

**Checklist for Drafting a Lease or other Agreement for the use
of Exhibit Space at Trade Show or an Exhibition**

1. Names of parties.
2. Addresses of parties.
3. Description of exhibit space.
4. Nature of rights granted.
5. Term of occupancy.
6. Consideration.
 - A. Amount.
 - B. Time and manner of payment.
7. Other fees and charges.
 - A. Amount.
 - B. Time and manner of payment.
8. Use of space.
 - A. Description of articles that may be exhibited.
 - B. Constructing, equipping, and decorating of booths.
 - C. Restrictions on use of sound, light, and other attention-getting devices.
9. Setting up and dismantling of exhibit.
10. Storage of crates and other packing material during exhibition.
11. Restriction on assignment or permissive use by third persons.
12. Liability of parties.
 - A. For damage to building in which exhibition held.
 - B. For loss of or damage to exhibitor's property.
 - C. For injury to or death of patron or other third person.
13. Effect of unavailability of building or other inability to hold exhibition.
14. Termination of agreement.

- A. Grounds.
 - B. Procedure.
 - C. Effective date of agreement.
15. Date of executing agreement.
 16. Signatures of parties.