

# San Diego Ham Fest 2017

Sponsored by Lakeside Amateur Radio Club

P.O. BOX 984, Lakeside, CA, 92040

*Dear Exhibitor,*

*We wish to welcome you as an exhibitor for the San Diego Ham Fest 2017 on October 7, 2017 in Lakeside, California at the Lakeside Rodeo Grounds located at 12584 Maplevue Street, Lakeside CA 92040. This Exhibitor's Package contains the following information:*

- 1. Exhibit Hall Layout:** This is a preliminary layout and subject to change. If you need to change your location, please contact me and we will do the best to accommodate that request (Pg 3).
- 2. Exhibitor's Badge Form:** Please fill out the form and furnish the names of the people who will be manning your booth. Please mail your form limited to 2 (*Two*) persons at no cost. Additional persons are \$5.00 each (Pg 4).
- 3. Company Profile Form:** This form requests information about your company or firm, which will be posted on the website and can be found at [www.SDhamfest.org](http://www.SDhamfest.org) . It is designed to help you reach San Diego Ham Fest attendees by profiling your existing products as well as new products. It provides customers with information to contact your company after the Ham Fest (Pg 4).
- 4. Contract:** Original contract and one copy are enclosed. Please sign, mail, or email it back. (Pages 5 &6)
- 5. Prize Form:** Please fill in the appropriate information regarding the donation of Door Prizes and the available products which SD Ham Fest may purchase at a discount for the *Door Prize Drawings* (Pg 7).
- 6. Resale Permit and Collection of Sales Tax:** This form provides necessary sales tax information. Please fill out the bottom portion of this form and return it as soon as possible. A *California Seller's Permit Application* (BOE-400-SPA) may be obtained at [www.boe.ca.gov](http://www.boe.ca.gov) or by calling 800-400-7115 (Pg 8).
- 8. Exhibitors will NOT be eligible for *Door Prize Drawings*.**
- 9. Booth Accommodations:** 1 (one) "*6-foot or 8-foot table*" and (2) chairs. Electrical service for your booth is included but you may need to bring an extension cord. If you need an extra table, please bring one or if we have any on hand we will provide you one. All booths are "10X10" except booths 4 & 11 which are "8X10". Booth cost is \$20.00 each.
- 10. Booth Signs:** The San Diego Ham Fest will provide each exhibitor with one identification sign measuring approximately 7 inches by 44 inches (**one line only**). Exhibitors may display banners or signs as long as they fit within the given booth space and are made of a non-flammable material.

**11. Parking: *FREE***

**12. Phone Lines: *Not Available*.**

**13. Exhibitor's Hours**

Saturday, October 7, 2017

- 6:00 a.m. Exhibit Hall opens for exhibitors only. You must have an exhibitor's badge to be admitted to the Exhibit Hall.
- 7:00 a.m. Exhibit Hall opens for all Ham Fest attendees.
- 3:00 p.m. Exhibit Hall closes.

14. **Venue Rule:**

- A:** *This event venue is a designated animal control shelter and has an MOU signed with the County. In case of an emergency/disaster, we will be asked to vacate the premises as this site will become an animal control shelter.*
- B:** *Smoking is permitted in designated areas only.*
- C:** *This is an alcohol free event. Please do not bring any alcohol on to this event premises.*
- D:** *Please do not bring any glass bottles to this event. As this venue will also be used as an animal control shelter in case of an emergency/disaster your cooperation in this regard is extremely important to the safety of the animals.*

Once we have received your signed contract, “*down payment if applicable*” and other required information, we will forward / Email a confirmation to you. Other information regarding the San Diego Ham Fest will be E-mailed to you at that time.

