

Florida Redevelopment Association

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • FAX (850) 222-3806 • www.redevelopment.net

2011 Annual Conference October 19-21, 2011 • The Hilton Orlando Exhibitor Agreement

PLEASE PRINT OR TYPE

Company/Organization: _____
(Please print **exactly** as name should appear in program and on signage.)

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ FAX _____

E-mail Address _____ @ _____
(All additional information will be e-mailed to this address.)

For the Conference Program, please indicate the products or services you will display (10 word maximum).

Please indicate the names of competitors. We will try to recognize this in booth placement, but we cannot make any guarantees. _____

Booth Assignment: Booths will be assigned at the sole discretion of show management and will be based on the date of request and full payment, with priority given to regular exhibitors and contributing sponsors. With reference to the enclosed floor-plan, indicate your booth preference:

1st Choice	_____
2nd Choice	_____
3rd Choice	_____
4th Choice	_____

Booth Fee: \$1,000
Number of Booths Requested: _____ * Add \$50 to fee if postmarked after **August 19, 2011**.

On-Site Representatives: Booth fees include name badges for up to 2 **representatives**. Please complete and return the enclosed Name Badge Order Form to order your badges. FRA must be notified by **September 23, 2011** of all name changes or additions to ensure availability of badges.

Acknowledgement: I have enclosed payment and have read, and am familiar with, all **Rules and Regulations** regarding the Florida Redevelopment Association's 2011 Annual Conference as enclosed.

Authorized Signature _____ Date _____

Amount Enclosed: \$ _____ **Method of Payment:** Check (payable to **Florida Redevelopment Association**)
 Visa MasterCard

Card # _____ Exp. Date ___/___/___ Cardholder's Phone _____

Cardholder's Name _____ Cardholder's Signature _____

Billing Address: _____

For FRA Use Only: Amount Paid \$ _____ Check # _____ Date _____ Confirmation Mailed: _____ Booth # _____ Initialed: _____

RULES AND REGULATIONS

1. Contract

The following rules and regulations become binding upon acceptance of this contract between the applicant and his employees, and the Florida Redevelopment Association (FRA), the event sponsor.

2. Space Assignment

Booth locations will be assigned at the sole discretion of show management and will be based on the date of request, with priority given to regular exhibitors and contributing sponsors.

3. Booth Package Description

Booth packages include 1 8'x 10' carpeted pipe-and-drape booth, 1 6' draped table, 2 chairs, 1 wastebasket, 1 7"x 44" company identification sign, 2 representative badges, 1 copy of the FRA Membership Directory and the Statewide Public Capitol Improvement Projects List. Total individual exhibit floor space is limited to 8'x 10' unless requested and approved in writing. No walls, partitions, signs or decorations may be erected which will interfere with the general view "down the aisle", or with other exhibits. Additional booth requirements may be requested by the exhibitor from the decorating service provider. The exhibitor is solely responsible for all costs incurred.

4. Show Move-In & Move-Out

Move-In

Tuesday - October 18, 2011 4:00 p.m. - 6:00 p.m.

Wednesday - October 19, 2011 7:30 a.m. - 10:00 a.m.

Move-Out

Thursday - October 20, 2011 11:30 a.m. until.....

NOTE: No exhibitor will be allowed to break down their booth until the close of the show at 11 a.m. on Thursday, October 20, 2011. Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FRA conferences. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and to FRA delegates.

5. Exhibit Hours (Tentative)

Wednesday - October 19, 2011 1:30 p.m. - 7:00 p.m.

Thursday - October 20, 2011 8:00 a.m. - 11:30 a.m.

NOTE: These hours have been developed to coincide with registrants' break times to help ensure traffic flow. In addition, refreshment breaks held during exhibit hours and Wednesday's reception will take place in the exhibit hall.

6. Unoccupied Space

FRA reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space.

7. Payments & Refunds

The total amount for exhibit space is due upon the reserving of space and signing of the contract. In the event an exhibitor finds it impossible to attend the conference, a letter received at the FRA office to that effect by 5:00 p.m. Friday, August 12, 2011 would authorize a refund of the exhibit fee. No refunds will be made after 5:00 p.m. Friday, August 12, 2011. Sponsorship money is non-refundable.

8. Food Service

FRA reserves the right to provide food and beverage service during certain hours in the exhibit area. No free samples of food, beverage or any product may be given away or otherwise distributed by any exhibitor without prior written approval of FRA.

9. Noisy & Obnoxious Equipment

The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted.

10. Security & Liability

FRA will not provide security services. Providing security for exhibits, exhibitor property and for exhibitors themselves, as well as for their employees, agents, representatives and guests, shall be the sole responsibility of the exhibitor and of the exhibitor only. The exhibitor agrees to hold FRA, the hotel and the show decorator harmless and to indemnify FRA, the hotel and the show decorator against claims or liability arising out of the actions, fault or negligence of the exhibitor, its agents or employees, prior to, during and after the exposition. FRA, the hotel and the show decorator shall not be responsible for any loss, damage or injury that may happen to the exhibitor or the exhibitor's agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence FRA, the hotel or the show decorator) prior to, during or subsequent to the exposition period. The exhibitor hereby releases FRA, the hotel and the show decorator from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

11. Damage to Property

The exhibitor, its agents, guests or patrons shall not injure, mar nor in any manner deface the hotel premises or equipment therein, and shall not cause or permit anything to be done whereby the hotel or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks or screws into any part of the hotel, and will not make nor allow to be made, any alterations of any kind therein. Should any of the hotel's equipment used by the exhibitor in the conduct or operation of the exposition be damaged, lost or stolen, the exhibitor will promptly pay for the equipment by cash or certified check.

12. Signs & Posters

The exhibitor agrees that it will not post or exhibit signs, advertisements, posters or cards of any description inside, in front of or on any part of the hotel without written consent.

13. Public Policy

All companies or individuals exhibiting at the annual conference are participating at the exclusive discretion of FRA and must abide by all local codes, rules, regulations and ordinances, including fire regulations, and must abide by the directions and instructions presented by official FRA, hotel and show decorator personnel. The exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's booth.

14. Eligible Exhibits & Restrictions

FRA reserves the right to accept or reject without reason any exhibit agreement received. FRA also reserves the right of exhibit space reassignment.

15. Exhibit Floor Access

FRA reserves the right to limit access to the exhibit floor to anyone during times the show is not officially open.

16. Use of Booth Space

Exhibitors shall reflect their company's highest standards of professionalism while maintaining their booths during show hours. No exhibitor shall assign, sublet or share booth space without the permission of FRA.

17. Exhibition Sales Policy

No firm or organization is permitted to engage in direct sales activities within the exhibit area without the expressed written approval of FRA