



STOP! READ CAREFULLY!

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6. Name badge - Everyone will need to send in the form so that we have enough badges for your booth
7. Donor form - If you know that you will be donating for our raffles, please fill in and send back
8. Hotel and raffle ticket information

Required forms

1. Exhibitor Application—**Required**
2. Release Waiver - **Required - You will not be allowed to set up without a signed and completely filled copy turned in.**
3. Credit Card form - If applicable
4. Badge Form - **Required**
5. Donor information - If applicable

Booth Assignment Procedure

1. Booths will be assigned on a first come first serve basis with completed and signed required forms being returned to the organization. We will not hold a space any longer. A floor map must be designed and turned in to the facility.
2. BNW reserves the right to make changes with or without notice to ensure no exhibitor is placed by its competitors, to ensure positive traffic flow, and to ensure an overall “appearance” of the event.

Payment Options:

CASH (DAY OF EVENT) CHECK AND CREDIT CARD - Payment is due prior to the event unless other arrangements are made with the expo chairperson or the Executive director, 913-271-4225.

Set up / break down times

1. **Please note:** NEW show times: Set up: Friday, 3pm-8pm anyone arriving after 7:00pm will not be permitted in.
Day of: Saturday, 6:30am-9am setup. Show will end at 4:00pm
You will have until 9:00 am to get set up. Please read the rules page for all updated rules.
New Vendors: Please call and check for availability (913-322-3398). Beak down will begin no sooner then 3:30pm.

Extra - Bird health

1. We will be looking at every bird that comes in before we open for the public, we will be checking for the following:
Cage size, Food/water dishes, Over crowding, Health of the bird (any possible sick birds will be removed from the public view.)
2. All birds are to be **clipped excluding finches**
3. If re selling cages, please make sure they are cleaned before presenting them to the public.

Extra

1. Please make sure that all containers are either inside your booth space or under the tables, there should be no tubs, boxes etc in the aisle way.
2. Floor covering: If a vendor has birds at his or her space, a floor covering is required. Vendor is responsible to provide.
3. Please read the rules of the facility. You will find them on your table when you arrive.
4. We will be using **wood tables**. Table covering is recommended.



Beak n Wings, Inc.
15th Annual Fall Bird Expo - September 19, 2015
 KCI Expo Center
 Kansas City, MO



Please **print clearly or type** information below to apply for exhibit space at the Beak n Wings, Inc Bird Expo. By signing and submitting this application, the applicant agrees to abide by all the rules and regulations, and which the Exhibitor hereby acknowledges receiving.

Type of Business: (check one) Commercial Business For Profit Business Hobbist
 Incorporated Non-Profit (501) Non-Incorporated Non-Profit

Company or Organization Name: _____
(as you wish it to appear in the program. If you do NOT send in your contract ahead of time, your name will NOT be listed in the program)

Contact Person: _____

Email Address: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

*Please list the types of **birds or products** you will be selling: This is needed so that we can notify the public of the types of birds or products that will be at the expo. We also use the information for exhibitor placement.*

Please tell us how many tables or how many spaces you will need.

(Wall) \$65.00 Number of tables _____ OR Number of Spaces (8') _____	+\$ _____
(In side) \$60.00 Number of tables _____ OR Number of Spaces (8') _____	+\$ _____
5.00 discount on each additional table or space after your 1st (Place discount Amount) _____	-\$ _____
Sharing a table with another vendor add \$5.00 (NOTE: Must have prior approval) _____	+\$ _____
Sharing table tell us who: _____	+\$ _____
Name badges (2 free - \$5.00 for each additional) _____	\$ _____
Sub total	+\$ 00.00
Electrical outlets (see attached form).....	+\$ _____
Beak n Wings membership (\$35.00 Single - \$40.00 family per year) (optional)	\$ _____

Total amount Enclosed

By signing below you are stating that you have read our rules and agree to follow them as set forth by the Beak n Wings, Inc

EXHIBITOR _____ (Print Name) _____ (Signature) _____ (Date)	DO NOT WRITE IN SPACE BELOW Beak n Wings only _____ (Signature) Date _____ Amount Rec'd Check Number
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Please make all checks payable to Beak n Wings, Inc. Send check and this contract to:
 Beak n Wings, Inc * PO Box 9228 * Shawnee Mission, Ks 66201* 913/322-3398

Beak n Wings, Inc. Bird Expo - Rules and Regulations

Vendor set-up date / time:

Day before set-up time: September 18, 2015.

Time: 3:00pm-8:00pm. Anyone arriving after 7:00pm will **not** be permitted in the fair hall until the day of the event.

Day of the expo: Set-up time is Saturday September 19, 2015, from 6:30am-9:00am.

