

2023 KATQ
NORTHEAST MONTANA FARM EXPO™
MARCH 17TH & 18TH, 2022 SHERIDAN COUNTY CIVIC CENTER
PLENTYWOOD, MONTANA



September 2023

Dear Exhibitor,

Please mark your calendars for

March 2023, starting Thursday 3/16 and concluding Friday 3/17

for the N.E. Montana Farm Expo™ at the Sheridan County Civic Center in Plentywood, Montana.

This letter is to give you adequate time to plan your trade show appearance for the upcoming season.

Due to limited space, I encourage you to fill out the registration form and return it to

KATQ, *along with your payment*, as soon as you can.

Please review the changes made to the registration. Due to demand most of our booths are sold by the 2nd week in January, the **deadline is January 20th, 2023** for sending in your registration and payment. We offer a convenient one booth package that includes the booth, a print ad, and radio ads.

There is an option to purchase more ads using an exclusive advertising package at a discounted rate that has been created for exhibitors. Please refer to the package, which is enclosed, as there are a limited number of these available to exhibitors. As a convenience to you, the exhibitor, the 2023 contract is available to you on our website, www.katqradio.com. A link exists at the bottom of the home page. Click on that and it will take you to the form.

ONLY CONTRACTS THAT ARE ACCOMPANIED WITH PAYMENT WILL BE CONSIDERED RESERVED.

To avoid losing your booth space, please remember to enclose your payment. We do have a waiting list of exhibitors wanting to get into the show, however, we will not give them that opportunity until after January 20th.

This should provide you ample time to mail your contract and payment to us.

Looking forward to seeing you March 16th and 17th!

Sincerely,

Bonnie Simon

General Manager

Radio International KATQ

Please contact KATQ at 406.765.1480 or katq@nemont.net with any questions you may have.



March 16th & 17th 2023

Exhibit Space & Sponsorship Application/Contract Information

We understand this exhibit space application becomes a binding contract when accepted by KATQ. By signing below, we agree to abide by the rules and regulations.

Company Name: _____	Name of Salesperson(s) Attending: _____
Address: _____	Salesperson Cell Phone: _____
Phone: _____ Fax: _____	Email: _____
	Website: _____

****ALL sponsors MUST return space application, contract and full payment by January 20, 2023.****

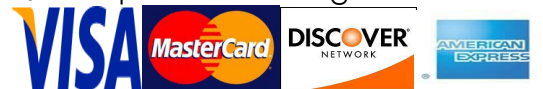
<p style="text-align: center;"><u>Exhibitor Booth Package</u> Cost: \$450</p> <p>Includes:</p> <ul style="list-style-type: none"> Booth area- outside space for 2 pieces of equipment is allowed 1/4 pg Sheridan County News AD 35 radio ads- 15 pre-expo, 20 post expo All radio ads must be used by September 30, 2023. 	<p style="text-align: center;"><u>Available Upgrades</u></p> <p>Please check any that apply: All upgrades are at an additional cost.</p> <p>_____ Additional outdoor space- (\$100.00)</p> <p>_____ 1/2 page SCN ad- \$150.00 additional</p> <p>_____ Full page print ad (add \$300)</p> <p style="text-align: right;">Total Amount of Upgrades: _____</p>
<p>If have added any upgrades, please be sure to include that with your booth payment.</p> <p style="text-align: right;">Total Amount Enclosed: _____</p>	

SIGNATURE: _____ **DATE:** _____

TERMS & CONDITIONS: Booth space is available on a first come first serve basis. Returning contract without payment does **NOT** guarantee booth space. Booth space may **NOT** be shared or subleased. Packages are **NOT** refundable after January 20, 2023. Signing contract means you have read and understand these terms and conditions.

Please mail payment to:
Radio International KATQ
 112 Third Avenue East
 Plentywood, Montana 59254
****US FUNDS ONLY****

KATQ accepts the following credit cards:



There is a 8% processing fee on all credit card transactions.

Ad changes or updates must be received by February 1, 2023 KATQ will use previous years ad. If KATQ is unable to contact the exhibitor regarding advertising the exhibitor forfeits **ALL** radio and print advertising. Please be sure to fill out this form entirely.