**Please return the following items in the pre-addressed envelope provided:**

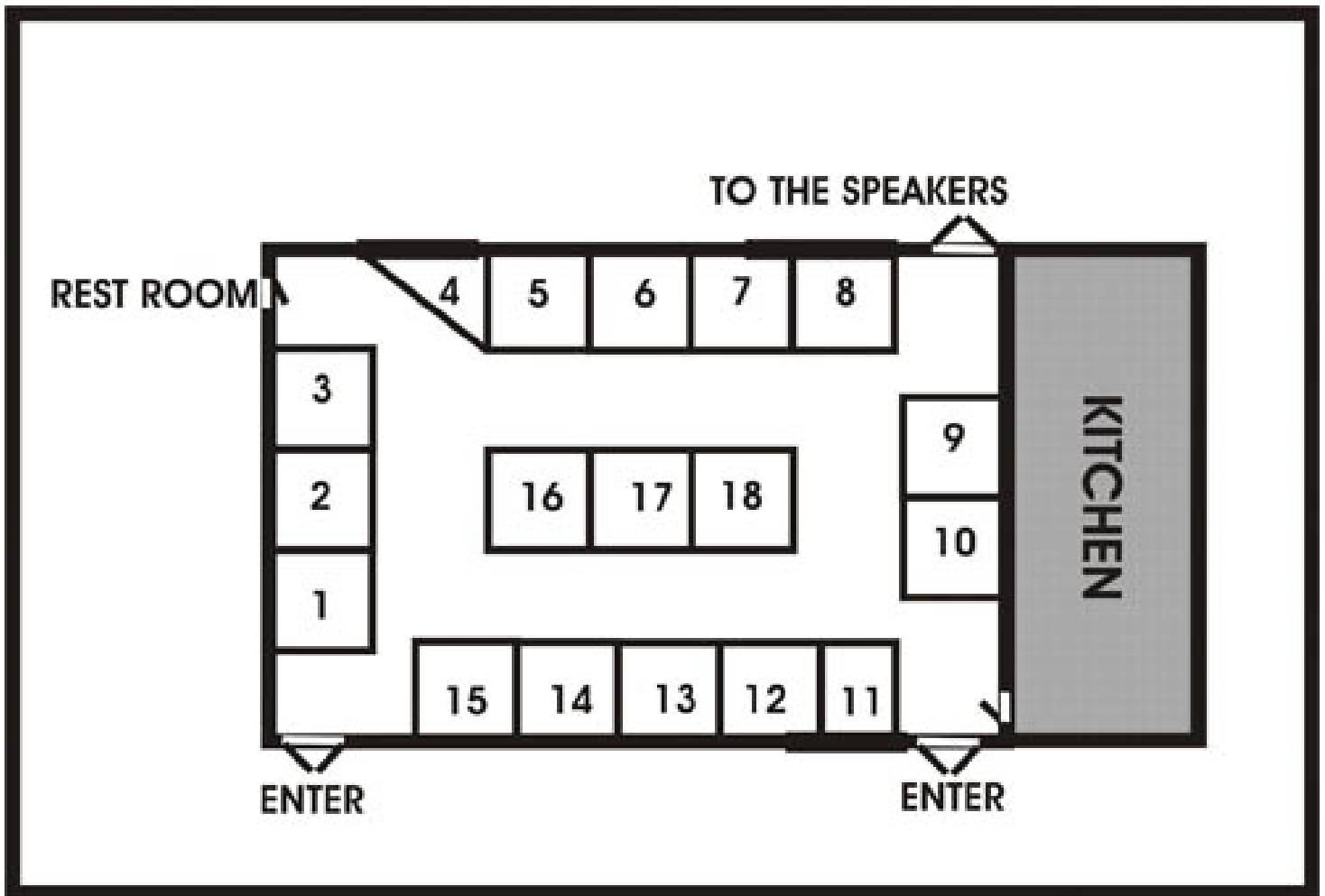
- 1. Exhibitor’s Badge Form (Pg 4)**
- 2. Company Profile (Pg 4)**
- 3. Signed contract (Pgs 5&6)**
- 4. Door Prize Form (Pg 7)**
- 5. Resale Tax information (Pg 8)**

If you have any questions or comments, I may be reached by phone at (619) 593-9445 or e-mail at [kc6qls@cox.net](mailto:kc6qls@cox.net) .

Thank you for your participation.

Sincerely,  
Paul Rios, KC6QLS  
Exhibits Chairs

# Exhibit Hall Floor Plan

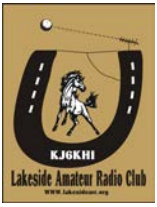


## Booth Cost and Size

All Booths are 10'x10' \$20.00

Except

Booths 4 & 11 are 8'X10' \$20.00



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**October 7, 2017**

**EXHIBITOR'S BADGES**

Please furnish below the names of the members of your staff for whom Exhibitor's Badges will be required for identification on the floor of the Exhibit Area. Please limit this list to those who will be manning your booth.

