

# RTO World 2018: The National Rent-To-Own Convention and Trade Show Exhibitor Contract

**Trade Show date:** Wednesday, August 22, 10 a.m. - 5:30 p.m. & Thursday, August 23, 8 a.m. - 12:30 p.m.

**Exhibit Hall Set-Up:** Monday, August 20, 3 p.m. - 8 p.m.; Tuesday, August 21, 8 a.m. - 8 p.m.;  
and Wednesday, August 22, 8 - 9:30 a.m.

*All exhibits must be completely ready by 9:30 a.m., Wednesday, August 22.*

**Trade Show location:** America's Center Convention Complex – 701 Convention Plaza, St. Louis, MO 63101

**Trade Show accommodations:** Marriott St. Louis Grand

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**EXHIBITOR INFORMATION:** Please fill out the online Exhibitor Information Survey to provide current onsite contact information and company information exactly how you would like 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.

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**EXHIBITOR BADGES.** Each exhibiting company is entitled to two (2) complimentary FULL registrations for 10x10 booth, four (4) complimentary FULL registrations for a 10x20, 20x20, or 20x30 booth, or five (5) complimentary FULL registrations for a 30x30 or 30x40 booth. These full registrations include admission to all 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 register online no later than August 1, 2018. If you do not, pre-printed badges will not be ready for your company upon registration and will be made on site.

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**IMPORTANT.** Please read and complete this contract. Fax, mail, or scan and email the entire contract by June 15, 2018 to the fax number/address below. Information on customs, furniture, electrical service, drayage, signs, etc., will be furnished in the *Exhibitor's Service Kit*, to be distributed via email on June 1, 2018. All booths will be provided with standard side and back draping and company identification sign.

**The exhibit hall is not carpeted and booth carpet is not a requirement.**

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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 America Center Convention Complex is leased to APRO and TRIB Group. We understand this application becomes a contract when signed and returned by us along with full payment and accepted by APRO and TRIB Group.

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

**ADDRESS ALL CORRESPONDENCE TO:**



Mail: P.O. Box 4189, Cedar Park, Texas 78630  
Fax: (512) 794-0097 | Email: expo@rtohq.org

# RULES *and* REGULATIONS

**RTO World 2018: The National Rent-To-Own Convention and Trade, August 21–23, AMERICA CENTER CONVENTION COMPLEX, ST. LOUIS, MISSOURI**

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## 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-foot high draped background with 3-foot 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.

## INSTALLATION AND DISMANTLING

All exhibits must be set up and show-ready by 9:30 a.m., Wednesday, August 22. Any exhibit not set up by 9:30 a.m. will be reassigned, with no refund due to the original exhibitor. No display may be dismantled before show closing at 12:30 p.m., Thursday, August 23. Early tear down is strictly prohibited. All exhibit material must be packed and ready for removal by 8 p.m., Thursday, August 23.

## HOSPITALITY SUITES

Hospitality suites are available ONLY to exhibiting firms, RTO World staff. 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 RTO World office before arrangements can be made with the hotel. Hospitality suites and events should not conflict with exhibit hall hours, or RTO World 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 RTO WORLD STAFF DURING SHOW HOURS. If an exhibitor is asked to lower his sound volume by RTO World 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

RTO World 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. RTO World 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 RTO World 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 RTO World office. THERE ARE TO BE ONLY TWO [2] PEOPLE PER BOOTH SPACE WORKING AT ANY ONE TIME. Each exhibiting company is entitled to two (2) complimentary FULL registrations for 10x10 booth, four (4) complimentary FULL registrations for a 10x20, 20x20, or 20x30 booth, or five (5) complimentary FULL registrations for a 30x30 or 30x40 booth. These 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, RTO World staff, and representatives of exhibiting firms, and/or authorized guests—during scheduled exhibit hours by special arrangement with the RTO World office. Entry will be by proper registration badge only.

Under no circumstances, however, does the Association of Progressive Rental Organizations, The Rental Industry Buying Group, America 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 RTO World, they are encouraged to purchase 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 and The Rental Industry Buying Group 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 RTO World 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 12:30 p.m., Thursday, August 23. All exhibitor material must be removed from America Center Convention Complex by 8 p.m., Thursday, August 23. RTO World will not be held responsible for exhibitor material after 8 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 RTO World. Rubbish may be placed in the aisle in front of individual booths at the close of the show each day. Waste baskets 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 Shepherd representatives at their service desk.

## SIGNS

RTO World 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 Shepherd concerning this service will be included in the exhibitor's service kit.

## ATTENDANCE

RTO World 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, 2018. Payment must be made in full prior to August 1 in order to participate in the RTO World 2018 National Convention & Trade Show. If payment is not received prior to June 22, 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 60 days [June 22, 2018] prior to the convention, he/she will be entitled to a 50 percent refund; after June 22, 2018, 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 RTO World, RTO World 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, RTO World reserves to itself the sole right to resolve any dispute or disagreement among exhibitors and RTO World's decision shall be final.

## PHOTOGRAPHY

It is against RTO World'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 RTO World and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

## NO SMOKING IN THE EXHIBIT HALL