<p>Radio Ad: <input type="checkbox"/> E-mailing and ready for broadcast <input type="checkbox"/> I would like to use my previous years Expo ad.</p> <p>Radio Ad Use: <u>15</u> ads to be used PRE expo <u>20</u> ads to be used POST expo</p> <p>ADS CANNOT BE USED AFTER SEPTEMBER 30, 2023.</p>	<p>I will need: <input type="checkbox"/> electricity <input type="checkbox"/> forklift <input type="checkbox"/> internet access <input type="checkbox"/> other <input type="checkbox"/> 8 foot table (chairs will be included) **Please note: Shorter tables MUST be provided by exhibitor.** Other, please describe below: <hr/> <hr/> </p>
<p>Print Ad: <input type="checkbox"/> Use last years <input type="checkbox"/> Mailing USPS ad slick <input type="checkbox"/> Please find it enclosed <input type="checkbox"/> Am e-mailing a new ad slick</p>	<p>Exhibitors/Businesses from whom we desire booth separation: <hr/> <hr/> <hr/> </p>

Insurance Requirements:

Certificate of insurance is required with this contract. Your company will not be allowed to move-in without proof of insurance. Return certificate with contract or fax to:

Certificate Holder Information
 Radio International KATQ
 112 Third Ave. East
 Plentywood, MT 59254
 Ph:406.765.1480
 Fax: 406.765.2357

Coverage & Limit Information

Exhibitor shall provide a Certificate of Insurance to the Certificate Holder identified on the attached contract verifying the minimum coverage's below with an insurance carrier having a rating of A.M. Best of A-VII or higher and all such insurance being primary and no contributory: an occurrence based ISO policy or its functional equivalent that includes contractual liability: a minimum of \$1,000,000 Each Occurrence/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate/\$5,000 Medical Expense (any one person).

Additional Insured

Sheridan County
 100 West Laurel Ave
 Plentywood, MT 59254
 Ph:406.765.1480 Fax: 406.765.2357

Please mark the following dates on your calendar:
KATQ NE MT FARM EXPO™
PLENTYWOOD, MT
March 16th & 17th, 2022

Booth packages are NOT refundable after: **January 20, 2023**

Deadline for radio & print ad submission: **February 1, 2023**

ALL PACKAGES MUST BE PAID FOR IN FULL! NO EXCEPTIONS!!

CONTRACT RULES AND REGULATIONS

KATQ's

2023 NORTHEAST MONTANA FARM EXPO™

1. This show is sponsored and managed by Radio International KATQ.
2. **Full Payment** for exhibit space/package must be received by January 20, 2023. No down payments or partial payments will be accepted.
3. **Cancellations:** No refunds are available for cancellations received after January 20, 2023. You may call and cancel, but all cancellation notices must then be received in writing.
4. **Exhibit Content and Manner of Use:** All exhibits, displays, and demonstrations must be agri-business oriented. KATQ Radio reserves the right to make decisions relative to the show content and reserves the right to reject exhibits which it deems detrimental to the show.
5. **Assignment of space:** the exhibitor submitting a completed contract and full payment of space cost will be assigned space based on seniority.
6. **Use of space:** the space contracted for is to be used solely for the Exhibitor whose name appears on the contract.
7. **Outside Exhibits:** Must be approved by KATQ radio 14 days before the first day of the Expo.
8. **Dismantling:** All exhibits must remain intact until the Expo is officially closed.
9. Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to Exhibitor's employees, agents or guests, or damage to Exhibitor's displays, equipment and other property brought upon the premises at exhibit area. Exhibitors shall indemnify and hold harmless the Sheridan County Civic Center, KATQ Radio, their agents and employees from losses, damages and claims inside or outside the Civic Center that may arise as a result of actions or omissions of the Exhibitor, its employees, agents. The Civic Center, and or KATQ will not be liable to the Exhibitor, its employees, agents or guests for any damages, loss or injury from fire, electricity, water, storm, riot, smoke, theft, accident or any other cause. Insurance protection against fire, theft or damage to the Exhibitor's materials must be carried at the Exhibitors expense.
10. **ADA Compliance:** the Exhibitor understands that the Americans with Disabilities Act requires that its display must be accessible to persons with disabilities and the Exhibitor agrees that it is solely responsible for assuring that its display complies with the ADA.
11. **Use of Aisles and Common Area:** The aisles, passageways, and overhead spaces remain strictly under the control of KATQ Radio. Any and all advertising distribution must be made from the Exhibitors booth space. The Exhibitor will be responsible to abide by all fire and safety codes which may be in effect.
12. **Changes in Floor Plan:** KATQ reserves the right to make appropriate changes to the floor plan and booth locations at any time deemed necessary for the overall success of the Expo.



2023 NE MT FARM EXPO™

Radio International KATQ

112 Third Avenue East

Plentywood, Montana 59254