

ARMA EXPO 2018

ARMA International • 63rd Annual Conference and Expo
Anaheim Convention Center, October 22-23, 2018

Contract for Exhibit Space

Print or type all information. The 63rd Annual Conference & Expo Exhibitor Rules, Regulations, and Information are hereby made part and parcel of this Contract. Read the enclosed Exhibitor Rules carefully before completing this application. All Rules and Regulations on back of this form apply.

This completed Contract, when signed and returned by the exhibitor and accepted by ARMA International, shall be a binding agreement between the exhibitor and ARMA International.

ACCEPTANCE AS BINDING CONTRACT:

Company Name: _____

Contact: _____

Address: _____

City: _____ State/Province: _____

ZIP: _____ Telephone: (_____) _____

Fax: (_____) _____

E-mail: _____

Signature by Authorized Representative (required) _____ Date _____

By signature above, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract on behalf of named exhibitor.

ALL INVOICES SHOULD BE SENT TO (if different):

Name: _____

Address: _____

City: _____ State/Province: _____

ZIP: _____ Telephone: (_____) _____

Fax: (_____) _____

E-mail: _____

BOOTH SPACE REQUESTED:

Booth Assignment Space Request — Using the enclosed exhibit floor plan, indicate your first, second, third and fourth booth space requests:

Choice #1 _____ #2 _____ #3 _____ #4 _____

Booth Size: _____ x _____ Total # of Booths _____

Total Rental Fee Due: \$ _____

Please list what company(s) you would NOT want to be near:

Products to be exhibited:

EXHIBITOR LOGISTICS CONTACT:

Name and address (if different) of the individual who is to receive all future exhibitor correspondence, including service manual, from ARMA and its agents:

Name: _____

Company: _____

Address: _____

City: _____ State/Province: _____

ZIP: _____ Telephone: (_____) _____

Fax: (_____) _____

E-mail: _____

METHOD OF PAYMENT:

Charge : VISA MasterCard Discover American Express

Card Number _____ Exp. Date _____

Name of Cardholder _____

Card Holder's Signature _____

Total \$ _____ CVV _____

Check enclosed (payable to ARMA International) (U.S. funds only)

Check # _____ Purchase Order # _____

Total \$ _____

Mail all checks and a copy of signed contract to:

ARMA International ATTN:

Paula Banes

paula.banes@armaintl.org

11880 College Blvd., Suite 450

Overland Park, KS 66210

Retain a copy for your records.

FOR USE BY ARMA INTERNATIONAL

Booth Assigned _____ Booth Size# _____

Total Rental Fee _____ Date _____

Exhibit area rules and regulations

CANCELLATION POLICY — All cancellations received in writing prior to March 6, 2018, will be charged an administrative fee of \$500 per reserved 10' x 10' space. When exhibit space payments have been made in full, or in part, this administrative fee will be deducted from said payments prior to reimbursement of the remaining fees. When no payment is received prior to said cancellation and prior to March 6, 2018, the exhibitor will be billed for the \$500 administrative fee. Cancellations received in writing after March 6, 2018, but prior to April 17, 2018, will be charged 25% of the total exhibit space cost, regardless of whether a deposit has been made. Cancellations received in writing after April 17, 2018, but prior to July 10, 2018, will be charged 50% of the total exhibit space cost, regardless of whether a deposit has been made. After July 10, 2018, all cancellations will be charged 100% of the exhibit space cost, regardless of whether payment has been made toward the exhibit space.

CONTRACT FOR SPACE — This Contract for Space will be effective only upon its acceptance after it has been signed by exhibitor and delivered to ARMA International. A copy of this contract will be returned to you upon acceptance. In the event of fire, strikes or other circumstances beyond ARMA International's control, ARMA International shall have no liability to exhibitor or obligation to refund any portion of exhibitor's payment.

PAYMENT SCHEDULE — For exhibitors choosing two payments, fifty percent (50%) of the exhibit space rental fee is due no later than January 16, 2018, for contracts received on or before January 16, 2018. The balance of the rental fee is due and payable by March 6, 2018. Exhibit space contracts submitted to ARMA International after January 16, 2018, must be accompanied by the full payment of the exhibit space rental fee. Please make checks payable to ARMA International.

SPACE ASSIGNMENT — Assignments of space will follow the ARMA International Point Priority System through December 5, 2018. Following this date, all space will be contracted on a first-come, first-served basis based on the acceptance of contracts by ARMA International. ARMA reserves the right to assign alternate exhibit space as it deems appropriate. ARMA International reserves the right to bar the use of exhibits that will interfere with other exhibitors, interfere with attendees or others, or create any hazards.

SPACE DISCOUNT — Exhibit space contracts for current ARMA International exhibitors, accepted and paid in full on or before January 16, 2018 will qualify for the Early Bird Discount rate of \$32 per square foot for that space. ARMA International Industry Members, with an active membership at time of contract, qualify for a rate of \$32/per sq. ft.

SPACE RENTAL — All linear booths are 10' x 10' unless otherwise indicated. All booths will be constructed with an 8-foot-high back drape and 3-foot-high side rails. Each booth includes (a) a standard booth sign, 7" x 44", with name of the exhibitor and one education sessions pass to be used by booth personnel only. All expenses, including, without limitation, electrical and telephone requirements, carpeting, or exhibit installation and dismantling costs, will be the sole responsibility of the exhibitor. All exhibits must have floor covering.

EXPOSITION BOOTH PACKAGES/PRICING FEES — (All linear booths are 10' x 10' unless otherwise noted.)

