



October 21, 2016

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:

- a maximum of two (2) additional companies sharing booth space
- a processing fee of \$50 for each sharing company (paid by the sharing company)
- a company sharing booth space can only share with one (1) primary contracted company
- **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 2017 Booth Sharing Application/Agreement. Please have the contact from the sharing company complete the Application/Agreement and fax or scan and email it to our office.
3. **Processing fee.** Please have each booth sharing company include a \$50 USD 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 2017 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 **(please note the December 16 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**

**Event & Trade Show Coordinator**

American Society for Enology and Viticulture  
Unified Wine & Grape Symposium, LLC

UW&GS | P.O. Box 1855 | Davis, CA 95617-1855 USA  
Direct: 530-746-7723 | Main: 530-753-3142 | Fax: 530-601-5317  
[jen@asev.org](mailto:jen@asev.org) | [www.asev.org](http://www.asev.org) | [www.unifiedsymposium.org](http://www.unifiedsymposium.org)

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