

Fuse 2017: APRO's National Convention & Trade Show Exhibitor Contract

Trade Show date: Wednesday, May 10, 9:30 a.m.–5 p.m.,

Exhibit Hall Set-Up: Monday, May 8, 3–8 p.m.; Tuesday, May 9, 8 a.m.–8 p.m.; and Wednesday, May 10, 7–9 a.m.

All exhibits must be completely ready by 9 a.m., Wednesday, May 10.

Trade Show location: Galveston Island Convention Center, 5600 Seawall Blvd., Galveston, Texas 77554, 409/941-1010, galvestoncvb.com

Trade Show accommodations: Option 1: San Luis Resort; Option 2: Hilton Galveston Island

EXHIBITOR INFORMATION: List information exactly how you want it to appear in all literature and promotional material for the APRO Convention, including your booth sign. Multiple booths purchased will all be listed under one company name. Subletting of booth space is strictly prohibited as noted in the exhibitor rules and regulations.

Company name _____

Company name for booth sign and literature, if different from above _____

Company address _____

City _____ State _____ Zip code _____

Phone (_____) _____ Fax (_____) _____

On-site contact person _____

E-mail (required) _____

Product or service to be exhibited _____

Send *Exhibitor Service Kit* to (if different from above) _____

Is your company a member of APRO? Yes No

EXHIBITOR BOOTHS: Booths in the exhibit hall are 10' x 10'. Costs are listed below. When full payment is received by January 31, 2017, a 10 percent discount may be taken. If full payment is not received by January 31, 2017, a discount cannot be taken. If you have not made your booth payment in full by March 1, 2017, your booth rate will increase.

	BEFORE MARCH 1, 2017		AFTER MARCH 1, 2017	
	APRO associate members	Non-members	APRO associate members	Non-members
Standard 10' x 10' booth	\$2,275	\$2,600	\$2,600	\$3,100
Second 10' x 10' booth	\$2,075	\$2,500	\$2,500	\$2,600
Third 10' x 10' booth	\$1,875	\$2,300	\$2,300	\$2,500
Fourth 10' x 10' booth	\$1,675	\$2,000	\$2,000	\$2,400
Additional 10' x 10' booths (after four)	\$1,475	\$1,800	\$1,800	\$2,300
Four-booth island	\$9,700	\$11,700	\$11,700	\$14,000
Six-booth island	14,500	\$17,100	\$17,100	\$21,000
Additional for corner booths	\$100	\$100	\$100	\$100

EXHIBITOR BADGES. Each exhibiting company will receive two complimentary full registrations for each booth space purchased. These full registrations include admission to all APRO events during the convention, including meal functions. Unused exhibitor full-registration badges are not transferable to any other company. In order to have pre-printed badges ready at the start of the convention, you must return the “badge information” form no later than March 31, 2017. You will receive this form prior to convention. If we do not receive this form from you, pre-printed badges will not be ready for your company upon registration and will be made on site.

BOOTH SELECTION: Please reserve space(s) indicated below in the Fuse 2017 National Convention & Trade Show. We understand the space(s) may already have been assigned and therefore have indicated our first, second, third and fourth choice. Fill in all four choices. Booth space will be assigned by “priority point” system until January 31, 2017. After that, space will be assigned on a first-come, first-served basis by the date the contract and payment were received.

First choice _____ Second choice _____ Third choice _____ Fourth choice _____

PAYMENT TERMS: Full booth payment is expected for the total rental charge of requested exhibit space. Contracts returned without full rental payment will not be accepted by APRO. We accept Visa, MasterCard and American Express.

Check enclosed | Charge to my: American Express MasterCard Visa


Card number _____ Date _____ Name on card _____

IMPORTANT. Please read and complete this contract. Fax or mail the entire contract by January 31, 2017—along with check or credit card information—to the fax number/address below. Upon acceptance and assignment of space, a signed, approved copy will be returned. Information on customs, furniture, electrical service, drayage, signs, etc., will be furnished in the *Exhibitor's Service Kit*, to be mailed 10 weeks before the show. All booths will be provided with standard side and back draping and company identification sign. **The exhibit hall is not carpeted.**

We have read, understand and agree to abide by the rules and regulations on the reverse side of this contract and by the conditions under which space at the Galveston Island Convention Center is leased to APRO. We understand this application becomes a contract when signed and returned by us along with full payment and accepted by APRO.

