

ARIZONA MULTIHOUSING ASSOCIATION 2025 Trade Show Terms and Conditions

CONTRACT FOR SPACE

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

PAYMENT (US Funds Only):

- a) 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 the AMA by the balance due deadlines as noted in show material.
- b) Refunds will not be made if space is canceled or released for any reason, except provided in "Show Cancellation".

SPACE ASSIGNMENT

AMA reserves the right to assign all space locations and to make such changes prior to, and/or during show as management may deem necessary.

SERVICES PROVIDED

- a) 10'x 10' booth with back and side drapes, one draped 6' table, two chairs and a 7"x44" exhibitor identification sign.
- b) Additional furniture may be supplied by the exhibitor or ordered from the decorating contractor, at the exhibitor's expense. Electrical service is ordered through the designated contractor specified in the exhibitor service kit, at the exhibitor's expense.
- c) Shipping instructions will be included in the exhibitor service kit you will receive from the exhibit hall contractor.
- d) AMA will exercise all reasonable diligence in protecting property of exhibitors, but AMA will not be responsible for articles lost by fire, theft or mysterious disappearance.

EXHIBIT SPECIFICATIONS

- a) All exposed visible sides must be finished. Prior written approval from AMA must be issued for any variations to the booth configuration guidelines.
- b) Materials used in all parts of the exhibit construction such as wood, muslin, velvet, silkscreen or any other cloth decoration must stand a flameproof test as prescribed by the fire ordinance of the City of Phoenix. The Fire Marshal will examine all exhibits and test construction and decorative material prior to the opening of the exhibit. No combustible material such as crepe paper, tissue paper, cardboard or corrugated board or paper shall be used in, on or about the construction of any exhibit or part of any exhibit at any time. All packing containers, excelsior and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All materials and fluids that are flammable must be approved by the Fire Marshal prior to show day. Open flames, butane, gas, oxygen tanks, etc. are not permitted.
- c) Affixing signs, banners, etc. to any part of the Convention Center will not be permitted. Any damage to the exhibit hall property through carelessness of exhibitors or their employees or agents must be paid for by the exhibitor causing such damage.
- d) Merchandise and displays are subject to AMA approval. The exhibitor agrees to adhere to generally accepted standards of good taste and to maintain the dignity of the Trade Show. AMA reserves the right to demand the 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 as a whole.
- e) The exhibitor agrees to provide AMA, upon request, with a written description of the general exhibit content and agrees not to display products, represent services or display signs which are not approved by the AMA.
- f) Any display that uses soil, humus, or other landscaping type materials must have protective coating such as plastic or similar strength material to protect the floor.
- g) Display automobiles must comply with size specifications. a) Gas in the tank may not exceed a quarter of the tank's capacity. Gas caps must be locked or taped and battery must be disconnected while on display.
- h) No live animals, reptiles, birds or insects may be used in any display without AMA approval.
- i) The use of audiovisual equipment shall be allowed only with prior written approval of the AMA. No loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining exhibits will be permitted in the exhibition hall. Movies must be so located as to not interfere with other exhibitors or aisle space. The operation of projectors is subject to hall regulations.
- j) Signs, displays, pop-up banners, and/or tents may not be placed in a way that impedes an attendee's view into another booth or down an aisle. Banners may rise above the height of the booth (8') if placed against the back wall of the booth and does not extend more than 2 feet into the booth. No banners, flaps, sheets, or other material may be placed on the sides of the booth.

GENERAL GUIDELINES

- a) Sales are not permitted on the trade show floor. Orders may be taken for future delivery. Any exhibitor violating this rule will be barred from participation in this and future events. This will be strictly enforced.
- b) Companies and representatives of firms not assigned exhibit space are prohibited from entering the exhibition hall. Violators will be promptly removed from the hall.
- c) All contests or drawings sponsored by exhibitors shall be carried out independently of the AMA and the exhibitors will always make it clear to participants that such contests or drawings are not associated with AMA. The exhibitor will indemnify and hold harmless AMA from any liability, matter, cause, or thing arising out of any contest or drawing sponsored by such exhibitor.
- d) Alcohol may be served in your booth ONLY if ordered and served through the Phoenix Convention Center contact, Aventura.
- e) Distribution of samples and souvenirs is permitted provided: (1) there is no interference with adjoining exhibitors, (2) it is conducted in a dignified manner, (3) it does not present any health or safety risks and (4) all food and beverages distributed by the exhibitor must be purchased through the Convention Center food service contractor.
- f) Children under the age of 16 are not permitted in the exhibit area during set-up or tear-down times, or to attend the trade show on either day.
- g) Exhibitor agrees to abide by the non-smoking policy. There will be no smoking on the show floor or in other public areas inside the Phoenix Convention Center at any time.
- h) Exhibitor agrees not to sublet, reassign, or apportion space in any way. Two or more firms may not exhibit in the same 10'x10' space.

