



## 1. USE OF SPACE:

- A. Liability - The Exhibitor is entirely responsible for the space leased and shall not injure, mar, or deface the premises. The Exhibitor agrees to reimburse the Menard Center for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor.
- B. Aisles - The aisles, passageways, and overhead spaces remain strictly under control of the management, and no signs, decorations, advertising materials, or special exhibits will be permitted in these areas except by special written permission of the Management. All exhibits and their personnel must remain within the confines of their own space and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of other Exhibitors.
- C. Space - The space contracted is to be used solely for the Exhibitor whose name appears on the Contract, and it is agreed that Exhibitors will not sublet or assign any portion of same without the written consent of the management. In the event Exhibitor fails to occupy or use his space or have his exhibit completed and in place before the expo opens on Saturday, the Exhibitor will forfeit all rights to that space, all prepaid rents, and Exhibitor will remit upon demand any rental balance owing to the management.
- D. Demonstrations - All demonstrations and/or promotional activities must be confined within the limits of the leased space or within the applicable seminar area. Noise resulting from demonstrations and/or promotional activities must not interfere with other Exhibitors.
- E. Restrictions - The management reserves the right to restrict or remove exhibits without refund that may have been falsely entered, or that may be deemed by the management unsuitable or objectionable, including but not limited to noise, PA Systems, persons, animals, birds, conduct, printed matter, alcohol or other drugs, or anything of an objectionable character as deemed by the management. If there are any questions, contact MATSU Events management prior to the event.
- F. Offenses - Any Exhibitor or Representative of an Exhibitor committing any of the above offenses will be asked to leave the area without refund.

## 2. RULES FOR EXHIBITS

- A. All booths and decorations must concur with the Menard Center and City of Wasilla and Mat-Su Borough ordinances, and local fire codes. Any violation may result in the removal of all materials found to be in violation. Materials for booth decoration and construction must be fire retardant. Contact the Alaska Wave and Wheel Expo Management if you have any questions or doubts.
- B. Installation - Any special carpentry, wiring, electrical, gas, steam, water, or drainage connection shall be installed at the Exhibitor's expense, and only with written approval of the Management.
- C. Licenses - All Borough, Municipal, State, and/or Federal licenses, permits, and/or inspections required by law of any Exhibitor for sales or for the installation or operation of display, shall be obtained by the Exhibitor at his own expense prior to the opening of the expo. Food vendors are required to display a current food handler's card as well as a State of Alaska business license and DEC food permit (if applicable) while serving food at the expo. Food vendors are responsible for complying with all State of Alaska and Mat-Su Borough regulations regarding temporary food service establishments. **ALL EXHIBITORS MUST HAVE A CURRENT CITY OF WASILLA BUSINESS LICENSE REGARDLESS OF WHETHER OR NOT ITEMS OR SERVICES WILL BE SOLD AT THE EVENT.**
- D. Rights of Management – MATSU Events LLC shall not be liable for any damage or expense incurred by Exhibitors in the event the expo is delayed, interrupted, or not held as scheduled. If the expo is not held for any reason beyond the control of MATSU Events, MATSU Events may hold any payments.
- E. Amendments - Exhibitor agrees to abide by the decisions of the Management concerning all matters pertaining to the administration and success of the Expo, which are not specifically stated.
- F. Attorney Fees - In the event any suit or action is brought by any party under this agreement to enforce any of its terms, it is agreed that the prevailing party shall be entitled to a reasonable attorney fee to be fixed by the trial and appellate courts.

## 3. SECURITY

MATSU Events wishes to provide the tightest security possible for the protection of your exhibit properties; however, neither MATSU Events LLC, the Alaska Wave and Wheel Expo, the Expo Sponsors, the Menard Center, nor their respective insurance companies are financially liable for the losses or "mysterious disappearance" of property of any kind. We recommend that all Exhibitors contact their own insurance company to confirm proper coverage of exhibit materials. The facility will be locked and secured after expo hours, however we recommend that all Exhibitors remove and/or secure valuable inventory or personal property outside of expo hours. Neither MATSU Events LLC, the Alaska Wave and Wheel Expo nor the Menard Center shall be responsible for items left unattended.

## 4. LIABILITY

Neither MATSU Events LLC, the Alaska Wave and Wheel Expo, the Expo Sponsors, the Menard Center, nor any member of the above, shall be responsible for any injury, loss, or damage that may occur to the Exhibitor, an Exhibitor's employee, or the property thereof, from any cause whatsoever. Expo management and their sponsors shall not be liable for failure to perform their obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. **The Exhibitor expressly releases the aforementioned from any and all claims for such loss, damage, or injury.**

## 5. CANCELLATION

If the Exhibitor is unable to occupy his space for any reason, **cancellation must be made in writing to MATSU Events LLC, no later than April 10, 2026.** No Exhibitor cancellation refunds will be made after April 24, 2026.

## **FOR ALL EXHIBITORS**

- 1. ANY DISPLAY SPACE CONSISTING OF AN OVERHEAD CANOPY COVER OR ANY MOTOR VEHICLE OR GAS ENGINE MUST HAVE THEIR OWN FIRE EXTINGUISHER WITH A RATING OF 2A:10B:C OR GREATER.**
- 2. ALL DISPLAY SPACES MUST BE MANNED ALL HOURS THE EXPO IS OPEN.**
- 3. THE EXPO ENDS SUNDAY AT 5:00. NO EARLY MOVE-OUTS WILL BE PERMITTED.**
- 4. INDOOR ELECTRICITY IS AVAILABLE TO 10 x 10 EXHIBITOR BOOTHS. OUTDOOR ELECTRICITY IS NOT AVAILABLE.**
- 5. ALL ITEMS WITHIN YOUR DISPLAY SPACE MUST BE SITUATED SO AS NOT TO IMPEDE PEDESTRIAN TRAFFIC. SAFETY WITHIN YOUR SPACE IS YOUR RESPONSIBILITY.**
- 6. BUSINESS LICENSES AND PERMITS MUST BE AVAILABLE TO SHOW TO OFFICIALS WHEN ASKED. IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE GOVERNMENT BODIES AND HAVE ALL THE REQUIRED LICENSES PRIOR TO THE EXPO.**
- 7. NO SMOKING IS ALLOWED INSIDE MENARD CENTER BUILDINGS OR IN OR AROUND ANY EXHIBITOR DISPLAY AREAS.**
- 8. EXHIBITOR BOOTH AND DISPLAY AREA SETUP WILL BEGIN FRIDAY PRIOR TO THE EXPO AND AGAIN ON SATURDAY MORNING AT 8AM. THE SETUP SCHEDULE WILL BE ANNOUNCED THE WEEK BEFORE. ALL SETUP MUST BE COMPLETE PRIOR TO EXPO OPENING TO THE PUBLIC.**
- 9. THE EXPO ENDS SUNDAY AT 5:00. ALL EXHIBITOR BOOTHS, DISPLAYS, AND PERSONAL PROPERTY MUST BE REMOVED FROM THE MENARD CENTER BY 10:00 SUNDAY EVENING.**