Authorized signature _____ Title _____ Date _____

RETURN PAYMENT AND ADDRESS ALL CORRESPONDENCE TO:

 1504 Robinhood Trail | Austin, Texas 78703
800/204-2776 | Fax 512/794-0097 | www.rtohq.org

RULES *and* REGULATIONS

FUSE 2017: APRO'S NATIONAL CONVENTION & TRADE SHOW, MAY 9–11, GALVESTON ISLAND CONVENTION CENTER, GALVESTON, TEXAS

DISPLAY ARRANGEMENT

All exhibits must conform to the size and space purchased by the exhibitor and must not be of such nature, height, or arrangement to obstruct the view of, or otherwise interfere with, the exhibits of others. Exhibit space is sold in 10' x 10' blocks. Booths are created by various combinations of those blocks. Booths have an 8-feet high draped background with 3-feet high dividers. Dividers may be removed when two or more connecting booths are purchased by one exhibitor.

For in-line/perimeter booth construction, exhibit and/or display, material may not exceed 4 feet in height in the front half of these booths.

BOOTH ASSIGNMENTS

Booth assignments will be based on the following priority point system: one [1] point for each APRO convention booth and one [1] point for each \$1,000 cash sponsorship contribution. Exhibitor priority point deadline is January 31, 2017. After this date, booths will be assigned on a first-come, first-served basis. If you are an associate member of APRO, your company will be awarded five [5] additional priority points for exhibiting at Fuse 2017.

INSTALLATION AND DISMANTLING

All exhibits must be set up and show-ready by 9 a.m., Wednesday, May 10. Any exhibit not set up by 9 a.m. will be reassigned, with no refund due to the original exhibitor. No display may be dismantled before show closing at 5 p.m., Wednesday, May 10. Early tear down will result in the loss of earned priority points. All exhibit material must be packed and ready for removal by 5 p.m., Thursday, May 11.

HOSPITALITY SUITES

Hospitality suites are available ONLY to exhibiting firms, APRO staff, APRO officers and/or APRO consultants of record. Hospitality suites by non-exhibitors are strictly forbidden. ANY ATTEMPT TO OPEN A HOSPITALITY SUITE AGAINST THE ABOVE STATED REQUIREMENTS WILL RESULT IN IMMEDIATE CLOSING OF THE SUITE BY ACTION OF BOTH THE ASSOCIATION AND THE HOTEL AND WILL RESULT IN THE CANCELLATION OF THAT PERSON'S OR THOSE PERSONS' MEMBERSHIP[S] IN APRO.

All exhibitor hospitality suites or events must be approved through the APRO office before arrangements can be made with the hotel. Hospitality suites and events should not conflict with exhibit hall hours, or APRO convention functions.

FLOOR SOLICITING

THERE WILL BE NO SOLICITING OR ORDER TAKING BY NON-EXHIBITORS. Only bona fide exhibitors will be permitted to conduct business at this meeting and professional trade exhibition. No exhibitor may permit any representative of any firm or company NOT exhibiting to solicit business or to take orders anywhere within the exhibit hall, including within the first aforementioned exhibitor's booth.

Sales and order taking by exhibiting firms ARE permitted and ARE ENCOURAGED. There will be no soliciting of business in the aisles of the exhibit hall or in any other area except within each company's designated booth. If an exhibitor is found to be soliciting business outside his or her designated booth, action will be taken by the association.

SOUND

The use of sound systems or equipment producing sound is a privilege. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. SOUND WILL BE MONITORED BY APRO STAFF DURING SHOW HOURS. If an exhibitor is asked to lower his sound volume by APRO staff, this must be attended to immediately and is to be kept that way. Violation of this regulation will be cause for automatic eviction from the exhibit floor.

ELIGIBLE EXHIBITS

APRO reserves the right to determine the eligibility of any company or product for inclusion in the exhibit hall.

REJECTED DISPLAYS

The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. APRO reserves the right to reject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of rejection. If an exhibit or exhibitor is rejected

for violation of these rules or for any other stated reason, no return of rental shall be made.

No objectionable materials/promotional characters will be allowed in any booth. Any models used by exhibitors must be cleared by APRO officials. Models may not hand out literature or promote the exhibitor's business any place except within the confines of the exhibitor's booth. Violation of this regulation will be cause for automatic eviction from the exhibit floor.

BOOTH PERSONNEL

Individuals working in each booth MUST be an employee of the exhibiting company. Any exceptions must be submitted to and approved by the APRO office. THERE ARE TO BE ONLY TWO [2] PEOPLE PER BOOTH SPACE WORKING AT ANY ONE TIME.

Two complimentary full registrations will be given to each company per booth purchased. These two complimentary registrations will include badges and admission to all functions, including meal functions.

FIRE AND SAFETY LAWS

Federal, state and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriter's rules. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Combustion engines cannot contain fuels, a locking gas cap must be installed and all batteries must be disconnected. No storing of product, literature, packing containers or materials behind back of drapes or under draped tables. In most cases, exhibitors may store a limited supply of literature or product within their booth area, so long as it doesn't impede access to utility services, create a safety problem or look unsightly.

