



NW Pet Fair

Bag Insert Application

April 23 – 24, 2016 at the Portland Expo Center

Thank you for applying to provide a bag insert at the 15th Annual NW Pet Fair! Please fill out all of the applicable grey areas on this Application to include an insert for the free giveaway bags at the 2016 event. For instructions on sending this Application please see the footer of this page.

The number of bag inserts needed is 2,000; 1000 distributed on Saturday, and 1000 distributed on Sunday. Bag inserts must be received by Friday, April 15th, 2016 by 5:00pm. If your bag inserts are not received by Triumph Expo and Events, Inc. by this date, your inserts will not be included in the free giveaway bags.

- I am currently registered as an Exhibitor in the 2016 NW Pet Fair (\$75 Bag Insert Fee)
 I am not registered as an Exhibitor in the 2016 NW Pet Fair (\$125 Bag Insert Fee)

Company Information: (Exhibiting companies may just write Company Name)

Company Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Website: _____

Company Representative Signature Accepting Terms & Conditions: _____

By signing, I agree and will abide by the Terms & Conditions of this contract and accept all financial responsibility. Electronic signatures are accepted and hold the same value as a written signature.

Please provide a description of your bag insert including the size (flyer, coupon, sample, etc.)

Payment Options (\$75 for Exhibitors, \$125 for Non-Exhibitors):

Credit Card: Visa MasterCard American Express Discover Card Amount:\$ _____

Card Number: _____ Exp Date: _____ CVV Code: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Cardholder Printed Name: _____

Cardholder Signature: _____

Company Check: _____ Check # _____ Dated: _____ Check Amount:\$ _____

Please make checks payable to NW Pet Fair (returned checks will be charged \$50 fee)

Bag insert contracts may be submitted by email, fax, or mail, using the contact information below. All of our methods of receiving are secure and personal information is protected.

By Mail: NW Pet Fair

By Fax: 360-326-1778

c/o West Columbia Gorge Humane Society **By Email:** lauren@nwpetfair.com

PO Box 873879

Vancouver, WA 98687

Please send or drop off all bag inserts as early as possible to:

The NW Pet Fair
Triumph Expo and Events, Inc.
330 SE Division Place
Portland, OR 97202

After you fill out your Bag Insert Application:

Once you fill out your application, please email, fax, or mail it in to NW Pet Fair. As soon as you are ready to send your bag inserts, please feel free to send them even if they are early. Early is better than late!

Please note:

Bag inserts and payment for bag inserts must be received by **April 15th, 2016 by 5:00pm**. If your bag inserts or payment have not been received by this date, your bag inserts will not be put into the free giveaway bags. Please mark package with inserts as "Bag Inserts for NW Pet Fair."

2016 Terms and Conditions

- 1. ACCEPTANCE** - Upon acceptance by the NW Pet Fair management this application to include a bag insert will become a Contract between the applying Company and the 2016 NW Pet Fair. The Registering Company on the first page of this two (2) page application and its representatives agree to abide by the Terms and Conditions of this Application. Acceptance is determined by Show Management.
- 2. PAYMENT** - A 50% deposit of the total Bag insert fee is required with this Contract. The remaining 50% balance is required by April 15, 2016.
- 3. CANCELLATION AND REFUND POLICY** - All Bag insert cancellations must be received by February 15th, 2016 to receive a full refund. All cancellations must be in writing on company letterhead and are subject to all of the Terms and Conditions in this Contract on this page. All applicable refunds will be returned 30 days after the closing of the 2016 show.
- 4. APPLYING COMPANY** - The Bag insert contracted for is to be used solely for the Company whose name appears on the Contract, and it is agreed that said Company will not provide bag inserts from another company without the written consent of the Management. In the event the Company fails to provide a Bag insert completed and in place by scheduled time the Company shall forfeit its right to Bag insert.
- 5. RESTRICTIONS** - The Management reserves the right to restrict or remove Bag insert, without refund, that may have been falsely entered, or may be deemed by the management unsuitable or objectionable. This restriction applies to anything of a character that might be objectionable to the show or the Show Management.
- 6. ACCOUNTABILITY** - Company agrees to provide true and accurate information in their provided Bag insert. Bag insert shall not contain false information, inaccurate details, or any other fabrications. The Management reserves the right to restrict or cancel the Bag insert, without refund, that may fit this description.
- 7. SECURITY** - We wish to provide the tightest security possible for the protection of your Bag insert. However, the NW Pet Fair, West Columbia Gorge Humane Society, Living Out Loud, Inc. dba Spot Magazine, the Facility, the Show management, the decorator, nor our insurance company are financially liable for losses or mysterious disappearances of any kind.
- 9. BAG INSERT ARRIVAL DATE** - All Bag inserts and payment must be received at the Triumph Expo and Events, Inc., 330 SE Division Place, Portland, OR 97202 by April 15th, 2016, by 5:00 pm.

Exhibitor Space Contracts may be submitted by email, fax, or mail, using the contact information below. All of our methods of receiving are secure and personal information is protected.

By Mail: NW Pet Fair
c/o West Columbia Gorge Humane Society
PO Box 873879
Vancouver, WA 98687

By Fax: 360-326-1778
By Email: lauren@nwpetfair.com

For Official Use Only

Exhibitor Contract #:
Exhibit Space Assigned:
Amount Received: