



The Apartment Association of Southern Colorado

2021 AASC Education Conference & Trade Show Exhibitor Contract
October 28, 2021 – Hotel Elegante: 2886 S Circle Dr., Colorado Springs, CO 80906

Company Name: _____ Phone #: _____

Type of Business (please be specific): _____

Contact Name: _____ E-Mail: _____

(This person will receive the exhibitor prospectus and all show information at the e-mail above)

I have read the AASC Conditions and Terms (page 2) and I/we agree that all in attendance representing the above company will abide by these terms.

Signature: _____ Date: _____

Booth Description:

A standard booth display includes a back drape 8' high and 3' side drape, a 6' skirted table, two chairs, wastebasket, and sign. (Booths #176 - #198 **do not** include pipe and drape)

(A) BOOTH/TABLE CHOICE:

1st Choice is #: _____ 3rd Choice is #: _____

2nd Choice is #: _____ 4th Choice is #: _____

(A) BOOTH TOTAL \$ _____

(B) OPTIONS:

_____ **Electric:** \$50

_____ **Internet:** \$50 *(Requires Unique Code)*

_____ **Bringing a vehicle into booth:** \$350

(Must also purchase enough booth space to fit vehicle)

_____ **Bringing a golf cart, ATV, or any**

other motorized vehicle into booth: \$75

(Must also purchase enough booth space to fit vehicle)

(B) OPTIONS TOTAL \$ _____

(C) LUNCH: \$40/PERSON

NO LUNCH TICKETS ARE INCLUDED WITH YOUR BOOTH

Lunch Attendees

Food Accommodations

(C) LUNCH TOTAL \$ _____

(D) NAME BADGES/BOOTH ATTENDEES:

Each booth receives four (4) complimentary name badges, each additional name badge is \$10/person.

NO ONE WILL BE ALLOWED ENTRY WITHOUT A NAME BADGE

FIRST NAME

LAST NAME

(D) NAME BADGE TOTAL \$ _____

TOTAL INVESTMENT:

(A) BOOTH TOTAL: _____

(B) OPTIONS TOTAL: _____

(C) LUNCH TOTAL: _____

(D) NAME BADGE TOTAL: _____

2021 TOTAL INVESTMENT: \$ _____

METHOD OF PAYMENT:

CHARGE \$50 DEPOSIT CHARGE FULL AMOUNT

Credit Card (circle one): VISA MASTERCARD AMEX

Card #: _____

Exp. Date: _____ CVN: _____

Authorized Signature: _____ Date: _____

MAIL OR E-MAIL THIS FORM TO:

Apartment Association of Southern Colorado, ATTN: April Allen
E: april@aschq.org P: 719.264.9195

BOOTHS WILL NOT BE HELD UNTIL A \$50 DEPOSIT IS MADE AND THIS CONTRACT IS RETURNED WITH AUTHORIZED SIGNATURES.

APARTMENT ASSOCIATION OF SOUTHERN COLORADO

2021 EDUCATION CONFERENCE & TRADE SHOW CONDITIONS AND TERMS

CONTRACT FOR SPACE

The Apartment Association of Southern Colorado (AASC) herein grants a revocable license to use the exhibit space assigned, subject to the terms and conditions set forth below. AASC makes no representation or warranties except as expressly set forth herein. Exhibitor agrees to abide by all pertinent City, State, & Federal Laws, ordinances, fire and safety codes and by all pertinent regulations for the exhibit hall as specified by AASC.

CONTRACT TO EXHIBIT

A) Companies and representatives of companies not assigned an exhibit space are prohibited from entering the trade show. Violators will be promptly removed from the hall.
B) Non-member companies may purchase an exhibit for the non-member price of \$600 in addition to the cost of the exhibit & are required to adhere to all conditions and terms herein.

PAYMENT

A) Exhibitors will pay a minimum \$50 deposit per booth and submit the exhibitor contract in full to hold an exhibit space. AASC is not responsible for holding an exhibit space until both items are submitted in entirety and is not responsible if the exhibitors preferred location is no longer available.
B) The exhibitor space should be paid **IN FULL** no later than September 30, 2021.
C) Payment for exhibit space does not include extra options such as electricity, internet, lunch tickets, or name badges - these options should be ordered and secured by the exhibitor.
D) Exhibitors with payments due will not be permitted to move into the exhibit hall and failure to meet payment deadlines as set forth in this agreement will constitute breach of contract. Payments by check must be received by AASC by the deadlines as contracted.
E) Exhibits reserved after September 30, 2021 must be paid in full at the time of reservation and cannot be cancelled at any time.

REFUNDS/CANCELATIONS

If for any reason an exhibitor chooses to cancel their contract, the following financial obligations apply: *(all cancellations must be received in writing)*

A) Cancellations made 60-90 days prior to the event; the exhibitor is responsible for 60% of the contracted amount.
B) Cancellations made 31-59 days prior to the event; the exhibitor is responsible for 80% of the contracted amount.
C) Cancellations made 30 days or less prior to the event, the exhibitor is responsible for 100% of the contracted amount.
D) AASC reserves the right to alter the date/location of the Trade Show, the number of attendees allowed and/or exhibit location based on CDC guidelines at the time of the event. Refunds will not be offered based on these changes.

SPACE ASSIGNMENT

A) AASC reserves the right to assign all space locations and to make such changes prior to, and/or during the show as deemed necessary.
B) AASC reserves the right to decline or prohibit any exhibit or part of any exhibit, exhibitor, exhibitor representative or proposed exhibit which, in AASC's opinion is not suitable to and in keeping with the character of the exposition. No subletting or assignment of space will be permitted. AASC reserves the right to modify the exhibit hall layout.

SERVICES PROVIDED

A) Each booth will come equipped with a 6' table, two chairs, and sign; not every booth comes with pipe and drape and the exhibitor should check with AASC for a guarantee on specific items provided.
B) Additional items can be ordered by the exhibitor through the rental company and information will be provided to the exhibitor prior to the show.
C) Shipping instructions will be included in the exhibitor prospectus provided before the show.
D) AASC will exercise all reasonable diligence in protecting property of exhibitors, but AASC will not be responsible for articles lost by fire, theft, or mysterious disappearance.

EXHIBITOR SET-UP

A) Set-up will be Wednesday, October 27 from 3pm – 5pm.
B) Exhibit must be set up, complete, and clean at least one hour prior to the opening of the trade show and should stay open during all hours of the trade show, unless exhibit is approved by AASC as a non-staffed exhibit. Exhibitor agrees to have personnel present during all published show hours.

TRADE SHOW HOURS

The trade show floor will open promptly at 8am on October 28, 2021 and will stay open until the giveaways have concluded at 4pm. AASC reserves the right to alter the hours of the show if deemed necessary.

EXHIBITOR TEAR DOWN

A) Exhibitors will not be allowed to begin tear-down until after the giveaways have concluded. Any exhibitor violating this rule will not be allowed to exhibit in the 2022 Trade Show. All exhibits must be removed by 5:30pm on April 8, 2020.
B) AASC and/or the exhibit hall have a lien upon any and all materials not removed from the exhibit hall within the time designation and have the right to remove and store such materials at the expense of the exhibitor.

EXHIBIT SPECIFICATIONS

A) Exhibits must be arranged so that they are completely within the contracted space. Prior written approval from AASC must be issued for any variations to the booth configuration.
B) No sign, display, or specially-built equipment will be permitted to extend above the official booth height which is 8' high. The exhibit, any part of the exhibit, or any exhibitor must not interfere with the aisles.
C) Merchandise and displays are subject to AASC approval. Exhibitor agrees to adhere to generally accepted standards of good taste and to maintain the dignity of the trade show. AASC reserves the right to demand alteration, restriction, or deletion of any exhibit which it deems not in compliance with the quality, dignity, safety and theme of the show or which may be deemed unsuitable or objectionable. This reservation applies to person, conduct, things noise, printed material, or anything that may be objectionable to the trade show.
D) Exhibitor agrees to provide AASC, upon request, a written description of the general exhibit content and agrees not to display products, represent services or display signs which are not approved by AASC.
E) Display vehicles, motorized vehicles, or transportation with gasoline must abide by the specific requirements set by AASC and are subject to an additional fee.
F) No live animals, reptiles, or birds will be allowed without the written approval of AASC.
G) The use of audiovisual equipment shall only be allowed with the written approval of AASC. No loudspeakers, phonographs, or megaphones that interfere with adjoining exhibits.

EXHIBITOR CONDUCT

A) Exhibitors may not enter the booths of other exhibitors without invitation. No exhibitor may call or invite a visitor out of one booth and into their own. Exhibitors must remain within their own exhibit space while distributing literature, product samples, or other materials. The aisles may not be used for any product/service distribution purposes. Proper business etiquette is required at all times. Harassment of fellow exhibitors/vendors/guests/staff will not be tolerated. Violators will be removed from the show and excluded from exhibiting in the future.
B) AASC reserves the right to stop or remove from the show any person(s) who are in violation of the conditions & terms set herein.
C) Advanced registration is required for all exhibitors. No one will be permitted in the exhibit hall, meeting rooms, or other areas of the show without a badge. Four (4) complimentary name badges are provided with each booth, after which they must be purchased for \$10 each.

LIABILITY

A) Exhibitor accepts total responsibility for his/her exhibit and its safety in relation to fire, robbery, accident or other destructive causes, and to injury to the public which might occur within the confines of the exhibitor's booth area or injury to exhibitor or his/her employees or agents while on the show grounds. Insurance the exhibitor requires to cover such contingencies can be placed at the exhibitor's own expense.
B) Exhibitor agrees to be fully responsible for the payment of any damage charges assessed by Hotel Eleganté and Conference Center and/or other exhibitor(s) for failure to observe the conditions & terms herein.

SHOW CANCELLATION

Should acts of God, strikes, pandemics, work stoppage, or any other cause not within the control of AASC make it impossible for the show to be held or the particular exhibit area to be occupied by the exhibitor, then AASC, its officers and employees are jointly released from any and all claims which may arise in consequences thereof. AASC shall determine and refund to exhibitor the appropriate funds for exhibit space. In no event, shall AASC be liable for loss of profits, business, or any other damage to exhibitor through cancellation for such causes. AASC reserves the right to reschedule and alter the show to accommodate local and state guidelines and are not responsible for refunding exhibitors if the show is still held.

FAILURE TO COMPLY

Should any exhibitor fail to comply with the terms and conditions herein and is expelled from the show, then all payments made to the time of breach shall be retained by AASC as liquidated damages & AASC has the right to reassign contracted space without further notice.

POWER TO INTERPRET

AASC shall have the full power in interpretation and enforcement of all terms and rules contained herein and such further rules and regulations as it shall consider necessary for the proper conduct and safety of the AASC trade show.

ATTORNEY FEES

If any proceeding or action shall be brought to recover any amount due under this agreement, or of or on account of any breach of or to enforce or interpret any of the terms, covenants or conditions of this agreement, the prevailing party shall be entitled to recover from the other party, as part of prevailing party's costs, reasonable attorney fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment rendered.

ISSUES NOT COVERED HEREIN

The parties agree that in the event any dispute, question or problem arises during the show (including set-up and move-out) which pertains to issues not specifically set forth in this agreement or in the show rules, then the AASC Trade Show Chairman, Board of Directors, or AASC staff shall rule upon any such matters or issues and any such rulings, when made, shall be binding upon both the exhibitor and AASC.



The Apartment Association of Southern Colorado

2021 AASC Education Conference & Trade Show Exhibitor

PAYMENT PLAN

****IF YOU ARE PAYING FOR YOUR BOOTH IN FULL, YOU MAY DISREGARD THIS PAGE****

DATE: _____ BOOTH # _____

COMPANY: _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

TOTAL INVESTMENT		\$	
DOWN PAYMENT:	\$ <i>(due upon sign-up, minimum \$50 deposit)</i>	REMAINING BALANCE:	\$

Payment Plans will only be created for those who enroll in automatic withdraws with consistent payment amounts. This form allows members to supply account information and select a payment date which gives AASC the information needed to process payments legally and accurately.

PAYMENT SCHEDULE	
<p>Monthly Charge: _____ (____ months)</p> <p>Starting Month: _____ - Ending Month: _____</p> <p><i>The payments above will be taken on the 1st of each month</i></p>	

By signing below, you are agreeing that you are an authorized representative of your company and in good standing with AASC. You authorize AASC to charge the card on the payment schedule above until the total investment is paid in full. If the total investment is not paid in full by September 30, 2021 you authorize AASC to charge the remaining balance to the card listed below.

_____ VISA _____ MASTERCARD _____ AMEX

Credit Card #: _____ Exp: _____ CVN: _____

Authorized Signature: _____ Date: _____