves the right to resell the vacated space.

**Assignment/Sublease** - Exhibitor shall not sublet the booth or any equipment provided by Ribic Productions nor assign the booth in whole or part without written permission of Ribic Productions.

## **Security/Liabilities/Insurance**

- (A) Ribic Productions will insure the host site secures the exhibiting area during non-exhibiting hours. After show hours, only those exhibitors properly identified with a vendor pass may enter the exhibit area.
- (B) Neither Ribic Productions nor the exhibit facility, their members nor their representatives, and/or employees thereof will be responsible for injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property for any causes whatsoever prior, during, or subsequent of the period covered by this application/contract.
- (C) Ribic Productions will not be liable for failure to hold the event as scheduled. Payments for exhibit space will be returned in that event. Any actual expenses incurred in connection with the event will be deducted if it is cancelled ninety (90) days or less prior to the scheduled date because of fire, or any act of God, or public enemy, or strike, or any law, or regulation, or public authority, which makes it impossible or impractical to hold the event.
- (D) Exhibitors agree to maintain such insurance that will fully protect Ribic Productions, the event management and Spokane Convention Center from any and all claims of any nature whatsoever including claims under the Workman's Compensation Act, and for personal injury, including death which may arise in connection with the installation, operation, or dismantling of the exhibitor's display.
- (E) Damage to inadequately packed property is the exhibitor's own responsibility.
- (F) Damage to the facility housing the event, caused or done by the exhibitor shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save and hold harmless Ribic Productions and the Spokane Convention Center, or any part thereof, directly or indirectly.
- (G) Exhibitors are advised to add on their existing insurance a portal-to-portal rider at minimal cost, protecting them against loss/damages of their material by fire, theft, accident, etc.

**Admissions** - Ribic Productions shall have sole control over all admissions of persons into the event. All persons visiting the Empire Classic will be admitted according to the rules and regulations of the event. *Each exhibitor will receive 2 vendor passes to the event unless otherwise agreed upon with Ribic Productions.* Any person not presenting a vendor pass or a ticket will not be admitted to the event area.

**Amendment to Regulations** - Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of Ribic Productions. The aforementioned items covered by this contract may be amended at any time by the management in interest of the event and notice thereof shall be binding on exhibitors equally with the forgoing rules set forth in time.

**Setup: Friday April 19 – 5:00pm – 8:00pm setup.**

**Expo Event Area will be open Saturday April 20 at 9:00AM to 7:00pm (anticipating a break from 1pm-3pm). Exhibitors should be at their booths by 8:30AM.**

Ribic Productions LLC – 9116 E Sprague Ave #435, Spokane, WA 99206

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[www.ribicproductions.com](http://www.ribicproductions.com)