

## Event Booth Rental Agreement

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3. Event Booth Rental Agreement

## **General Information**

### **Event Booth Rental Agreement**

This Booth Rental Agreement is between a landlord and a tenant who desires to rent a booth. Booths are rented for a number of reasons including a venue to sell goods or services during a fair or to promote a business at a tradeshow or similar event. This rental agreement sets out the specific terms of the arrangement including a detailed description of the booth space, how the space will be used and the payment schedule (i.e., weekly, monthly or yearly). It also spells out any limitations of use for the booth and how this rental agreement can be terminated.

It is imperative that this type of rental agreement be set forth in writing and not left to oral interpretation. A written Booth Rental Agreement will prove helpful in the event there are disagreements or miscommunication regarding the use and cost of the booth.

## Instructions and Checklist

### Event Booth Rental Agreement

- The parties should read the agreement carefully.
- Insert all requested information in the spaces provided on the form.
- The parties should read the "Payment Schedule and Details" and "Use of "Space" provisions carefully. If there are disagreements, they will likely focus on these provisions.
- This form contains the basic terms and language that should be included in similar agreements.
- This rental agreement must be signed by both the landlord and the tenant.
- The parties should retain either an original or copy of the signed rental agreement.
- All legal documents should be kept in a safe location such as a fireproof safe or safe deposit box.

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**BOOTH RENTAL AGREEMENT**

THIS BOOTH RENTAL AGREEMENT (hereinafter "Agreement") is entered into this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_, by and between:

**The Lessor:**

\_\_\_\_\_ of \_\_\_\_\_

(hereinafter "Landlord")

and

**The Lessee:**

\_\_\_\_\_ of \_\_\_\_\_

(hereinafter "Tenant")

In regards to the Commercial Space:

\_\_\_\_\_

(Hereinafter "Space")

The Landlord and Tenant do hereby agree to abide by the terms set out in this Agreement. The terms of this Agreement are as follows:

**1. The Space**

The Space is described as: \_\_\_\_\_

\_\_\_\_\_

**2. Payment Schedule and Details**

The Tenant agrees to pay a [circle one] monthly/weekly/yearly rate of \$\_\_\_\_\_. Payments shall begin \_\_\_\_\_ 20\_\_ and shall be paid each [circle one] month/week/year for the length of this Agreement. Payments shall be made at: \_\_\_\_\_, or at such other place as the Landlord and Tenant agree upon.

**3. Late Charge**

Tenant will, as additional rent, pay a late charge of \_\_\_\_\_% of the amount due for the rental period for which the payment was delinquent, when any installment of rent is not paid on or before the date it is due and payable.

**4. Use of Space**

Tenant shall use the space solely for \_\_\_\_\_. Tenant not use the premises or permit the premises to be used in an unlawful manner or in a manner that breach ordinance or regulations now or hereafter in force and applicable to the premises. Any person within the space shall at all times comply with all property rules and regulations in existence.

**5. Assignment and Subletting**

Tenant may not assign this lease or sublet all or any part of the premises without having first received prior written consent of Landlord, which shall not be unreasonably withheld.

**6. Default**

If Tenant fails to fulfill or perform any obligation under this Agreement, Tenant shall be in default of this Lease. Tenant shall receive \_\_\_\_\_ days' notice by Landlord to cure the default (i.e., Non-payment of rent). In the event Tenant does not cure a default, Landlord may cure such default and the cost will be added to Tenants financial obligations under this lease, or Landlord may declare Tenant in default of the Agreement. Landlord may re-enter the premises and re-take possession of the Space in the event of default. After default, Tenant may be held liable for the balance of the unpaid rent under this Agreement if Landlord cannot re-let the Space during the remaining term of this Agreement.

**7. Limitations**

\_\_\_\_\_ are not permitted in the space.

**8. Amendment of Agreement**

Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by both parties.

**9. Termination**

Either party may terminate this agreement at any point in time by giving the other party at least \_\_\_\_\_ days notice, in writing, as to the effective date of termination.

The parties hereby indicate by their signatures below that they have read and agree with the terms and conditions of this Agreement in its entirety.

TENANT

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

LANDLORD

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_