
THE VOICE OF BUSINESS

Sublease Agreement

Primary Company Name: _____

Contact Name: _____ **Contact Number:** _____

Subleasing Company Name: _____

Contact Name: _____ **Contact Number:** _____

Subleasing Company product and/or service description:

Subleasing is a great way for Vendors to share a booth space with another company that complements the primary company or if the primary company owner has two or more businesses.

The primary Company is the point of contact for Show Management and signs the original show contract. They are responsible to ensure both the primary company and the subleasing company abides by the Terms and Conditions which they have signed in the original contract.

The subleasing company understands they will get no promotional attention from show management in regards to Show guide, name badges or any social media recognition.

If there is an issue with a subleasing company show management reserves the right to ask both the primary company and the subleasing company to leave the show. If there is any damage or extra fees caused by the subleasing company the primary company agrees to take full responsibility and liability for those charges.

Sublease fee applications as outlined in the terms and conditions of the application

A. A sublease charge of \$250 would apply if your booth is smaller than 199 sq. ft of purchased booth space and contain one or more of the following conditions:

- An additional representative in your booth from a separately branded company
- More than one company booking, being invoiced, paying and providing insurance
- If you are advertising an additional company on materials larger than an 8 ½ x 11

B. There would be no additional sublease charge applied in a 200 sq ft of purchased booth space or larger if:

- A primary company is booking, being invoiced, paying and providing insurance.
- 10x20 booth would be allocated a maximum of two companies exhibiting before a sublease fee would be applied
- 10x30 booth would be allocated a maximum of three companies exhibiting before a sublease fee would apply
- 401 sq ft or greater sublease agreements would be determined by show management

C. Show Management must be made aware of any Sublease between two companies a minimum of two weeks prior to show date. A sublease agreement must be signed and on file, if a company is not compliant by not exposing the sublease prior to the show they will be a \$250.00 fee placed on the primary account for that booth. By renouncing a sublease agreement the primary contract holder is responsible for the actions of the sublease tenant and must ensure that everyone exhibiting within your booth parameters follows the terms and conditions outlined within your signed contract.

I hereby agree that I have read and fully understand the above terms and conditions plus those in the original show contact and fully understand my obligation to inform and enforce these policy's to the subleasing company.

Signature: _____

Date: _____