



2018 AIA Florida Trade Show Exhibitor Registration Policies

Includes:

- 8' x 10' booth with drape - back and sides
- Draped table and two (2) chairs
- Wastebasket
- Company name on trade show signage at booth space
- Company description and listing in the convention program
- AIA Florida Convention list of attendees

Tradeshow Services: Gilbert Exposition Management Services (GEMS) will be the contracted exposition company. Exhibitor kits will be sent to you directly from GEMS.

Payment & Cancellation Terms:

- Payment confirmation will be sent via mail. We cannot accept partial payment to hold space or invoice for any portion of the fee.
- Refunds must be requested in writing. No verbal refunds will be issued credit. A \$250 cancellation fee will be assessed when cancelled before June 30, 2018. No refunds after June 30, 2018.
- If you are paying by credit card, you may fax this form with payment information to (850) 224-8048 or email to khampton@aiafla.org. If you are paying by check, mail this form and check made out to: AIA Florida, 104 East Jefferson Street, Tallahassee, FL 32301 with a copy of your Exhibitor Registration form.



Space Assignments Space is leased on a first come, first served basis with space allocation being decided by AIA Florida with vendor input requests or mutual consent. Every effort will be made to honor vendors' wishes. However, you may be reassigned if previous competitor booths are deemed too close. AIA Florida reserves the right to reassign space allocation for the benefit and betterment of the exposition. Exhibitor agrees to hold harmless AIA Florida, sponsoring organization and exhibit supplier from any liability, which may result from booth assignment or any cause. Dismantling of booth materials earlier than scheduled time is not acceptable.

Payments and Cancellations Payment must be received in full at time contract is signed. AIA Florida cannot accept partial payment to hold space or invoice for any portion of the fee. Refunds must be requested in writing. No verbal refunds will be issued credit. A \$250 cancellation fee will be assessed when cancelled before June 30, 2018. No refunds will be issued after June 30, 2018.

Shipments AIA Florida will not accept trade show-related Shipments. Shipments should be sent through the Expo Company or to you/your company at the hotel. AIA Florida does not have the space to hold exhibitor materials. Contact the hotel directly and plan to store material.

Booths and Equipment – the booth space will include uniform pipe and drape back wall and booth dividers, one table, and two chairs. All other furnishing, equipment, can be obtained and purchased through the Expo Company at Exhibitor's expense and responsibility.

Electricity is available through the Expo Company, or through the hotel. AIA Florida will not handle payments of electrical needs.

Exhibitor Badges and trade show passes will be issued to no more than four (4) Exhibitors. Exhibitor names will be issued based on information received by due date of Exhibitor Information Sheet. If Exhibitors change after due date, Exhibitors will be provided with self-write badges on-site.

Use of Booths all demonstrations and exhibits must be contained within the contracted booth spaces unless involved in a total convention program or demonstration, which has been cleared by trade show chairman. No exhibitor shall assign, sub-let or share the whole or any part of the booth space allotted without the express written permission of AIA Florida trade show manager. If a vendor utilizes a vacant space or encroaches upon any used space, they will be billed for the additional space used. All aisle solicitation is absolutely forbidden. Booth attendants must confine their activities within the Exhibitor's booth. Distribution of printed matter shall be restricted to the Exhibitor's booth and must be distributed in a manner that will not interfere with other Exhibitors.

Noise Exhibitors operating sound equipment, radios, loudspeakers, or any noise-creating devices shall do so only at a level that will not interfere with other exhibitors and/or attendees. AIA Florida reserves the right to restrict exhibits because of noise.

Objectionable Materials and Activities – AIA Florida reserves the right to refuse any exhibit, or any exhibitor, or

any employees, which or who in the opinion of AIA Florida is not keeping with the character of the show, and may at any time without notice, cancel the agreement and remove the exhibitor, his agents and property from the building. In the event of such cancellation, the Exhibitor hereby waives any claim for damages or for the recovery of any rental monies.

Installation of Exhibits – Expo Company will install and remove pipe, drape and ID signs. Set up for Exhibitors begins at 10:00 a.m. on July 20. Load-in is available at the designated hotel loading dock in the back of the property.

Liabilities – The Exhibitor is liable for any damage to hotel property or exhibits. The Exhibitor agrees to make no claims for any reason whatsoever, including negligence and/or omissions, against AIA Florida, the hotel, and their representatives or agents for: loss, theft, damage, or destruction of goods; injury to himself by failure to provide space or removal of exhibit, any action of any nature of the above organization or its agents, failure to hold exhibition as scheduled, or for any cause that may render exhibit area unusable. Acceptance of an Exhibit/Exhibitor by AIA Florida in no way endorses the Exhibit/Exhibitor's techniques, materials or conclusions. In view of the foregoing, it is suggested that the exhibitor obtain appropriate insurance for loss or damage to exhibit material.

Cancelled Convention or Exhibit – AIA Florida, its agents, hotel or conference center and employees will not be liable if the convention and trade show are not held as scheduled due to fire, act of God, weather, terrorism, public enemy, labor strike, epidemic, or any law or regulation of Public Authority, which makes it impossible or impractical to hold the Exhibition. If the exhibits are called off then payments for booth space will be returned, except for any actual expense incurred by AIA Florida prior to the date of cancellation.

Oversized Exhibit Materials/Displays – Expo Company will send Exhibitors a kit outlining weight restrictions and/or additional charges for large/heavy displays. AIA Florida does not dictate weight guidelines or restrictions. Exhibitors are expected to follow Expo Company rules and guidelines regarding oversized materials/displays. AIA Florida shall be held harmless for any additional charges for oversized Exhibit materials/displays.

Insurance Exhibitors are required to have insurance policies covering transport of its booth materials and/or equipment from its home base to, during, and in return transport to the show. Exhibitors also must have public liability and property damage insurance including product liability. Certificates of said insurance shall be filed with AIA Florida by the Exhibitors before the opening of the Show. Exhibitors shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public, for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance, or control of said leased space or exhibit, for negligence or any other liability relating thereto, and said Exhibitors hereby indemnify and hold harmless AIA Florida, its agents, employees, and sponsoring organizations against any and all such claims as may be asserted against it.



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