



RTO World 2023
The National Rent-To-Own Convention & Tradeshow
Hosted by APRO and TRIB Group

August 22-24, 2023 | San Antonio, Texas

VENDOR RESERVATION FORM & CONTRACT

NOTE: For a vendor to participate in RTO World 2023, they must meet one of these two criteria: 1) minimum sponsorship of \$7500 without exhibiting or 2) minimum 10x10 contracted booth space. *Bronze, Supporting, & Contributing level sponsors must exhibit at RTO World.*

VENDOR INFORMATION: Please fill out the following contact information and company information *exactly how you would like it to appear in all promotional material* for the RTO World Convention. 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 (one company per reservation) _____

Name (Primary Contact) _____

Address _____

City _____ **State** _____ **Zip** _____

Telephone _____ **Cell Phone** (Primary Contact) _____

Email Address (Primary Contact) _____

Company Website URL _____

Product or Service Offered _____

I have read, understand, and agree to abide by the rules and regulations below (PAGES 4 AND 5 OF THIS DOCUMENT) and abide by the conditions under which space at the Henry B. Gonzales Convention Center is leased to APRO and TRIB Group. We understand this application becomes a contract when signed and returned to APRO and TRIB Group.

Name _____ **Title** _____

Authorized signature _____ **Date** _____

VENDOR ATTENDEES. All vendor attendees must be affiliated with a participating vendor company (RTO World Exhibitor and/or Sponsor) to attend RTO World 2023. Each attendee of the vendor company must register as an Exhibitor/Sponsor attendee. A link to register vendor attendees online will be emailed to the primary contact for the vendor company. Each vendor company is entitled to complimentary FULL conference registrations based on their Exhibitor or Sponsor Level, as follows:

10x10 booth.....	two (2) complimentary registrations
10x20 or 10x30 booth.....	four (4) complimentary registrations
10x40 or 10x50 booth.....	five (5) complimentary registrations
20x20 or 20x30 booth	five (5) complimentary registrations
30x30 or 30x40 booth.....	six (6) complimentary registrations

Supporting or Contributing Sponsor.....	one (1) complimentary registration
Bronze Sponsor.....	two (2) complimentary registrations
Silver Sponsor.....	three (3) complimentary registrations
Gold Sponsor.....	four (4) complimentary registrations
Platinum Sponsor.....	five (5) complimentary registrations
Titanium Sponsor.....	six (6) complimentary registrations

Companies who are both Exhibitors and Sponsors will have the total sum of complimentary conference registrations based on their levels. Unused Exhibitor/Sponsor full conference registrations have no cash value and are not transferable to any other company.

Email completed form to EXPO@RTOWORLD.ORG or call (800) 204-2776 with questions.

APRO will invoice you separately once we receive the completed form.



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VENDOR MEMBERSHIP

All companies participating at RTO World 2023 must be an APRO Associate Member or TRIB Approved Vendor.

Please Check if your company is: ☐ TRIB Approved Vendor and/or ☐ APRO Associate Member

- A portion (3) of the TRIB Group PO vouchers can only be used with APRO Associate Members.
- You are encouraged to SUPPORT THE RENT TO OWN INDUSTRY by being an APRO Associate Member.

If you are not an APRO Associate Member, [CLICK HERE TO JOIN APRO](#) online today!

-or- check the box to be invoiced:

☐

APRO Associate Membership (new members only)

\$ 650

SPONSORSHIP RESERVATION

Choose Sponsorship Option	SPONSORSHIP (Click Here to view details in Sponsorship Brochure)	LEVEL	AMOUNT
<input type="checkbox"/>	The San Antonio Experience Party	Titanium	\$ 30,000
<input type="checkbox"/>	Hot Show Welcome Reception	Platinum	\$ 15,000
<input type="checkbox"/>	APRO Industry Awards Luncheon/Business Mtg.	Gold	\$ 12,500
<input type="checkbox"/>	RTO General Session Breakfast	Gold	\$10,000
<input type="checkbox"/>	RTO Education Sessions	Gold	\$ 10,000
<input type="checkbox"/>	Badge/Lanyard	Silver	\$ 7,500
<input type="checkbox"/>	RTO World Event App	Silver	\$ 7,500
<input type="checkbox"/>	Emerging Professional Networking Social	Bronze	\$ 5,000
<input type="checkbox"/>	Tradeshow Lunch in Exhibit Hall	Bronze	\$ 5,000
<input type="checkbox"/>	Tradeshow Snacks/Refreshments	Bronze	\$ 5,000
<input type="checkbox"/>	Continental Breakfast /Exhibit Hall	Supporting	\$ 2,500
<input type="checkbox"/>	Dealer Breakfast & Product Discussion	Supporting	\$ 2,500
<input type="checkbox"/>	Contributing Sponsorship	Contributing	\$1,000

Sponsorship Fee Invoice will be sent separately. Description of these opportunities available in the sponsor brochure.

