



Florida Auctioneers Association 2019 Annual Fall Conference

October 27-28, 2019

Hilton Orlando/Altamonte Springs
350 Northlake Blvd
Altamonte Springs, FL 32701-5297



Vendor/Exhibitor Contract

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

EXHIBITOR BADGE REQUEST (a maximum of two complimentary badges per booth purchase)

Representative 1 _____ Representative 2 _____

PAYMENT OF EXHIBIT SPACE

Booth space is \$250 per booth (includes 1 covered table, 2 chairs, trash can, and two tickets to Monday Lunch)

.....spaces _____ x \$250 = \$ _____

Note: Please note that electrical outlets are limited so please indicate if you need electric for your booth. Please bring your own extension cord(s), as these will not be provided.

LAYOUT BASICS Each booth area contains one covered table and two chairs with a trash can. If your display carries from this standard, please describe what is needed as space may be limited: _____

**Vendors with a sponsorship of \$500 and above receive 1 complimentary booth, Vendors with a sponsorship of \$,1000 and above receive 1 complimentary booth and 2 meal tickets for Dinner Sunday & Lunch Monday.*

REGISTRATION AND ROOM RESERVATIONS A block of rooms at the Hilton Orlando/Altamonte Springs, Florida are available for a special rate of \$119/night. Reservation deadline is Oct. 12, specify Florida Auctioneers Association room block. Booth fees and event tickets may be paid with a single check/payment. Hotel and conference registration links are available on the FAA website. We encourage your participation as time allows.

SOCIAL EVENTS TICKETS:

President's Reception/Dinner (Sunday)\$100.00 x # of persons _____ = \$ _____

Hall of Fame, Auctioneer Championship and Fun Auction

Marketing Awards Luncheon (Monday) \$50.00 x # of persons _____ = \$ _____

TOTAL COST (booth rental and event tickets)... = \$ _____

Payment Information: () Enclosed a check () Email Invoice payable online via credit card, debit card or bank transfer

By signing this Vendor Contract, I am agreeing to all conditions of the FAA Exhibitor Terms and Agreement.

Signature: _____ Date: _____

COMPLETE AND RETURN FORM

floridaauctioneers@gmail.com

By Mail: PO Box 1088 Chiefland, FL 32644

QUESTIONS?

Angela Johnson, FAA
(813+815+1FAA(1322))

Exhibitor Agrees:

Upon Execution of this contract Exhibitor to pay the total cost of booth space. No space allocations will be made, nor will this contract be processed until payment is made for debts and obligations to the FAA that are in excess of 45 days due and owing. FAA reserves the right to offset any debt 45 days past due with payments received under this contract, and in the event such exhibitor fails to submit payment for such past due indebtedness and its proportional payment due and owing pertaining to the exhibit contract, FAA reserves the right to prohibit the exhibitor from participating in the FAA Annual Conference and if monies due are not fully paid in addition to the above referenced indebtedness 30 days prior to the opening of the conference, the Association may, at its option, terminate and reassign this space to another exhibitor.

That the terms and conditions are hereby incorporated in and made a part of this contract, and shall be binding on the parties hereto.

As always, the FAA makes every attempt to increase traffic to your booth. Even if you are in an exhibitor room, please be sure to secure your items and take any valuables with you when you are not at your booth.

By Exhibiting at the FAA Annual conference, you agree to hold harmless the Florida Auctioneers Association and hotel from any and all damages or destruction, including theft or mysterious disappearance to any and all equipment owned and/or leased by your group.

That FAA will have the right to make all space assignments in accordance with a first-come first-served rule. FAA reserves the right to shift space assignment after the contract has been signed if it is necessary.

The FAA will have the right of interpretation and approval of all matter pertaining to the contract, rules and regulations.

That NO Exhibitor shall reassign, sublet or share the whole or any part of exhibit space allotted to the contracting firm without the express written consent of the FAA.

That space will be considered cancelled by exhibitor upon the date that written notice of cancellation is received by FAA and refunds for cancelled space will be given as follows:

- If space is canceled before Sept. 15, FAA will refund 100% of the space less a \$25.00 processing fee.
- If space is canceled before September 30, FAA will refund 50% of the space cost less a \$25.00 processing fee.
- If space is canceled on October 1 or after, the FAA will retain 100% of the space cost. **No refunds after October 1.**

In the event the show is cancelled because of reasons beyond the control of the FAA, space fees already made will be returned to exhibitors on a pro rata basis, after all related Show expenses incurred by the FAA, through the date of cancellation, have been met and such refund shall be accepted by exhibitor in full settlement of all loss of damage suffered by exhibitor.

If, by reason of fire, hurricane, earthquake, or another cause or condition beyond the control of the FAA, convention center becomes unavailable, exhibitor hereby authorizes FAA to assign to exhibitor, in lieu of the space described herein, such space, regardless of size of location, in such other buildings as FAA may be able to procure of the holding of such exhibition, regardless of the location thereof. Exhibitor shall use and occupy such substituted space at the same rent and under the same terms and conditions as are set forth in this contract, and FAA shall not be liable to the Exhibitor for any loss or damage suffered by exhibitor by reason of such unavoidable postponement and relocation of the Exhibitors.