Show times: Saturday 9:00am-4:00pm

Table Space:

Each vendor will be guaranteed a minimum one (1) space of 8' x 4' table **space, behind space will vary.**

Tables may not be moved unless you have permission from the expo chairperson.

Chairs: Each space will include two (2) chairs.

One paid vendor shall occupy a single 8' table or space. Extra vendors shall pay \$5.00 each. Must have prior approval.

All birds and merchandise must remain within your designated space at all times.

Resold tables:

Paid tables / spaces will be held until 9:00am the day of event, at which time Beak n Wings, Inc holds the right to resale the tables or spaces.

Electricity:

See attached form in packet, to paid to KCI Expo Center to reserve your electricity.

Entrances, fire exits, and aisles:

No birds or merchandise will be allowed to block the entrances, fire exits, or aisles! All tubs, cages, etc.. Shall be kept in the booth area or under the table during the bird expo.

Loading and Unloading:

No loading and unloading will be allowed through the front entrance doors. Ramp doors for loading and unloading only.

Loading doors will be closed during the event.

Vendors must remove their vehicles after unloading (after dropping trailer) cars must unload near exit door. All vehicles must be parked in designated areas by 9:00am.

General information:

No smoking will be allowed within the building No alcohol will be permitted in or on the premises.

Selling food, candy or drinks are prohibited.

Video / Audio

No video, audio, or cameras or other recording devices will be permitted in the event hall without prior written approval from the Executive Director. Media is excluded from above rule.

Taping booth spaces

Beak n Wings holds the right to tap a vendors' booth without prior notice in order to keep the a 6' walk way for the public and required by the fire marshal.

Cages:

All cages, dishes, carriers must be clean and have a solid bottom. If a cage is determined to be excessively dirty by a member of the expo committee or the event vet, the vendor will be requested to remove or clean the cage (s). No cage shall be over crowded. **Appropriate** cage sizes are required.

Birds in event:

Un-weaned babies will not be sold or displayed at the event.

Vendors are requested to bring only healthy birds to the event.

If bird appears sick or of questionable origin, will be removed from the building.

Only paid vendors will be permitted to bring birds into the building.

The Public will not be permitted to bring their birds in the event hall.

Only paid vendors will be allowed to sell birds in the building or on event property.

Clipped Wings:

All birds in the event hall shall have their wings clipped excluding finches.

Any bird which flies in the event hall will need to be clipped, or the bird must be put away during the event.

Refusal of the above will result in the vendor being asked to leave the event hall. Refunds will not be issued.

Abuse and neglect:

Anyone abusing or neglecting his/her birds will be asked to leave the event hall.

Birds left in event hall:

Beak n Wings or Overland Park International Trade Center shall not be responsible for the death of birds left in event hall overnight.

Vendor/Breeder:

All sales and guarantees are between the buyer (s) and seller (s); Beak n Wings as the sponsor provides the site for the exchange only.

The vendor is responsible for charging the appropriate sales tax.

The Vendor is responsible for any and all cost incurred due to injury of patrons by himself or his/her bird (s).

The vendor is responsible for any and all cost incurred due to damage of property by himself or his/her bird (s).

Clean up:

Each vendor is responsible to clean up his/her area before leaving the event hall.

Any vendor not cleaning up after them self will not be asked back to the event.

There will be a **\$25.00** clean up fee charged to all Exhibitors who do not/did not clean up their booth space.

Tear down:

No vehicles will be permitted in the event hall for this event.

If you choose to leave early, you must walk your items out. You will not be permitted to drive in.

Table Covering:

Each vendor is responsible for providing their own table covering unless other wise notified. All tables must have a coving on them.

Beak n Wings rights:

We reserve the right to limit the number of tables allowed per exhibitor

We reserve the right to limit the number of commercial exhibitors and space to them We reserve the right to refuse the admittance to any vendor.

Questionable behavior will not be tolerated by any adult or child whether it is a vendor or the general public.

Sales outside of hall:

No sales permitted in the parking lot while the event is in progress.

Floor Covering:

If a vendor has **birds** at his/her space, a **floor covering is required**. Vendor is responsible to provide such covering.

Cancellation:

Cancellations/Refunds: You must cancel NO less than two (2) weeks prior to the Expo.

(September 05, 2015) If less than two weeks you will not be given a refund.

*** Each table/space is a minimum of 8'x 4' and two chairs. If you do not need chairs please advise Beak n Wings.

Payment:

Tables will only be reserved when signed contract and payment is received.

Service Charge:

A service charge of \$25.00 will be charged on all returned checks

Legal:

Neither Beak n Wings, Inc., or the KCI Expo Center will be responsible for any accidents, injuries, or fatalities or loss of property.

Name Badges:

All exhibitors will be required to wear a name badge at all Beak n Wings bird expos due to public request.

The badges will be handed out the day of the event, we will **NOT** mail them to you.

