

This show is sponsored and managed by Radio International KATQ.

1. **Ad changes** or updates must be received by **February 1, 2024** or KATQ will use previous years ad. If KATQ is unable to contact the exhibitor regarding advertising the exhibitor forfeits ALL radio and print advertising.
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 or 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.



2024  
NE MT FARM EXPO™  
Radio International KATQ  
112 Third Avenue East  
Plentywood, Montana 59254

Exhibitors/Businesses from whom we desire booth separation:

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Insurance Requirements:

Exhibitor shall provide a Certificate of Insurance to Radio International KATQ with the minimum coverages below.

**Liability** - \$1,000,000 per Occurrence/\$2,000,000 General Aggregate

**Products-Completed Operations**/\$2,000,000 General Aggregate

**Personal & Advertising Injury**- \$1,000,000

**Medical Expenses any One Person** - \$5,000

Add as Additional Insured:

Sheridan County

100 West Laurel Ave

Plentywood, MT 59254

PH: 406-765-1480/Fax:406-765-2357

Return certificate with contract or fax to:

Radio International KATQ

112 Third Ave. East

Plentywood, MT 59254

Ph:406.765.1480

Fax: 406.765.2357



## Northeast Montana Farm Expo™

### Exhibitor Space & Sponsorship Application

March 21th & 22nd

Sheridan County Civic  
Center Plentywood,  
Montana



March 21st & 22nd 2024  
Exhibit Space & Sponsorship  
**Application/Contract Information**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Website: \_\_\_\_\_

Name(s) of Sales person(s) attending:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth packages are NOT refundable after January 20, 2024.**

**Deadline for radio & print ad submission is February 1, 2024.**

**Returning a contract without payment does NOT guarantee booth space. ALL PACKAGES MUST BE PAID FOR IN FULL. NO EXCEPTIONS.**

Please be sure to fill out this form entirely.

**Exhibitor Booth Package Cost: \$450**

Booth area- Includes outside space for maximum of 2 pieces of equipment

\_\_\_\_\_ we wish to purchase additional outdoor space- (\$100.00)

Choose one option below:

\_\_\_\_\_ 40/30 second ads.  
20 on 100.1 FM  
20 on 1070 AM

\_\_\_\_\_ 30/60 second ads.  
15 on 100.1 FM  
15 on 1070 AM

**Radio Ads:**

\_\_\_\_\_ E-mailing and ready for broadcast

\_\_\_\_\_ I would like to use my previous years expo ad.

I would like to use your facility:

- \_\_\_\_\_ Electricity
- \_\_\_\_\_ Forklift
- \_\_\_\_\_ Internet access
- \_\_\_\_\_ Table and chairs (Table is 8 foot only)
- \_\_\_\_\_ Other (describe in the space below)

**TERMS & CONDITIONS:**

Booth space is available on a first come first serve basis.

Booth space may NOT be shared or subleased.

**Packages are NOT refundable after January 20, 2024.**

Signing this contract means you and your company agree that this exhibit space application becomes a binding contract when accepted by KATQ and that you have read, understood, and agree to the terms, conditions, and rules as outlined in this document.

**Total Amount Enclosed: \_\_\_\_\_**  
**\*\*US FUNDS ONLY\*\***

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

Please mail payment to:

**Radio International KATQ**  
**112 Third Avenue East**  
**Plentywood, Montana 59254**

KATQ accepts the following credit cards:  
There is a 8% processing fee on all credit card transactions.