SECURITY, INSURANCE AND LIABILITY

The Association of Progressive Rental Organizations will provide around-the-clock security from the start of exhibit setup through the end of the exhibit teardown. An additional duty of the security guards will be to assure that entry to the exhibit hall remains limited to bona fide convention attendees—official delegates, APRO staff, and representatives of exhibiting firms, and/or authorized guests—during scheduled exhibit hours by special arrangement with the APRO office. Entry will be by proper registration badge only.

Under no circumstances, however, does the Association of Progressive Rental Organizations, Ocean Center or the hired security company assume responsibility for the safety of exhibits, exhibitors, employees or representatives against any type of theft, robbery or damage from any cause. Should any exhibitor desire additional protection beyond the reasonable security efforts of the Association of Progressive Rental Organizations, APRO encourages the purchase of insurance and/or individual security services at the exhibitor's expense. It is agreed that exhibitors will indemnify and hold harmless the Association of Progressive Rental Organizations from all liability that might ensue from any cause whatsoever.

DEFACING OF BUILDING

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls or the standard booth equipment, or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.

SUBLETTING OF SPACE

No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any goods or service other than those manufacturers or jobbed by the exhibitor in the regular course of his or her business, except for special no-cost promotions which may be included as an exhibit attendance incentive. Multiple booths purchased will all be listed under ONE COMPANY NAME in all literature published by APRO and on the booth sign.

SALE OF BOOTH MERCHANDISE

No merchandise shall be sold and/or removed from the exhibit hall prior to the closing at 5 p.m., Wednesday, May 10. All exhibitor material must be removed from Galveston Island Convention Center by 5 p.m., Thursday, May 11. APRO will not be held responsible for exhibitor material after 5 p.m.

LABOR

Exhibitors must comply with union work rules where applicable. Union labor will be made available. Union work rules will be outlined in the exhibitor's service kit.

AISLES

All aisles are and will remain under the control of APRO. Rubbish may be placed in the aisle in front of individual booths at the close of the show each day. Waste baskets, ashtrays and other receptacles should be placed in the aisles for emptying and cleaning at that time also. These containers will be returned to the inside of the booth in front of which they are placed. Any special cleaning that you may need within your exhibit can be coordinated through Fern Expo representatives at their service desk.

SIGNS

APRO will provide one sign with the exhibitor's company name thereon. Multiple booths purchased will receive ONE SIGN with ONE COMPANY NAME listed. Any other sign will be at the exhibitor's expense, including any signs utilizing extra copy, trademarks or logos, special work such as show cards, banners and the like and by direct arrangement with Fern Expo Information concerning this service will be included in the exhibitor's service kit.

ATTENDANCE

APRO shall have sole control over attendance policies at all times.

EXHIBITORS SERVICE KIT

Detailed data, in the form of an Exhibitors Service Kit, will be emailed to each exhibitor in ample time for advance planning. The kit will contain information regarding shipment, labor, electrical services, rental items, exhibit hours, etc. Service order forms for all available services will be included and should be returned promptly.

EXHIBITOR FEES

Exhibit rates increase March 1, 2017. Payment must be made in full prior to March 25 in order to participate in the Fuse 2017 National Convention & Trade Show. If payment is not received prior to March 25, 2017, your company will not be listed in the *Show Guide*. Past-due APRO advertising accounts must be paid in full before exhibitors are allowed to participate.

CANCELLATION OF SPACE

If an exhibitor cancels his/her space at least 90 days [February 10, 2017] prior to the convention, he/she will be entitled to a 50 percent refund; after February 10, 2017, no refund will be given.

FAILURE TO HOLD EXHIBIT

In the event that the convention is not held for any reason beyond the control of APRO, APRO reserves the right to retain such part of exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred.

DISPUTES

Due to the time periods of the exhibition, the frequently crowded condition of the exhibit hall and the vital importance of avoiding any disruption in the orderly operation of the exhibition that might adversely affect other exhibitors, APRO reserves to itself the sole right to resolve any dispute or disagreement among exhibitors and APRO's decision shall be final.

PHOTOGRAPHY

It is against APRO's rules and regulations to photograph other exhibitors' product or display. Violation of this policy is grounds for removal from the exhibit hall.

PURPOSE

This convention is conducted for educational and information purposes, to disseminate knowledge and ideas within the industry, to encourage communication among all levels of the industry, to promote product innovation and quality standards.

AMENDMENT OF RULES

Any and all matters or questions not specifically covered by the preceding rules and regulations may be amended at any time by APRO and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

NO SMOKING IN THE EXHIBIT HALL