

# CAI/CRC Annual Symposium & Expo

Tuesday, October 22, 2019

Martin's West, Baltimore, MD

## Official Exhibitor Application



**Instructions:** All exhibitor applications must be made on this form. Please type or print all information legibly, completing the entire form. Return form along with your payment for the appropriate amount to: Chesapeake Region Chapter/CAI, 8901 Herrmann Drive, Suite B Columbia, MD 21045 Telephone: (410) 540-9831 Fax: (410) 431-1666

PLEASE MAKE A COPY OF BOTH SIDES FOR YOUR RECORDS.

PRINT CLEARLY

Company: (as it should appear on booth sign): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Exhibitor Representatives (1 at no charge): \_\_\_\_\_

Names of Additional Exhibitor Representatives (@ \$50 each) \_\_\_\_\_

Table/Booth# Preference: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

**COMPANY DESCRIPTION:** On a separate sheet, please give us a description of your company for use in an on-site program (50 words or less)

*We hereby apply for exhibit space at the Chesapeake Region Chapter October 22, 2019 event. We understand that this application becomes a contract when signed by us and accepted by the Executive Director, and when received with your full payment in the appropriate amount. Written cancellation must be received by the Chapter Office prior to September 13, 2019 for a 50% refund. After September 13, 2019 no refunds will be given (see Cancellation Policies). We agree to comply with the Official Regulations and Conditions of Contract outlined on the reverse and with all conditions under which the exhibit facilities have been rented to the Chesapeake Region Chapter/CAI.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CAI Member Booth Fee

- Table-Top Display **Early Bird Rate**  \$725.00
- Table-Top Display **(Rate after July 26<sup>th</sup>)**  \$825.00
- 8x10 Booth **Early Bird Rate**  \$875.00
- 8x10 Booth **(Rate after July 26<sup>th</sup>)**  \$975.00
- ELECTRIC for 8x10 Booth  \$30.00

### NON-CAI Member Booth Fee

- Table-Top Display  \$1,075.00
- 8x10 Booth  \$1,225.00
- ELECTRIC for 8x10 Booth  \$30.00

**Non-CAI Member Booth Applications will be considered after July 26, 2019**

Additional Exhibitor Representatives # \_\_\_\_\_ @ \$50 each \$ \_\_\_\_\_ (Booth/Table Fee includes 1 company representative)

DO YOU NEED AN ID SIGN? Yes \_\_\_\_\_ No \_\_\_\_\_ Total Amount Enclosed: \$ \_\_\_\_\_

**Payment Method and Authorization: CONTRACTS RECEIVED WITHOUT FULL PAYMENT AND/OR SIGNATURE WILL NOT BE PROCESSED. Full payment must accompany this completed, signed contract and will be processed immediately. BOOTHS WILL NOT BE HELD WITHOUT PAYMENT IN FULL.**

Check Enclosed **OR** Please charge my  Visa  MasterCard (we do not accept AMEX)

Printed Name: (exactly as it appears on card) \_\_\_\_\_

Company Name: (if Corporate Card) \_\_\_\_\_

Card Billing Address (if different than above): \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Card Number  -  -  -  Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Signature: (required) \_\_\_\_\_

The above signed agrees to pay the charges according to the card issuer agreement

### FOR OFFICE USE ONLY:

Date Received

Amount Received

Table/Booth Assignment

Check No.

AUTHORIZED SIGNATURE

**Chesapeake Region Chapter –  
Community Associations Institute  
Tuesday, October 22, 2019**

**Official Regulations and Conditions of Contract**

**CONTRACT FOR EXHIBITION SPACE**

By submitting an application for exhibition space, the applicant releases the Chesapeake Region Chapter CAI (CAI/CRC) its sponsors, co-sponsors, and agents from any and all liabilities to application, its agents, licensees, or employees, which may arise or be asserted as a result of submission of an application of participation in the exhibition. Acceptance of an application does not imply endorsement by CAI/CRC of the applicant's products, nor does rejection imply lack of merit. This application for exhibit space, when endorsed by CAI/CRC, constitutes a contract for the right to use the exhibit space. Rental for spaces is payable in advance at the time of submission of the Official Exhibitor Application form. No refund may be made for space that is unused during part of this event. Should space remain unoccupied at the opening of the event, CAI/CRC may rent it or use it without obligation or refund.

**EXHIBITION SPACE**

Display fee includes: One – 8 foot draped table for a 8' x 10' booth, one ticket to the Presentation, lunch and Wrap Party for one company representative. Table top displays will receive an 8 foot table and one ticket to the presentation, lunch and Wrap Party for one company representative. **Table top exhibitors may not place any products or displays on the floor.** All materials must be on top of the display table. No display should exceed beyond 5' from the top of the display table. Exhibits may not protrude beyond the space allotted or interfere in any way with traffic or exhibits of others.