You will receive up to two (2) free badges for your space (no matter the size). There will be a \$5.00 charge for each additional badge.

Release waiver: No vender will be allowed to set up unless Beak n Wings has received a fully filled in waiver release.



KCI Expo Center
11730 North Ambassador Drive, KCMO

September 19, 2015
9:00AM-4:00PM

Admission: \$7 Adults, \$5 Seniors, \$5 11-15, under 10 FREE
Public: NO PERSONAL BIRDS ALLOWED IN FAIR HALL



EDUCATION:
Many of our exhibitors will have educational material for you to view or buy. Beak n Wings has many ways of educating you as well.

Rescue: Beak n Wings will have smaller birds (Cockatiels, Parakeets & Love Birds) for adoption. Beak n Wings does not bring larger birds to this event. You may see pictures of the larger birds, and fill out applications for adoption on site.

RAFFLES: Try one of the below Raffles
Small Raffle - Drawings about every 1/2 hour \$2 ea ticket
Large Cage Raffle - \$3:00 ea or 6 for \$15.00
Bird Stand Raffle - \$3:00 ea or 6 for \$15.00
Silent Auction
50/50 Pot

EXHIBITORS:
Toys and toy parts - Cages - New and Used
Birds: Normally from Finch to Macaw
All kinds of food - Seed, Pellets, and Treats
And many more items.
THIS IS A ONE STOP SHOP!

TRAINING:
BASIC BIRD CARE 101
Jennifer Clair will be giving a PowerPoint Presentation on basic bird care. **10:00 AM-12:00PM**
\$25.00 per person, free to those who have adopted a bird from Beak n Wings. *****no class at this event*****

Don't forget to check out our bake sale table, you can also purchase a club t-shirt.

All sales are between the buyer and vendor

All proceeds from our bird expo goes right into the organization, to help pay for vet bills, building rent, Insurance. Beak n Wings has NO paid members or staff.

Come check out our new facility located at:
9010 - B, Rosehill RD., Lenexa, KS 66215
(P) 913-322-3398 (F) 913-322-2583

www.beaknwings.org admin@beaknwings.org
Our location is on the north side of the building.

Bird Expo Location

KCI EXPO CENTER - 816-801-8400
11730 North Ambassador Drive, KCMO

Wish List

<i>Bring in a donation and receive one ticket for every item you bring in for one of the small raffles. Any item value over \$35 receive 1 ticket for large raffle. Drawing at 3:30 pm.</i>	
Bird toys, Perches, Play stands, Bird cages, Carriers	Raw nuts – unsalted, shelled or unshelled, Seed, treats
Towels – cloth and paper, wash clothes, Water (by the case) Trash bags – 13 + gallons	Cleaning supplies – anti-bacterial wipes (such as Lysol, or Clorox), scouring pads without soap, Dawn dish soap (original version) Vinegar – Apple cider or white
Baby wipes, Hand sanitizer Gift Cards, Misting bottles	Postage stamps, Digital gram
Monetary Donations, Cell Phone: Android (t-mobile) Office Supplies: copy paper bright white, color (New items) Vet Expenses payments made to the vet on the organizations behalf - Office Supplies (20# bright white, color paper etc..)	



**BEAK N WINGS, INC BIRD EXPO
2015 RELEASE AGREEMENT**

I wish to participate in the Beak n Wings, Inc 2015 Fall bird expo held September 19, 2015. In consideration for permitting my participation in the Event, I agree to the terms of this Release Agreement.

I acknowledge that by signing this Release Agreement, I am releasing Beak n Wings, Inc, and any other sponsoring or organizing parties, including, but not limited to, the KCI Expo Center, property owners, law enforcement agencies, or public entities associated with the event, and their respective agents, directors, officials, and employees (“Released Parties”), from any and all liability for any acts, omissions or occurrences which may result, directly or indirectly, in injury to myself, my pet, or my personal property, as a result of my participation in or association with the event, including travel to and from the event, and I hereby agree to waive, release and forever discharge, on behalf of myself and my heirs, executors, administrators, legal representatives, assignees, and successors in interest, any and all claims for damages, rights or causes of actions which I may have, or which may hereafter accrue, against the Released Parties, including any claims arising from the Released Parties’ own negligence.

I further agree to indemnify and hold harmless the Released Parties from any claims, rights or causes or actions which may accrue to any individual or entity participating in, involved with or present at the event as a result, directly or indirectly, of my own acts or omissions, or the acts or omissions of my pet or other animals in my possession, during my participation in or association with the event, including travel to and from the Event, and that I shall indemnify the Released Parties for any damages awarded or expenses incurred as a result of any such claims, rights or causes of action, including, but not limited to, attorney fees and court costs. I accept all liability for damage to property or persons caused by myself or my pet or any other animal in my possession.