Name	Name
Free _____	\$5 _____
Free _____	\$5 _____
\$5 _____	\$5 _____
\$5 _____	\$5 _____

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**COMPANY PROFILE**

Please provide the following information, so that we may list your company on the Website.  
 Purpose: Attendees will have a reference guide to the products and services your company offers.

Company Name: \_\_\_\_\_

Company Address (for literature & product requests): \_\_\_\_\_

Nearest West Coast location (if any): \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email (requests for literature or product information): \_\_\_\_\_

Web site address (if any) \_\_\_\_\_

Please state in two sentences or less the products or services that your company provides:

\_\_\_\_\_

\_\_\_\_\_

Please advise what new products or services will be available from your company this year:

\_\_\_\_\_

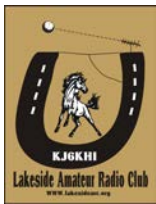
\_\_\_\_\_

Other information (please note that space is limited):

\_\_\_\_\_

\_\_\_\_\_

Company profiles must be received no later than **September 15, 2017.**



# San Diego Ham Fest 2017

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P.O. BOX 984, Lakeside, CA, 92040

October 7, 2017  
**CONTRACT FOR EXHIBIT SPACE**

Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between  
\_\_\_\_\_ (hereinafter called "Exhibitor") and Lakeside Amateur Radio Club. (hereinafter called "Management").

FOR GOOD AND VALUABLE CONSIDERATION, it is mutually agreed as follows:

1. Exhibitor agrees to take, lease and properly occupy Exhibit Booth(s) No. \_\_\_\_\_ (hereinafter called the "Space") designated by Management on the official diagram for the San Diego Ham Fest 2017 (hereinafter called the "Show") to be held in the Lakeside Rodeo Grounds 12584 Mapleview Street, Lakeside California 92040, for the exhibition of the product(s) hereinafter designated only, and Management agrees to hold and reserve the Space in the Show for Exhibitor upon and after due acceptance of this Agreement by Management, except as hereinafter set forth.

2. Exhibitor shall pay for the Space and Management shall accept the sum of \$ \_\_\_\_\_ (see floor plan) payable one-half (1/2) upon execution of this Agreement and the balance on or before \_\_\_\_\_. No refunds after *September 15, 2017*, except as described in paragraph 5, below.

Note: Website Company Profile must be received by *September 15, 2017*.

3. If Exhibitor does not exhibit the designated product(s) in the Space or otherwise fails to comply with any of the terms of this Agreement, Management shall have the right, without notice to Exhibitor, to sell or offer the Space at public or private sale and Exhibitor shall pay to Management any deficiency, loss or damage suffered by Management by reason thereof, including the reasonable expenses and costs incurred. Occupancy of the Space is of the essence of this Agreement and, should Management be unable to effect a sale of the Space as herein provided, it shall have the right to occupy or cause the Space to be occupied in such manner as it may deem in the best interests of the Show or cause Exhibitor's name to be placed on the sign board over the Space, all without releasing Exhibitor from any liability hereunder.

4. Exhibitor shall not assign or sublet any part of the Space without the written consent of Management. All exhibits shall be subject to the approval of Management. Only the name of Exhibitor may be used on signs over or in the Space or may be included in the printed list of exhibitors and program of the Show.

5. In case the Space shall not be available for the uses herein specified due to war, government action or order, act of God, fire, strikes, labor disputes or any other causes beyond the control of Management, this Agreement shall immediately terminate and, in such event, Exhibitor shall and does hereby waive any claim to damages or any other recovery therefore except the return of the amounts paid as rental for the Space, less the pro-rata share allocable to the Space of the actual expenses incurred by Management in connection with the Show. Should Management, in its sole discretion, consider it inadvisable to hold the Show at the time and place herein provided, Management may, at its option, terminate this Agreement, return the sums paid by Exhibitor for the Space and there shall be no further liability on the part of either party to the other. Upon written notice to Exhibitor, Management shall also have the right to change the date and the place where the Show is to be held.