Early Bird Rate — A special discount rate of thirty-two dollars (\$32.00) per square foot includes:

- \$32/per sq. ft. = \$3,200
- 10' x 10' booth
- 1 standard sign
- 1 pass to education sessions per 10' x 10' booth
- Early Bird Rate ends January 16, 2018
- Industry Member Rate – no deadline

Intermittent/Previous Exhibitor Rate* — A special discount rate of thirty-six dollars (\$36.00) per square foot includes:

- \$36/per sq. ft. = \$3,600
- 10' x 10' booth
- 1 standard sign
- 1 pass to education sessions per 10' x 10' booth

Regular Rate — A rate of thirty-eight dollars (\$38.00) per square foot includes:

- \$38/per sq. ft. = \$3,800
- 10' x 10' booth
- 1 standard sign
- 1 pass to education sessions per 10' x 10' booth

**A company who has contracted and exhibited within the previous three years.*

INSTALLATION AND DISMANTLING OF EXHIBITS — Installation of exhibits may occur from 8:00 a.m. – 5:00 p.m., Saturday, October 20, 2018 and Sunday, October 21, 2018. All exhibits must remain erect until the close of show on Tuesday, October 23, 2018. Any exhibitors tearing down prior to show closing will be assessed a penalty of 75 points from point priority preference, adversely affecting your company's ability to select booth space for future conferences.

INSPECTION OF EXHIBITS — All exhibits must be ready for inspection by the ARMA International staff on Sunday, October 21, 2018 at 7:00 p.m.

FAILURE TO OCCUPY SPACE — Any space not occupied by Sunday, October 21, 2018 at 4:00 p.m. shall be deemed forfeited by exhibitor and no refund shall be paid. ARMA may reassign such space, at its discretion, without any obligation to exhibitor. In the event that exhibitor has not paid in full, a bill will be sent to the exhibitor for payment upon receipt, regardless of exhibitor's failure to occupy the exhibit space.

OFFICIAL GENERAL SERVICES CONTRACTOR AND SHIPPING AND STORAGE — ARMA International has contracted with a general services contractor to provide all decorating, shipping, freight storage, material handling and labor services for the Annual Exposition. Service order forms will be provided in the Exhibitor Service Manual.

EXHIBITOR APPOINTED CONTRACTORS — In the event an exhibitor of the Event ("Exhibitor") hires what is commonly referred to as an Exhibitor Appointed Contractor ("E.A.C."), General Services Contractor, Hargrove Inc., is to be notified in writing a minimum of fifteen (15) days prior to the first day of the commencement of such appointment, in addition to providing a certificate of insurance evidencing that the E.A.C. has in place the minimum liability insurance coverage of \$1,000,000 naming Hargrove as an additional insured. ARMA International authorizes Hargrove to enforce these requirements and to prohibit any E.A.C. from working at the Event should these requirements not be met by the E.A.C. and the Exhibitor.

LIABILITY — Exhibitor agrees to indemnify and hold harmless ARMA International, its officers, directors, members, employees, managers, agents, independent contractors, subsidiaries, affiliates, and all individuals and organizations performing services for them in connection with the Annual Exposition harmless for all claims, losses or damages, injuries, liabilities, judgments, or settlements, including reasonable attorney fees, costs and other expenses, any or all of them incurred on account of actions, negligent or otherwise of the exhibitor or its employees or agents. Exhibitor agrees to indemnify and reimburse ARMA International for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for ARMA International to engage legal counsel or a collection agency to collect monies due ARMA International as a result of exhibitors failure to pay any funds due ARMA International or to comply with the terms of this contract. Exhibitor also releases ARMA International from liability for any expenses incurred or other damage suffered by exhibitor if the Annual Exposition is cancelled because of a strike, riot, act of God, or any other cause beyond ARMA International. Furthermore, Exhibitor agrees to defend, indemnify and hold harmless the Anaheim Convention Center and their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Anaheim Convention Center or any part thereof.

INSURANCE — Exhibitor shall procure and maintain throughout the term of this contract, the following insurance: Worker's Compensation in full compliance with all laws covering the exhibitor's employees, Employers' Liability Insurance in minimum limits of \$1,000,000, Commercial General Liability Insurance (minimum limit of at least \$1,000,000) including personal property insurance. Exhibitor must adhere to all said insurance requirements and those further outlined in the Exhibitor Service Kit. Exhibitor will be required to furnish to a Certificate of Insurance evidencing the above stated coverage to ARMA International. All property of exhibitor is understood to remain under its custody and control in transit to, within and in transit from the exhibit hall.

ADMISSION — ARMA International shall have the sole discretion over all admission policies at all times. Exhibiting company personnel will be provided with badging for non-show hour access. Badges must be worn at all times. Badge swapping is strictly prohibited. Non-exhibiting suppliers or vendors of goods and services are welcome to peruse the show floor with proper badges during expo hours.

SOUND — Public address systems, sound producing or amplifying devices that project sound beyond the exhibitor's space, or excessive operating noise that distracts neighboring exhibits are expressly prohibited. ARMA International reserves the right to restrict exhibits that, because of noise or any other reason, may detract from the general character of the exposition.

POSITIONING OF EQUIPMENT WITH RELATIONS TO AISLES — Exhibitor must display its exhibits so as not to obstruct the general view or to hide other exhibitors.

ADDITIONAL RULES AND REGULATIONS — Exhibitor agrees to comply with all rules and regulations of the convention facility and all additional rules and regulations of ARMA International, including, without limitation, those contained in ARMA International's Service Manual.