

AFEC 2016: Advanced Facilities Management and Engineering Conference

Sept. 14-15, 2016

Crowne Plaza DIA/John Q. Hammons Convention Center

Denver, Colorado

EXHIBIT SPACE APPLICATION AND CONTRACT

This application is for all exhibitors

We (company name as it should appear on company name sign): _____ hereby contract for the exhibit space at **AFEC 2016** in accordance with our booth preference listed below. We agree to pay 50% deposit at the time of application. **Second and final payment is due May 30, 2016.** All checks will be made payable to AFEC (U.S. Dollars only).

EXHIBIT BOOTH SELECTION

Please indicate booth selection below. **Each Booth includes 1 6ft table, 2 chairs, wastebasket, ID sign, 2 Education Registrations + Attendee List.**

	<u>Before 5/30/16</u>	<u>After 5/30/16</u>	<u>Booth #'s</u>	<u>AMOUNT</u>
<input type="checkbox"/> 10' x 10' Booth	\$1,400.00	\$1,475.00	_____	\$ _____
<input type="checkbox"/> Add'l 10' x 10' Booth	\$1,200.00	\$1,275.00	_____	\$ _____
<input type="checkbox"/> 1 110 electrical outlet	\$65.00	\$65.00	_____	\$ _____

ADVERTISING IN AFEC 2016

Show Program Color Ad Size Cost: Please indicate advertisement choice(s): (Deadline for Camera-ready Ads is Aug 15, 2016)

- Full Color Page -- \$350.00 Half Color Page -- \$200.00 \$ _____
- We would like to purchase a 20 minute technical demonstration in one of the pavilions @ \$500.00 each \$ _____
- TOTAL:** \$ _____

SPONSORSHIP OPPORTUNITIES

Show Management has a number of opportunities available for companies that like to set themselves apart.

- We may be interested in sponsoring this event, please send us more information.

COMPETITORS

Who are your competitors? (This information is used to assist in assigning booth space.)

NEW PRODUCTS

Please list the NEW products your company represents and we may be able to promote you.

Would you like to send your employees to a tradeshow sales seminar? YES NO

If YES, how many? _____

I, the duly authorized representative of the undersigned company, on behalf of said company, subscribe and agree to all the terms and conditions contained in this application and contract for exhibit space. I certify that I have read and agree to abide by the Exhibition Rules and Regulations on the back of this Contract. **OUR DEPOSIT IS ENCLOSED.**

Name of Company _____ Date _____

Street Address _____ Phone () _____

City, State, Zip _____ Fax () _____

Executive for Contact & Position _____ E-Mail: _____

Signature _____ Url: _____

MAKE CHECK PAYABLE & RETURN TO:

AFEC
c/o ExpoMasters, Inc.
8003 So. Oneida Ct.
Centennial, CO 80112
Phone: (303) 771-2000 Fax (303) 843-6232

Please complete for payment information:		Credit Card Information:		sec code _____
Date Rec'd _____	Check # _____	Name On card _____		
Deposit Rec'd _____	Balance Due _____	Number _____	Exp _____	

EXHIBITION RULES AND REGULATIONS

1. ARRANGEMENTS OF EXHIBITS

Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially-built displays not in accordance with regulations should be submitted to the Management before construction is ordered.

Backwalls. Regular and specially-built backwalls including signs may not exceed an overall height of eight feet, except in wall locations. The height for wall locations may not exceed 12 feet. Low side dividers between booths should not exceed 36 inches in height. If a high divider between booths is desired, it should not exceed eight feet in height nor extend from the wall more than one-half of the depth of the space. All backwalls must be draped or finished in a manner acceptable to Show Management as not detracting from the quality of the show. **Booth Number:** A booth number must appear on all specially-built backwalls. No signs are allowed above the permissible backwall height. **Booth Location:** The management reserves the right to increase or decrease the size of show or to move an exhibitor's booth location if management feels it is in the best interest of the show.

2. FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor.

3. LABOR

Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations.

4. MOVING PICTURES, SOUND DEVICES AND LIGHTING

If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. If loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. The Management reserves the right to restrict the use of glaring lights or objectionable lighting effects.

5. DELIVERY AND REMOVAL DURING SHOW

Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show hours without permission first being secured in writing from show management.

6. EXHIBITOR PERSONNEL AND OTHERS

Distribution of advertising matter & souvenirs must be confined to exhibitor's booth. Booths should be manned by technical specialists. They must be qualified to discuss engineering details of their products. The Management reserves the right to prohibit an exhibit or part of an exhibit which in their judgment may detract from the character of the exhibition. All booths must remain intact until the close of show. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden.

7. STORAGE

Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, the Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, the Management assumes no responsibility for damage or loss of packing boxes or crates.

8. POWER

It is mutually understood and agreed that the Management shall use proper and reasonable care to have all power services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of power services during the exhibition. However, the Management shall not be held responsible for late installation or interruption that may occur.

9. FOOD AND BEVERAGES

Exhibitor distribution of food and beverages for consumption in the building may only be made with the permission of the building management. Any food or refreshment distributed or consumed by the exhibitor shall, at the exhibitor's risk and expense, comply with all applicable federal, state and local sanitary and safety laws and regulations.

10. UNOCCUPIED SPACE

The Management reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner Management feels necessary. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount, specified in his contract for space rental should the Management not resell the space. When space application is accepted and space is assigned, the exhibitor is liable for full payment.

11. LIABILITY

The management will employ reputable and competent guards and will take every precaution to safeguard the exhibitor's property. However, the Management or the Crowne Plaza DIA will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident or other causes. The Management or the Crowne Plaza DIA will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them which claims for damages, injuries, etc., may be incident to or arise from, or be in any way connected with their use of occupation of display space, and the exhibitor shall indemnify and hold the Management or the Crowne Plaza DIA harmless against any such claim.

12. FULFILLMENT OF CONTRACT

In case the hall is damaged or destroyed by fire, the elements or by any other cause, or if circumstances shall make it impossible for the Management to permit an exhibitor or exhibitors to occupy the space assigned during any part or the whole of the period covered, then during such circumstances, AFEC Sponsors, supporting organizations, the facility and Management will not be liable for the fulfillment of this contract as to the delivery of space and the exhibitor will be reimbursed a proportionate share of the space rental.

13. PAYMENT

Full payment of booth rental must be paid on or before **May 30, 2016**. Should an applicant fail to comply with this requirement, the Management has full authority to cancel any or all space assigned to the applicant, and to retain the initial 50% deposit. In the event that it becomes necessary for Show Management to engage outside services for the collection of any outstanding payments, the exhibitor agrees to pay all legal fees incurred.

14. CANCELLATIONS

In the event that a contracted exhibitor wishes to cancel his allotted exhibit space, the 50% deposit payment will be forfeited. Any companies canceling after final payment date will be liable for full payment of exhibit area at the contracted price. The AFEC Sponsors, supporting organizations, the facility and Management assumes no responsibility for having included the name of the defaulting exhibitor in the show catalog, brochures, news releases or other materials.

15. SHOW MANAGEMENT

The exhibition is organized and managed by ExpoMasters, Inc. whose main office is at 8003 So. Oneida Ct., Centennial, CO 80112. All matters not covered in these conditions are subject to the decision of the show management and all exhibitors must abide by decisions made by the show management.