EXHIBITOR REGISTRATION

- a) Advanced registration is required for all exhibitors. No one will be permitted in the exhibit hall, meeting rooms or other meeting areas without an exhibitor wristband. Wristbands will be ready upon arrival at the exhibit hall or may be secured at the registration counter. All agents, temporary help and other authorized representatives must have a wristband. Anyone who permits an ineligible person to receive a wristband as an exhibitor will be barred from participation in this and future events. These Registration Terms and Conditions will be strictly enforced.

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 business distribution purpose. Proper business etiquette is required at all times. Harassment of fellow exhibitors/vendors/guests/staff will not be tolerated. Violations will be reported to the AMA staff for appropriate action up to and including expulsion from this and future shows.
- b) AMA reserves the right to stop or remove from the show any person or persons, including exhibitor personnel, who are in violation of the AMA Trade Show Terms and Conditions, or for the performance of any act or practice which, in the opinion of the AMA, is detrimental to the AMA Trade Show. Expelled exhibitors shall not be entitled to any proration or refund of monies paid.
- c) Exhibitor agrees to be fully responsible for the payment of any damage charges assessed by the Exhibit Hall and/or another exhibitor(s) for failure to observe the rules and regulations for exhibit construction and operation.

TRADE SHOW FLOOR HOURS

The Trade Show floor will be open on Friday, September 19, 2025, 11:30am – 4:00pm. Hours may be changed at any time at the discretion of the AMA.

Exhibitors may not schedule customer events during the trade show floor hours.

EXHIBITOR SET-UP

- a) Set-up will be Thursday, September 18, 2025. Exhibitors will be assigned a window during which they may use the loading dock. All exhibitors must enter through exhibit hall dock doors (rear of Convention Center) and register with the AMA Exhibitor Booth check-in counter prior to set-up.
- b) Loading dock will not be available on the day of the event, September 19, 2025. In the event that booth(s) space is not set up nor has the exhibitor checked in at the AMA Exhibitor Booth check-in counter by 10:30 a.m. on that day, AMA shall assume exhibitor does not intend to perform contract, and at its discretion may reassign or otherwise use the exhibit space.
- c) Exhibits must be set up, complete and clean at least one hour prior to the opening on show day and will be open during all published show hours, unless exhibit is approved by AMA as a non-staffed exhibit. **Exhibitor agrees to have personnel present during all published show hours.**

EXHIBITOR TEAR-DOWN AND MOVE OUT

- a) Exhibitors will not be allowed to begin tear-down and move out procedures until after the show closes at approximately 4:00 p.m., Friday, September 19, 2025. **Any Exhibitor violating this rule will be fined the equivalent of 50% of their booth cost.** All exhibits shall be removed by 6:00 p.m., Friday, September 19, 2025.
- b) If you are reading this, email mlanquette@azmultihousing.org with the word music in the subject line to be entered into a drawing for a gift card. Don't tell your friends; they should be reading this too!
- c) Move out is permitted through the dock doors or main doors. AMA and/or the exhibit hall will have a lien upon any and all materials not removed from the exhibit hall within time designated in show material and will have the right to remove and store such materials at the expense of exhibitor and to sell such materials as are unclaimed within thirty days with full payment of such expenses incurred for removal and storage.

LIABILITY

- a) Exhibitor accepts total responsibility for his/her exhibit and its safety in relation to fire, robbery, accident or other destructive cause, 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 which exhibitor may desire to cover such contingencies will be placed by the exhibitor at exhibitor's own expense.
- b) Exhibitor agrees to indemnify, defend and protect AMA against and hold AMA harmless from any and all claims, demands, suits, liability, damages, loss or costs of whatever kind or nature which might result from any action or failure to act of the exhibitor or any of his/her officers, agents, employees or other representatives, including but not limited to claims of damage or loss, harm or injury to the persons or property of the exhibitor or any of its officers, agents, employees or other representatives.

SHOW CANCELLATION

Should acts of God, strikes, work stoppage, or any other cause not within the control of AMA make it impossible for the show to be held or the particular exhibit area to be occupied by the exhibitor, then AMA, its officers and employees are jointly released from any and all claims which may arise in consequence thereof. AMA shall determine and refund to the exhibitor his proportionate share of applicable payments for exhibit space received in accord with accountable expenses incurred. In no event shall AMA be liable for loss of profits, business, or any other damage to exhibitor through cancellation for such causes.

FAILURE TO COMPLY

Should Exhibitor fail to comply in any material respect with the terms of this agreement, then all payments made to the time of breach shall be retained by AMA as liquidated damages, and AMA shall have the right to reassign contracted space without further notice or make such use of space as AMA deems to be in the best interests of AMA.

POWER TO INTERPRET

AMA shall have 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 AMA trade show.

ATTORNEYS 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's 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 during the set-up and the move-out) which pertains to issues not specifically set forth in this agreement or in the show rules, then the AMA Chairman, Officers of the Board, Director of Events or the President of the AMA shall rule upon any such matters or issues and any such rulings, when made, shall be binding upon both the exhibitor and AMA.