6. Management will not be responsible for any injury that may arise to Exhibitor, its employees or others, or for the loss, theft or damage to any material from any cause whatsoever while in transit to or from the building or while in the Show whether or not Management furnishes attendants, guards or watchmen. Exhibitor agrees to hold Management harmless from any suits, liability of claim for damage or injury, sustained by any person, arising out of Exhibitor's use of the Space and its activities in connection with the Show.

7. The Rules and Regulations printed on the reverse side hereof are hereby made a part hereof as though fully incorporated herein and Exhibitor shall be bound thereby. Management shall have the right to interpret, amend and enforce said Rules and Regulations. This Agreement may not otherwise be amended except in writing signed by both parties. This Agreement constitutes the entire agreement between the parties. **(((\* \* Amateur Radio Will be Transmitted from the Grounds \* \*))**

8. This Agreement is made in and shall be construed in accordance with the laws of the State of California.

9. The designated product(s) of Exhibitor is (are) **COMPUTER OR AMATEUR RADIO RELATED PRODUCTS.**

Accepted by the MANAGEMENT:	Firm Name _____
By _____	By _____
Title: <b>EXHIBITS CHAIRPERSON</b>	Title _____
Date _____	Address _____
	_____
	Phone _____

Make all checks payable to Lakeside Amateur Radio Club. Mail check and one signed copy of this Agreement to LARC., P.O. Box 984, Lakeside, CA 92040

OVER

Note - Contracts to be made out in DUPLICATE.

## RULES AND REGULATIONS FOR EXHIBIT SPACE

**CHARACTER OF EXHIBITS** - Management will forbid the installation of any exhibit not approved by it. Exhibitors shall distribute printed matter, souvenirs or other articles only within the Space. Throwing of souvenirs, loud shouting and making of unnecessary noises, whether by human or mechanical means, to attract attention, puppet shows and similar devices will not be permitted. Balloons may not be exhibited or distributed. All aisle spaces belong to the Show, and no exhibits or advertising matter will be allowed to extend beyond the Space.

**RECEIPT OF GOODS** - Goods will not be received ahead of event. All exhibits must be ready for the opening of the Show. Management will not allow any moving of exhibits after opening of the Show.

**CARE OF EXHIBITS** - Management will sweep and clean the aisles, but Exhibitors must, at their own expense, keep their Spaces clean and their exhibits dusted and in good order. Exhibits must remain intact until after closing on the last day of the Show. Exhibitors are requested at all times to cooperate with Management by maintaining their exhibits throughout the Show with respect to material and personnel.

**WATCHMEN** - Management will provide necessary watchmen for the building during the hours the Show. Exhibitors must have an attendant in charge of exhibits during the hours the Show is open.

**COMPLIANCE WITH THE LAWS** - Exhibitors must comply with all local laws, rules, regulations and ordinances in force.

**ELECTRICITY** – Is provided but you may want to bring a power strip and extension cord and tape to secure it to the floor.

**ALL DECORATIONS MUST BE FIRE RESISTANT** - All bunting, draperies or other fabrics must be flame retardant before entering into the decoration of any exhibit. Paper decorations, cut evergreens or branches are not permitted.

**REMOVAL OF MATERIAL DURING SHOW** – No Exhibitor shall have the right, prior to the closing of the Show to pack or remove articles on exhibit without the permission and approval in writing of Management. This rule does not apply to small articles which make up cash sales. The Exhibitor shall provide the purchaser with a sales slip or property pass (with firm name printed thereon) and give a description of the articles sold, to be surrendered on leaving the building. Management may retain as security any exhibits as long as payments due shall not have been made.

**EMPLOYEE PASSES** - Passes will be issued upon receipt of a written application from Exhibitors, giving names of employees, after payment for space has been made in full.

**EXHIBIT REMOVAL** - All exhibits and materials must be dismantled and removed from the building by 5:00PM after closing of the Show unless such time is extended by the Management.

**PAYMENT AND CANCELLATION OF SPACE** – All space shall be paid for at the rate of \$20.00 to \$100 (depending on location in the exhibit hall) for a 10' X 10' area. Fifty percent (50%) of the total amount is required as a down payment at the time the signed contract is submitted. If Exhibitor fails to pay the balance by the date specified on the contract, reservation for a specific booth space may be revoked. Cancellation by the Exhibitor must be in writing. LARC will refund fifty percent (50%) of the total rental amount by **September 15, 2017**. No refunds will be permitted after **September 15, 2017**.