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TRADESHOW HOURS

Wednesday, August 23, 10 AM-5:30 PM Thursday, August 24, 8:30 AM-12 Noon

Exhibit Hall Set Up: *(All exhibits must be completely ready by 8 AM on Wednesday, August 23)*

Monday, August 21, 3-8 PM Tuesday, August 22, 8 AM-10 PM Wednesday, August 23, 7-8 AM

Exhibit Hall Tear Down: Thursday, August 24, 12 Noon – 6 PM

Location: Henry B Gonzales Convention Center, 900 East Market St., San Antonio, TX 78205

EXHIBIT BOOTH RESERVATION

Choose Booth Size	BOOTH SIZE	EARLY PAY RATE By 04/30/23 ¹	REGULAR RATE 05/01/23 -07/16/23 ²	LATE PAY RATE Begins 07/17/23 ³
<input type="checkbox"/>	10x10	\$ 3,849	\$ 4,049	\$ 4,249
<input type="checkbox"/>	10x20	\$ 6,749	\$ 7,099	\$ 7,449
<input type="checkbox"/>	10x30	\$ 8,699	\$ 9,149	\$ 9,599
<input type="checkbox"/>	20x20	\$ 9,029	\$ 9,499	\$ 9,969
<input type="checkbox"/>	10x40	\$ 9,699	\$ 10,199	\$ 10,699
<input type="checkbox"/>	20x30	\$ 9,609	\$ 10,099	\$ 10,589
<input type="checkbox"/>	30x30	\$ 11,849	\$ 12,449	\$ 13,049
<input type="checkbox"/>	30x40	\$ 12,949	\$ 13,599	\$ 14,099
<input type="checkbox"/>	Booth Add-On	Product Showcase Display <i>(Available on a first come, first served basis. Must also purchase an exhibit booth above.)</i>		\$ 400

Exhibit Booth Fee Invoice will be sent separately. 1. Full payment must be received by **April 30, 2023**, to qualify for the early pay rate.
2. Beginning **May 1, 2023**, the regular rate applies. 3. Beginning **July 17, 2023**, the late pay rate applies. **All Booth fees must be paid in Full by August 8, 2023.**

Booth Assignments will be made in July. Please make notes of preferences concerning your booth location. Preferences will be considered during booth assignments but cannot be guaranteed. (EXAMPLE: near or not near a particular company)

Location Requests: _____

Please Choose One Complimentary Furniture Package:

All furniture packages include carpet, 8' high back drape, 3' side drape, wastebasket, and booth sign:

Option 1: ☐ 6' Draped Table w/ 2 Side Chairs

Option 3: ☐ No Furniture

Option 2: ☐ 36" Round Black Top Bistro Table w/ 2 stools

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RULES and REGULATIONS

These terms and conditions form the Exhibitor/ Sponsor Contract made between APRO and TRIB Group, Co-Hosts of the RTO World National Convention and Tradeshow (RTO World) and the Exhibitor and/or Sponsor (Exhibitor/Sponsor). Any Exhibitor/Sponsor who does not abide by the Exhibitor/Sponsor Contract may be subject to ejection from the conference and/or forfeit the right to participate in the next conference. No disruption of the conference or any Exhibitor/Sponsor's right to conduct business will be tolerated.

ELIGIBLE EXHIBITORS/SPONSORS

All exhibits and related demonstrations and presentations shall serve the interests of RTO World attendees. RTO World reserves the right to determine the eligibility of any company, product, or service for inclusion in the exhibition. RTO World reserves the right to remove or prohibit any exhibit in whole, in part, or any Exhibitor or representatives that in its opinion are not in keeping with the character and purpose of the tradeshow.

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 8 AM on Wednesday, August 23. Any exhibit not set up by 8 AM will be reassigned, with no refund due to the original exhibitor. No display may be dismantled before show closing at 12 PM on Thursday, August 24. Early tear down is strictly prohibited. All exhibit material must be packed and ready for removal by 6 PM on Thursday, August 24.

