



**NEW**

## [ATTN: Expo Clients](#)

New Deposit Procedure takes effect immediately for contracts without a current calendar deposit in place for future dates.

**RENTAL FEES and DEPOSITS.** The rental fee for the **PREMISES** shall be as follows: \$ - facility. **PLUS Pepsi Bottling Group Sales to be billed to LESSEE once invoices are received and approved by LESSOR.** Rental fees are subject to 5% sales tax where applicable. **TOTAL FEE: \$XXX.XX** which shall be due and payable by **LESSEE** to **LESSOR** according to the following:

A. **Reservation Deposit.** **LESSEE** shall pay a reservation deposit of **\$XXX.XX** (equal to approximately 25% of total fee due), to secure performance by **LESSEE** of all of the terms and conditions of this Rental Agreement. The deposit shall be paid by **LESSEE** to the **LESSOR upon reservation of the facility.** The reservation deposit payment is non-refundable and shall be deducted from the total fee due (line 15).

B. **Supplemental Deposit** **LESSEE** shall pay a supplemental deposit of **\$XXX.XX** (equal to approximately 25% of the total fee due) on or before **Month/Day, 2015** (approximately three months prior to first event set up day. Section 2). The supplemental deposit is non-refundable and shall be deducted from the total fee due (line 16).

C. **Balance Due.** **LESSEE** shall pay the remaining balance due to **LESSOR** before **the close of business 4:30 P.M. CST/CDT on or before Month/Day, 2015.** If the remaining balance due **LESSOR** is not received from **LESSEE** by the due date and time (line 27 and 28), keys for the opening of reserved buildings shall not be checked out to **LESSEE** and use of the **PREMISES** shall be denied.

D. **First Right of Refusal** **LESSEE** shall reserve the first right of reservation for the same calendar dates in the years following the end of the Rental Agreement term of a multi-year Rental Agreement. Once a multi-year Rental Agreement term has expired and **LESSEE** has not begun another multi-year Rental Agreement if **LESSOR** receives a request for the same calendar dates **LESSEE** has previously held under a multi-year Rental Agreement, **LESSOR** shall contact **LESSEE** via email and/or telephone informing **LESSEE** of said request. **LESSEE** shall have ten days from transmittal of said notification to reply to **LESSOR** in writing of **LESSEE'S** intentions for the future dates in question.