I understand that this Release Agreement is a contract, which has legal consequences and state that I have read all of its terms, fully understand them and am legally competent to execute this Release Agreement. This Agreement may not be modified orally, and a waiver of any provision shall not be construed as a modification of any other provision herein or as consent to any subsequent waiver of modification.

Participant Name (Print Name)

Participant Signature

Address

City, State, Zip

Phone

Email

www.beakwings.org
P.O. Box 9228, Shawnee Mission, KS 66215 * 913-322-3398

P. O . Box 9228 | Shawnee Mission, KS 66201 | T-913-322-3398 | F-913-322-2583 | www.beaknwings.org

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize Beak n Wings, Inc to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Beak n Wings, Inc to charge my credit card
(full name)
account indicated below for \$ _____ on or after _____. This payment is for
(amount) (date)

(description of goods/services)

Billing Address _____ Phone# _____

City, State, Zip _____

Email _____

You will have a receipt emailed to you as we run your credit/debit card

All fields with the * is required

* Account Type: [] Visa [] MasterCard [] AMEX [] Discover

* Cardholder Name _____

* Account Number _____

* Expiration Date _____

* CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

BEAK N WINGS, INC

EXPO NAME BADGE ORDER FORM

Name badges will be provided day of event. We will NOT mail them to you.

COST: You will receive up to two (2) free badges for your space (no matter the size). There will be a \$5.00 charge for each additional badge.

PRINT CLEARLY

Company Name: _____

Number of badges needed (number of people at your booth) _____

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

	# badges	
Name badges (up to 2 per exhibitor space at no cost)	_____	\$00.00
Number of extra badges needed	_____	\$5.00 ea
	Sub-total	\$ _____
	Total Due	\$ _____

Exhibitors. Please send this form back in with your table contract so that we can have your badges ready for you the day of the expo.

Print Name

Signature

BEAK N WINGS, INC

Donor Information Form Fall Bird Expo September 19, 2015

1. Please provide a description of your donation and the value or include an invoice with the following information:

Company Name: _____ Contact Name: _____
Website: _____ Number: _____
Email: _____
Address: _____ Best time to call: _____
(City, St, Zip)

Donation Description (or attach invoice) **Value:**

Donation Description (or attach invoice)	Value:
	\$
	\$
	\$
	\$
	\$
	\$
	\$

2. Send your donation, with this form to: If you need more space, please ask for another form
Beak n Wings, Inc
9122 Noland Rd.
Lenexa, KS 66215 (physical Address)

Deadline: "Donations - September 19, 2014 or exhibitors can bring them to the expo.

3. At this 15th Annual fall bird expo, Beak n Wings will verbally advertise you for your donation throughout our expo. We will also put your name and logo or business card on our website, and add your name and company name to our newsletter for the remaining issues in 2015. Please send any graphics to admin@beaknwings.org to have them added to our website. If you do not have a logo or business card, Beak n Wings can create you something for our website. Below, please sign which applies.

I _____ give Beak n Wings permission to use my logo or business card on their website and I furthermore state that the logo or business card is rightfully mine.

I _____ give Beak n Wings permission to create a logo or business card for my company and use my name and company name for advertising purposes on their website.

Beak n Wings is a family oriented organization. We reserve the right to reject any listing that is not consistent with the stated goals of BNW; or that is in any way deemed inappropriate.
All donations are to be used at the discretion of BNW.

Hotel information for day of bird expo

Here are some hotel / motels near or around the KCI Expo Center



Super 8 Hotel
11900 NW Plaza Circle, KCMO
Reservations: 1.800.230-4134
\$48.99



Microtel Inn
11831 NW Plaza Circle, KCMO
Reservations: 1.888.244.6343
Starting at 47.99



Four Points
11832 NW Plaza Circle, KCMO
Reservations: 1.888.244.6343
\$69.00



Days Inn
11120 NW Ambassador Dr., KCMO
Reservations: 1.888.244.6343
\$54.00



Holiday Inn
11728 NW Ambassador Dr., KCMO
Reservations: 1.800.957-4654
\$89.00 -When making reservations, let them know you are with the Beak n Wings Bird Club block

Beak n Wings - Vendor raffle



HOW THE RAFFLE WORKS:

Small Raffle Table: For every item you donate to our small raffle table (\$10.00 value) you will receive 1 ticket for each item donated. Drawing will be around 4:00 pm

HOW THE RAFFLE WORKS:

Large Raffle: Stands, Cages etc... (unless you have donated a large item in exchange for space rental) we will give you 6 tickets for every item with a value over \$100.00 for a chance to win the raffle item.

To donate and get in the drawing of the raffle (raffle will be un-veiled February 21, 2015) please use the form provided in the packet. You may make copies for same day donations.

Exhibitors must be present to win.

Business Name: _____

Name: _____

Number: _____

Value of donation: _____

SAMPLE TICKET