"ICW" MEETINGS & PROMOTIONS

All Exhibitor/Sponsor ICW (in conjunction with) meetings and promotions must be approved through the RTO World office before arrangements can be made. Events should not conflict with exhibit hall hours or RTO World convention functions and are available ONLY to exhibiting and/or sponsoring companies. RTO World Exhibitors/Sponsors must adhere to the ICW Policy if they plan to host any event involving RTO World Attendees that is outside the official RTO World Convention program. It is the responsibility of the exhibiting firm to request the ICW Policy from the RTO World Staff prior to making any arrangements.

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 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 RTO World staff.

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.

ATTENDANCE

RTO World shall always have sole control over attendance policies.

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.

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 10x10 BOOTH SPACE WORKING AT ANY ONE TIME. Please reference page 1 for the number of complimentary passes included per booth. These complimentary registrations include 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 does not impede access to utility services, create a safety problem or look unsightly.

SECURITY, INSURANCE AND LIABILITY

RTO World 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 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, Henry B. Gonzales Convention 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.

RULES and REGULATIONS (CONTINUED)

SUBLETTING OF SPACE

RTO World strictly prohibits the sharing or "co-opting" of exhibit space unless companies share the same parent company, or one company is the subsidiary of the other. Requests must be submitted to RTO World for approval prior to conference and proof is required. Contracted exhibitors/sponsors shall not assign, sublet, or share any space allocated to them nor advertise or display goods other than those manufactured or sold by them in the regular course of their business. Space assigned to the Exhibitor is for their exclusive use.

MARKETING - RTO WORLD LOGO

The RTO World logo may not be used by an exhibiting company on any promotional materials without obtaining permission from the RTO World team via email at communications@rtohq.org.

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 the General Service Contractor.

SIGNS

RTO World will provide one sign identifying the exhibitor's company name. 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 the General Service Contractor concerning this service will be included in the exhibitor's service kit.

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/SPONSOR FEES

Full payment is required when submitting the reservation contract to RTO World. Payment must be received by **April 30, 2023**, to qualify for the early rate. Late rates will apply for booth payments received on or after **July 16, 2023**. All booth reservation payments must be received by **August 8, 2023**, to participate in the RTO World Convention.

CANCELLATION OF SPACE

If exhibitor cancels space at least 60 days [June 23, 2023] prior to the convention, exhibitor is entitled to a 50 percent refund; after **June 23, 2023**, no refund will be given.

FAILURE TO HOLD EVENT

If 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.

EXHIBITOR/SPONSOR PRIMARY CONTACT

The Exhibitor/Sponsor will be responsible for designating an official authorized agent who will be the primary contact to work with RTO World show management. This person will oversee and understand all contract issues, including those relating to registration, payment and submitting assets for the virtual booth set-up. The Exhibitor/Sponsor Primary Contact shall be authorized to enter service contracts. This agent shall receive all official correspondence from RTO World and be responsible for communicating all information to appropriate individuals. Under no circumstances will RTO World be liable, either to the Exhibitor/Sponsor, or to any third party, for any failure of the Exhibitor/Sponsor Primary Contact to fulfill his, her or its obligations under this clause.

SUITCASING/OUTBOARDING

RTO World considers the practices of suitcasing and/or outboarding to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who attend shows as attendees but who then solicit business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up events/meetings separate from the event platform and encourage attendees to leave the show portal and spend time with them. For the good of the show and the exhibitors supporting the show, the only legitimate place to conduct business during show hours is within a contracted exhibit booth. All violations will be directed to the RTO World Committee for penalties and sanctions against the violating company. Exhibiting/Sponsoring companies are encouraged to protect their investment and report any violations immediately to RTO World show management.

CONSENT TO INTELLECTUAL PROPERTY

Exhibitor represents to RTO World and unconditionally guarantees that any elements of text, graphics, photos, design, copyrights, trademarks or other artwork furnished to RTO World or any recordings of music, videos, movie clips, or audio-visuals that Exhibitor may use in its booth are owned by the Exhibitor or that the Exhibitor has written permission from the rightful owner to use each of these elements, and will hold harmless, protect and defend RTO World from any claim, suit, loss, expense or cost arising from the use of such elements furnished by the Exhibitor, including reasonable attorney's fees.

INDEMNIFICATION

RTO World will not in any case, except in the case of RTO World's sole gross negligence, be liable to the Exhibitor/Sponsor for any injury, loss, or damage to Exhibitor's/Sponsor's business in any way related to arising out of the conference. Exhibitor/Sponsor agrees to defend, indemnify, and hold harmless RTO World to the same extent.

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

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