Exhibit Installation and Dismantling:

Booth Setup/Breakdown:

Set Up: Sunday, Oct. 27 8:00AM-12:00 PM
Exhibit Hours: Sunday, Oct. 27 12:00 FM-5:00 PM
Exhibit Hours: Monday, Oct.28 8:00 AM-2:00 PM
Teardown: Monday, Oct.28 2:00 PM-5:00 PM

Standard Booth Equipment Provided:

Included in the price of each booth will be a 6 or 8 foot covered table & two chairs and access to electricity. Exhibitor must provide their own electrical cords. Any additional requirements are the responsibility of the exhibitor. All other furnishings will be provided by the exhibitor at his/her own expense and responsibility. The Conference Center also has services and rentals available if needed. Contact the FAA for more info. Questions regarding rules and regulations of FAA exhibit policies should be directed to the FAA.

PACKAGES

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the conference center. The following instructions should be followed to ensure proper handling of your meeting materials. Each item should be clearly marked with the following:

- Florida Auctioneers Association Winter Conference
- Hold for arrival 00/00/00
- Name of your Business and on-site contact
- c/o Hilton Orlando/Altamonte Springs

350 Northlake Blvd
Altamonte Springs FL 32701-5297

Packages may be sent for delivery up to three days prior to your scheduled event. Please advise your Convention Services Manager of any special arrangements or requirements concerning your materials. The Hotel cannot be responsible for perishable items, damage or loss of any items left prior to or following any function or accepts no responsibility for goods shipped to prior to scheduled functions or left after a function is completed. A labor charge will be assessed if assistance is required for unloading vehicles and/or moving items to storage areas. Should your needs exceed five boxes a drayage company may be required. Please contact the Hotel directly for package handling fees for incoming and outgoing packages.

• SIGNAGE

Organizational signage to be used in Hotel public areas must be professionally printed and approved by the Convention Services Department. All signage not authorized by the Hotel will be removed. Nothing should be posted, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional stickers or labels is not allowed. Should this occur without the Hotel's authorization and any damage occur, the cost of repair and/or replacement will be billed to the Group.

Hanging of banners can be coordinated through the in house audio visual company Encore Event Technologies with advance notice. Fees start at \$65 and vary depending on size of banner and location for handling.

Space Regulations:

All demonstrations, advertising and promotional activities of any exhibitor must be confined to the limits of the assigned exhibit space. No outside demonstrations, meetings, product, exhibits, displays or group product discussions may be conducted anywhere without the express written consent of the FAA. The distribution of magazines, newspapers and other literature outside the exhibitor's space is prohibited.

Annoyance: Exhibitors will take every reasonable precaution to minimize the noise of operating exhibits. In the event that any other exhibitor objects or protests to the noise level, the FAA shall reserve the right to require the exhibitor to cease operation of the exhibit or take measures to reduce the noise level. Exhibitors are prohibited from using objectionable amplify or special lighting equipment. FAA also reserves the right to require exhibitors (at exhibitors expense) to change, alter, modify or remove all or part of its exhibit due to any objectionable odors emanating from the display booth.

Floor Safety: FAA reserves the right to stop any product demonstration on the show floor which is determined by the FAA to be a hazard or not consistent with the rules and regulations of the FAA exhibit policies or disrupt the show. Photography, video production and/or graphic reproduction of other exhibitors' booths and products displayed therein is strictly prohibited. Serving of alcoholic beverages, beverages of any kind or food from exhibitors' booths is prohibited, unless approved by the FAA. All exhibits are centrally located and surrounded by the convention activities. Exhibit locations will be assigned by the FAA and may not be rearranged by the exhibitor.

Care of Buildings & Equipment: Exhibitors are cautioned that they are directly responsible for any damage to the convention center. Nothing may be affixed to any wall, ceiling or floor with express written permission from the convention center. Any damage to floors caused by leaking equipment will be the direct responsibility of the exhibitor. Skids must be used on all pieces of heavy equipment not on wheels. Bolts, fasteners or other objects on skids must be countersunk to avoid damage to the floor.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the hotel, its owners or manager which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damage 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 with arise from or out of exhibitor's occupancy and/or use of the exhibition premises, the hotel or any part thereof. The exhibitor understands that the hotel and the FAA do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such insurance.

Liability: The exhibitor agrees to make no claim against the Florida Auctioneers Association (FAA), its members, any related companies, its agents or employees for any injury to any exhibitors, his employees, agents or property or for any loss by fire, water, theft, damage, delay, mechanical failure, labor trouble or any cause whatsoever while exhibitors and merchandise are in transit, or within the exhibit hall, nor for any damage to his business, for failure to provide space in the exhibit hall, nor for any action of the Association, its members, or agents for failure to hold the show as scheduled. The Florida Auctioneers Association reserves the right to restrict, close and remove the exhibits which because of noise, method of operation, uncooperative personnel, discord in advertising or for any other reason becomes objectionable to the overall conduct, success and high standards established by the FAA Conference. The exhibitor further agrees to indemnify and hold harmless the FAA from any liability resulting from acts of omissions of the exhibitor, its agents, servants or employees.