



2022 CPE Terms and Conditions

1) All exhibitors are required to be a member of The Christian Retail Association in order to exhibit at the show.

2) A NON-REFUNDABLE DEPOSIT OF \$500 MUST ACCOMPANY ASSIGNED CONTRACT. MAKE CHECKS PAYABLE TO: The Christian Product Expo, or use the secure link to pay online you will be emailed with your invoice. Remaining balance for the Winter show is due in full by December 6, 2021. Remaining balance for the Fall show is due by July 8, 2022. The \$500 deposit will be applied to the invoice for the booth space fee. No refund will be issued with any cancelation after December 6, 2021 for the Winter show and July 8, 2022 for the Fall show.

3) As part of the booth fee, Exhibitor will receive tables (all tables will be covered and skirted), ID sign, chairs, pipe and drape, carpet and wastebasket. Quantities of each are dependent on the size of booth selected - see contract for exact details.

4) Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibit activities on the hotel premises and/or at the convention center that are a direct result of Exhibitor's gross negligence or willful misconduct. The Exhibitor will indemnify, defend and hold harmless the hotel, convention center, Christian Retail Association, and the Munce Group, including its agents and employees, from any and all such losses, damages and claims that are a direct result of Exhibitor's gross negligence or willful misconduct. Munce Group will indemnify, defend and hold harmless Exhibitor from any and all losses, damages and claims that are a direct result of Munce Group's gross negligence or willful misconduct.

5) Exhibitor agrees to hold the Christian Retail Association, and the Munce Group harmless for any cost or loss upon the occurrence of any circumstance beyond the control of either party – such as, acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, bad weather, or curtailment of transportation facilities – to the extent that such circumstances make it impossible to provide for the group use of the hotel or convention center and thus having to cancel the show; and acknowledges that the Munce Group cannot refund fees.

6) This agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Exhibitors and Munce Group agree to cooperate with each other to ensure compliance with any and all laws.

7) The parties agree that in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorney's fees.

8) Exhibitor agrees to gain permission from the Munce Group for any events that it may want to sponsor during the tradeshow.

9) Exhibitor agrees to assist the Munce Group in building its invitation list of retailers and agrees, if at all possible, to participate in encouraging retailers to attend.

10) Exhibitor agrees to have a representative present in its assigned booth at the show. The representative (if alone) cannot be responsible for another Exhibiting company's booth at the show.

11) Exhibitor agrees that all staff (*participants and representatives*) will stay at the designated hotel. This is to ensure that contract obligations are met with the hotel. (Local representatives are excluded.)

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12) An Exhibitor who is a distributor may not exhibit the same products as those already on display by any Exhibiting company unless permission is obtained from the other company in advance and the Munce Group is notified in writing.

13) The retailers attending CPE shows will be reimbursed for travel, lodging and food. Specific details to follow.

14) Each Exhibitor that is attending must come prepared with a **5 minute** or less presentation for the retailers. This allows Exhibitors to provide retailers a glimpse of what their company has to offer rather than retailers simply taking an Exhibitor's catalog.

15) CPE is produced and managed by the Munce Group. The Munce Group—with input from its Exhibitor Advisory Committee—will establish all policies, rules and regulations. All matters and questions not covered by these Terms and Conditions are subject to decisions made by the Munce Group. Given a change in the location of CPE, it may be necessary for the Munce Group to supplement these Terms and Conditions with provisions tailored to each venue. Exhibitor shall abide by these Terms and Conditions and any additions, amendments and supplements made by the Munce Group after the Munce Group's acceptance of Exhibitor's application for exhibit space. The Munce Group shall have the right to terminate, without notice, Exhibitor's right to exhibit or to deny Exhibitor's application for exhibit space at any Munce Group hosted show, if Exhibitor or any of its officers, directors, employees, agents or representatives either fails to abide by these Terms and Conditions or, in the opinion of the Munce Group and its Exhibitors Advisory Committee, behaves in an unlawful, unethical or inappropriate manner. In such instances, dismissal shall be without refund. The Munce Group may make exceptions to these Terms and Conditions when doing so, in the Munce Group's sole opinion, will be in the best interests of the Munce Group, the show and the Exhibitors.

16) **ELIGIBILITY FOR PARTICIPATION** (a) The purpose of CPE is to offer a forum for exposure to products, equipment, services and information that may be of use to Christian retailers in their businesses. Exhibit space is available only to those entities offering products for resale in Christian stores and those entities offering equipment or services that support the operations of Christian stores. (b) The Munce Group shall have the sole right to determine the eligibility of applicants for exhibit space. The Munce Group shall have the right to investigate Exhibitor for the purpose of determining the relevance of its products or services to the Christian products industry. The Munce Group shall also have the right to require Exhibitor to furnish a catalog or descriptive listing of the products or services which Exhibitor intends to display at CPE and to complete and return a questionnaire relative to Exhibitor's business. (c) Exhibit space at CPE will be reserved for product vendors first. It is the Munce Group's intent to have book, Bible, music, video and gift suppliers as the priority. Attending retailers place product orders at CPE. Therefore, exhibit space for service providers will be limited based on participation from product suppliers. The Munce Group shall have the sole right to determine exhibit space.

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