



www.wenglobal.org

Booth Decoration Contract

1. EXHIBITOR COMPANY INFORMATION

Company Name:	
Address:	
Phone:	Fax:
Website:	Email:

2. PRIMARY OPERATIONS CONTACT — person to receive all logistics information pertaining to exhibit

First Name:	Department:
Last Name:	Job Title:
Email (main mode of communication—print clearly):	
Phone:	Cellphone:
WeChat (Optional):	WhatsApp (Optional):

3. EVENT INFORMATION

Expo Name:	Expo Website:
Expo Dates:	Booth Number:
Expo Venue Location:	Booth Size:

4. BOOTH DECORATION ORDER INFORMATION

Please visit Wen Global Solutions Inc at <https://www.wenglobal.org/decoration/booth> and write the package number below:

Package Number:
Package Includes:

5. Booth Decoration Cost:

Total Cost: US\$ _____

Tax 10.25%: US\$ _____

Emergency Fee US\$ _____

Total Amount: US\$ _____

Wen Global Solutions Inc.

Website: <http://www.wenglobal.org> Email: info@wenglobal.org
3729A, San Gabriel River Parkway, Pico Rivera, California 90660. USA
Tel: +1.562.801.3211 +1.626.534.3046



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6. **CONTRACT AUTHORIZATION** - By signing below, with or without appropriate payment, this document shall become a legally binding Contract. The individual signing this document acknowledges that he/she is duly authorized to execute this binding Contract on behalf of the exhibitor. By signing this Contract, Exhibitor agrees to abide by and be bound to this Contract. The signed Contract obligates the Exhibitor to pay the deposit. A deposit equal to one half (50%) of the booth setup fee is due upon Contract submission. This payment is non-refundable. 100% of the entire contract amount is due three months before the expo opens.

7. **CANCELLATIONS:** This Contract may be cancelled by Exhibitor by giving a written notice to Wen Global Solutions Inc, subject to the following fees: If at least three months before the exhibition - 50% of the full contracted booth setup fee, if less than three months before the exhibition opens - 100% of the full contracted booth setup fee.

8. **PAYMENT: Check:** Make checks payable (in US Dollars, drawn on a US bank) to Wen Global Solutions Inc, mail checks to Wen Global Solutions Inc., 3729A, San Gabriel River Parkway, Pico Rivera, California 90660, USA.

Wire Transfer: (Preferred) - direct funds to: Bank of America, 102 E Las Tunas Dr., San Gabriel, CA 91776, USA; ABA# 026009593; Beneficiary, Wen Global Solutions Inc; Acct.#: 325119862173; SWIFT: BOFAUS6S.

9. **EMERGENCY FEE POLICY:** The exhibitor signing this contract must pay the full amount on the invoice at least 3 months prior to the date of the trade show opening. The exhibitor also agrees to provide all graphic artwork needed for Wen Global Solutions to begin printing and manufacturing booth components by the same date: _____. If the exhibitor fails to do so, exhibitor must pay an emergency fee, the amount of which is equal to \$300 for every 100 square feet of the exhibitor's booth space, rounded up to the next hundred. If the booth has a wooden structure apart from any furniture pieces, the emergency fee will instead be \$600 for every 100 square feet, rounded up to the next hundred.

Exhibitor Signature: _____

Printed Name: _____ Date: _____

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