

2019 Triangle Apartment Association Trade Show Exhibitor Information & Agreement

Please download, read carefully, complete electronically, save and email to:
tradeshow@triangleaptassn.org

Event: 2019 TAA Trade Show
Date: Wednesday, May 1, 2019
Time: 4:30 p.m. - 8:30 p.m.
Place: Jim Graham Building • North Carolina State Fairgrounds

Space: Booth Displays

- 10' X 10' with 8 Ft. High Back Drapes and 3 Ft. High Side Drapes (10' Deep x 10' Wide)
- Two (2) 10' X 10's side-by-side with 8 Ft. High Back Drapes and 3 Ft. High Side Drapes (available location - against a wall or in a vertical location) – 27 maximum 10' x 20' Booths available

Booth Pricing:	Early Bird Price if Full Payment Received By 2/28/19	Price with Full Payment Received By 4/22/19
• 10' X 10' Booth	\$750	\$800
• 10' X 10' Corner Booth	\$825	\$875
• 10' x 20' Booth	\$1,150	\$1,200
• 10' x 20' with a Corner Booth	\$1,225	\$1,275

Booths Include:

- Carpeting
- Professionally Draped
- One Sign with Company Name if registered by April 15, 2019
- One Six Foot Table (skirted) and Two Chairs per 10' X 10' Booth
- Three Company Employee Representatives* with 10' x 10' Booth
- Five Company Employee Representatives* with (2) 10' x 10' Booths side-by-side
- *Additional Working Company Employee Representatives: \$20 per representative if registered by March 29, 2019 / \$30 per representative if registered by April 22, 2019 / \$50 per representative if registered on-site as a Walk-in. Maximum attendance: five (5) company representatives for a 10' x 10' Booth and ten (10) company representatives for a 10' x 20' Booth. The included registrations must be received by April 22 or the applicable fees listed above will be charged.
- **Note: Additional chairs and tables may be ordered from Hollins Exposition Services. Also, electricity may be secured at the cost of \$40, per Exhibiting Company. **Please note electricity needs on page 3.**

Payment: TAA will invoice your company for payment of booth space. However, all booth spaces must be **PAID IN FULL** by Monday, April 22, 2019, or you will not be permitted to exhibit at the Trade Show – no exceptions. **To qualify for early bird pricing, full payment must be received by February 28, 2019.** In order to participate in the 2019 Trade Show, your company must be a member in good standing with 2019 TAA Associate dues paid in full.

Additional Booth Items: Should an exhibitor need additional booth equipment and/or services, it will be the responsibility of the exhibitor to contact Hollins Exposition Services directly. Payment for such additional goods and services shall be made directly to Hollins Exposition Services. **All Exhibitors will have access to an Exhibitor Packet (to include information on ordering additional booth equipment and/or services) from Hollins Exposition Services, on the TAA website.**

Character of Exhibits: TAA reserves the right to prohibit any exhibit, part of an exhibit or exhibit booth activity which in its opinion, is unsuitable or interferes with neighboring exhibitors. The playing of music during Trade Show hours is not permissible.

Care of Building and Equipment: Exhibitors or their agents shall not injure or deface the walls, floors, carpeting or ceilings of the building or parts of the booth piping, drapes or tables provided by the decorating company. When any damage appears, the exhibitor is liable to the Jim Graham Building of the North Carolina State Fairgrounds or to Hollins Exposition Services for damages.

Installation of Exhibits: Hollins Exposition Services will set up booths (piping and drapes) on Tuesday, April 30, 2019. Exhibitors may set up their own equipment in the booths from 8:00 a.m. until 3:30 p.m. on Wednesday, May 1, 2019. **All booth setups must be completed by 3:30 p.m. on May 1.**

Exhibitor Limitations: Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction which extends higher than 8' above the floor or more than 4' forward from back wall of the booth. **Booths may not extend over 8' high and 4' forward without prior approval from the Triangle Apartment Association.** Exhibits that exceed these dimensions will be limited to certain booth numbers. If any part of an exhibit is deemed to interfere with a neighboring exhibit, you may be asked to remove it. Exhibitors are not permitted to walk the Trade Show Floor during show hours.