**SCHEDULE OF ACTIVITIES FOR THE DAY**

\*6:00 – 7:45 am – Vendors setup their table display (must be set by 8:00 am) **Late set-up is not permitted**

8:00 – 9:15 am – Early Bird Preview of Exhibit Space/Continental Breakfast

9:15 – 11:00 am – General Session

11:00 am – 11:15 am – Legislative Update

11:15 am – 1:00 pm – Expo and Lunch in the Exhibit Area

**No booth can be broken down before the official, designated time.**

1:00 – 2:15 pm – Vendors to dismantle table displays

1:15 – 2:15 pm – Concurrent Breakout Sessions

2:30 – 4:00 pm – Wrap Party

4:00 – 5:00 pm – Continue dismantling exhibits

(Schedule is subject to change)

\*If a vendor arrives to set up after 8:00 am, they will NOT be eligible to receive the early bird rate for a table-top or booth in 2020. They MUST wait until 9:15 am to set up. Any violators found setting up between 8:00 am – 9:15 am (during the show opening) will be assessed \$250.00.

**USE OF SPACE**

No exhibitor may sublet, assign or apportion any of the allotted space, nor represent, advertise or distribute literature for the product or services of any other firm or individual, except as approved in advance by CAI/CRC. The purposes of CAI/CRC and its showcase are to inform and educate its attendees regarding the characteristics and uses of exhibitors' products and/or services.

**ELECTRICAL/UTILITIES**

Electricity will be available for booth displays for a fee.

**CANCELLATION POLICIES**

Cancellation by the exhibitor will be accepted only at the discretion of CAI/CRC and must be received in writing. Prior to September 13, 2019 a 50% refund will be given. After September 13<sup>th</sup>, no refund will be available. In the event of a dispute arising under this contract, the exhibitor shall be liable for reasonable costs and attorneys' fees resulting from any attempt to negotiate, arbitrate, or litigate the dispute.

**RESTRICTIONS**

CRC/CAI reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason become objectionable, or otherwise detract from, or are out of keeping with the character of the exposition as a whole. CAI/CRC may stop

installation, or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from a design description given herein. In the event of such restriction or evictions, CAI/CRC is not liable for any refund of rental or other expenses. Advertising, displays, demonstrations, conferences, entertainment and convention registrations in the interests of business are not permitted, except by the firms which have rented space or are recognized sponsors for the Conference. Special helium balloons and/or tanks are not permitted in building.

**SAMPLES & SOUVENIRS**

Distribution of samples and souvenirs in a restrained fashion is permitted, provided there is no interference with other exhibits or aisle movement, and the samples and souvenirs pertain to, or contribute to the exhibits of Conference. CAI/CRC in its sole discretion may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.

**CARE OF PREMISES**

No part of any exhibit, or signs, or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface, even temporarily, the exhibit area premises or booth equipment or furnishings. Damage from failure to observe this cautionary notice is payable by the exhibitor.

**FIRE REGULATIONS**

Booth decorations and exhibit construction must conform to the fire regulations of the exhibit and the hotel. Combustible or other explosive flammable materials must be flame proofed. Packing containers, excelsior wrappings, and similar materials must be removed entirely from the exhibit area and may not be stored in the Conference areas.

**LIABILITY & INSURANCE**

CAI/CRC, its sponsors, co-sponsors and agents, assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be placed by the exhibitor. The exhibitor shall indemnify CAI/CRC, its agents, and its sponsors and their agents, against and hold harmless from, any complaints, suits or liabilities resulting from negligence in connection with the exhibitor's use of the exhibit space and participation in the trade show.

**SUITCASING POLICY**

CAI/CRC has a no-tolerance policy regarding "suitcasing", which describes the unauthorized practice of a non-exhibiting company's representative or an individual soliciting any amount or type of sales or business anywhere in the Expo facility including but not limited to on the tradeshow floor, in the aisles, hallways or in the lobbies, and/or representing any of his services or products, current or future, to facility or conference staff, attendees and/or participants. Distribution and/or display of literature, business cards, signs, or any other promotional items are restricted to the Exhibit Hall and Expo facility and may only be distributed by participating exhibiting companies and their authorized representatives. Unauthorized distribution of literature, business cards, signs, promotional items and the like is prohibited. Complaints about suitcasing are to be directed to the Chapter Expo Manager at the time of the perceived violation. The Expo Monitor Team and the Chapter Executive Director will determine if a violation has occurred in their sole discretion at the time. Violators will be directed to leave the Expo facility and will be escorted out by the Chapter Expo Manager. The Board of Directors reserves the right to implement additional measures to address the violation of above policy as deemed appropriate.

**INTERPRETATION & ENFORCEMENT**

These regulations become a part of the contract between the exhibitor and CAI/CRC. All matters in question, not covered by these regulations, are subject to the decision of CAI/CRC and its sponsors and all decisions so made shall be binding on all parties affected by them as by the original regulations. CAI/CRC shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control.

**SERVICE VEHICLES**

**NO** Company Service Vehicles are allowed to park in the front parking lot at Martin's West.