



October 11, 2018

Dear Exhibitor,

I wanted to take this opportunity to remind you of our booth sharing policy, in case you intend to share your booth with another company at the show. Per your application/agreement the following conditions apply:

- You may have a maximum of two (2) additional companies sharing your booth space
- There is a processing fee for each sharing company (paid by the sharing company)
- Any company sharing booth space can only share with one (1) primary contracted company
- Booth sharing applications will be accepted until 5:00pm (PT) on January 7, 2019. *Applications received after this deadline will not be accepted*
- **As the Primary Contracted Exhibitor your company must be present at the show to be eligible for the next year's presales opportunity. Present is defined as: signage and products in the booth will be, at minimum, 50% for the Primary Contracted Exhibitor and the Primary Contracted Exhibitor will have, at a minimum, one (1) representative registered and present in the booth during trade show hours.**

We must have the following information for each company that you wish to share your booth with:

1. **Notification in writing that you intend to share your booth.** Please name the company or companies that you intend to share your booth with. Please send this information to my attention by email or post.
2. **Booth Sharing Application/Agreement.** Click here to download the 2019 Booth Sharing Application/Agreement. *The contact from the sharing company must complete the Application/Agreement and fax or scan and email it to our office.*
3. **Processing fee.** The rates are as follows:
\$100 Early-Bird Rate for applications received by 5:00pm (PT) December 14, 2018
\$200 Standard Rate for applications received after 5:00pm (PT) on December 14, 2018
The booth sharing company must include the appropriate processing fee with their completed and signed Booth Sharing Application/Agreement.
4. **Insurance requirements.** Click here to download the Certificate of Liability Insurance & Additional Insured Endorsement Requirements. Please be advised that the certificate of liability insurance and additional insured endorsement form are mandatory. **Your insurance policy will not cover another company in your booth.**

Once we have all four of these items in place for each company sharing a booth at the 2019 Unified Wine & Grape Symposium, the sharing company will receive the following benefits:

1. Company name, contact information and product(s) listed in the printed Program & Exhibit Directory **(If the application is received by the December 14 printed program deadline)**
2. Company name, contact information and product(s) listed on the Unified Symposium website
3. Login information to register booth personnel

Please let me know if you have questions.

Best regards,
Jen

Jen Smalley
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