Exhibit Layout and Assignment: Exhibits will be located in the Jim Graham Building on the North Carolina State Fairgrounds. The booth floor plan is updated online for download. Exhibitors will be assigned the booth of their choice on a first come, first served basis. Exhibitor Agreements will be accepted beginning January 10, 2019 at 10:00am, and will be time and date stamped. Exhibitors will be notified of their booth assignment by invoice.

Removal of Exhibits: Dismantling of exhibits from booths can begin immediately following the conclusion of the Trade Show, but not before 8:30 p.m. All exhibit equipment must be removed from the Exposition Center at the conclusion of the Trade Show. Cost of removal will be charged to the exhibitor. **Shipping arrangements are to be made in advance by the exhibitor.** All exhibits must be removed by 11:30 p.m. on May 1, 2019. If an exhibit is not removed at this time, the exhibitor will be responsible for any costs incurred.

Cancellation of Exhibit Space and Refunds: Cancellation of an exhibit space after March 29, 2019, will result in a cancellation charge of 50% of the booth fee which will be retained by TAA. After April 12, 2019, absolutely no refunds will be awarded for any cancellation and payment is due in full. All cancellations must be received in writing.

Liability: TAA, the Jim Graham Building/North Carolina State Fairgrounds and Hollins Exposition Services will not be responsible for the safety of exhibits from theft, fire, damage or other causes. The exhibitor assumes responsibility for injury or damages to persons or property resulting from any event originating from or occurring within the exhibit space assigned to the exhibitor.

Nature of Contractual Agreement: The provisions set out on the pages called "2019 TAA Trade Show Exhibitor Information & Agreement" shall be binding upon the exhibitors who make application and are assigned space.

**Please download the fillable PDF, complete electronically,
save and email to tradeshow@triangleptassn.org.**

Exhibitor Agreements will be accepted beginning January 10, 2019 at 10am and will be time/date stamped.

Booth assignments will be made in the order received – first come, first served.

Booth space cannot be confirmed without receipt of the completed signed agreement.

**Please provide a cell phone number in the event there are questions
or your preferred choices are not available.**

I have read, in total, the 2019 Triangle Apartment Association Trade Show Exhibitor Information & Agreement and hereby understand and agree to all terms and conditions contained within.

CONTACT NAME: _____
COMPANY NAME: _____
MAILING ADDRESS: _____
CITY _____ STATE _____ ZIP _____
OFFICE PHONE NUMBER: _____ CELL PHONE NUMBER: _____
CONTACT EMAIL: _____
EMAIL ADDRESS FOR INVOICE: _____
SIGNATURE: _____

ARE YOU THE PRIMARY REPRESENTATIVE IN CHARGE OF EXHIBIT ARRANGEMENTS? ____ Yes ____ No
(If not, please provide the contact's name, mailing address, email address and cell phone number.)

CONTACT NAME: _____
CONTACT MAILING ADDRESS: _____
CONTACT EMAIL ADDRESS: _____
CONTACT CELL PHONE NUMBER: _____

INDICATE FIRST, SECOND, THIRD and FOURTH CHOICE OF BOOTH LOCATION
IF A 10' X 20' BOOTH IS REQUESTED, LIST BOTH BOOTH NUMBERS TOGETHER, ON THE SAME LINE
INDICATE ELECTRICITY NEEDS

Booth(s) will be assigned on a first come, first served basis.

1. _____ Electricity Needed: Yes _____ (\$40 per Exhibitor)
2. _____ No _____
3. _____
4. _____

Note: TAA reserves the right to re-assign booths for the betterment of the Show.

EMAIL SIGNED EXHIBITOR AGREEMENT TO: tradeshow@triangleaptassn.org

Deadline to reserve and pay for space is April 22, 2019. If you have any questions, please contact Vicki Franciosi at tradeshow@triangleaptassn.org

FOR OFFICE USE ONLY:			
Booth(s)	_____	Date Recvd	_____
Booth Fee	_____	Electricity Fee	_____
Total Fee	_____	Invoice #	_____
Notes	_____		