**ATTORNEY'S FEES** – In any action or proceeding brought to enforce any provision of this contractor to seek damages for breach of any provision hereof, or where any provision hereof is validly asserted as a defense, the successful party shall be entitled to recover reasonable attorney's fees in addition to any other available remedy.

**VENUE RULES** – This event venue is a designated animal control shelter and has an MOU signed with the County. In case of an emergency/disaster, we will be asked to vacate the premises as this site will become an animal control shelter. Smoking is permitted in designated areas only. This is an alcohol free event. Please do not bring any alcohol on to this event premises. Please do not bring any glass bottles to this event. As this venue will also be used as an animal control shelter in case of an emergency/disaster your cooperation in this regard is extremely important to the safety of the animals

The above is accepted by:

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Firm Name (Exhibitor)

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By (name of individual representing the firm)

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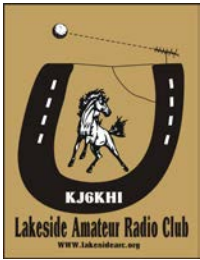
Title

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Date

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E-mail address



# San Diego Ham Fest 2017

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P.O. BOX 984, Lakeside, CA, 92040

October 7, 2017

## PRIZES

The Prize Committee will obtain all door prizes for the San Diego Ham Fest from the persons who exhibit. Please list below those prizes which you will be willing to donate gratis. Every effort will be made to credit your company for all prizes furnished by you.

COMPANY \_\_\_\_\_

ITEMS

VALUE

_____	_____
_____	_____
_____	_____
_____	_____

Please suggest (below) the prizes that you can furnish at a discount and quote prices.

ITEMS

RETAIL PRICE

PRICE TO US

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We hope that you have noted our efforts to provide an outstanding program for the San Diego Ham Fest and widespread publicity for a large turnout, and we trust that you will be generous in helping us make this a complete success! Please mail this form, with your signed contract to Paul Rios 12207 Valhalla Drive, Lakeside CA 92040. If you have any questions regarding the door prizes, please contact our Prize Chairman, Paul Rios, KC6QLS, Email: KC6QLS@cox.net, (619) 593-9445.

Thank you!

**RESALE PERMIT & COLLECTION OF SALES TAX**

Under the state laws of California, it is required that all sellers obtain a valid California Seller's Permit. During the San Diego Ham Fest, a sales tax of 8% (Lakeside CA) must be collected on all goods sold. Vendors whose business is currently operating in California must provide LARC with their Resale Number. Out-of-state vendors must apply for a "Temporary Seller's Permit" through the California State Board of Equalization. This Temporary Permit will be valid for the San Diego Ham Fest. Out-of-state vendors must pay the appropriate sales tax that was collected at the San Diego Ham Fest within 90 days (after the close of the San Diego Ham Fest) to the Board of Equalization. Forms for obtaining a "Temporary Seller's Permit" can be obtained in two ways: 1) by contacting the Board of Equalization directly (see information in the next paragraph) or 2) requesting the form below and one will be mailed to you.

All sellers' resale numbers will be verified with the State Board of Equalization in advance of the San Diego Ham Fest. Any vendor who has not obtained a resale number or who does not hold a current, valid resale number will not be permitted to exhibit at the San Diego Ham Fest.

*A California Seller's Permit Application (BOE-400-SPA) may be obtained at [www.boe.ca.gov](http://www.boe.ca.gov) or by calling 800-400-7115.*

If you require more information, please contact the California State Board of Equalization, 1350 Front Street, Room 5047, San Diego, CA 92101, phone number (619) 525-4526.

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Please fill out the following information and return this form with your signed contract to Paul Rios, KC6QLS, Email: [KC6QLS@cox.net](mailto:KC6QLS@cox.net), (619) 593-9445.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

California Seller's Permit Number \_\_\_\_\_

Please check the following that best describes your business:

\_\_\_\_\_ I / We plan to sell goods at the San Diego Ham Fest.

\_\_\_\_\_ I / We demonstrate our goods or services without resale of those items at the show.

\_\_\_\_\_ I / We are a charitable or non-profit organization without resale at the show.

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