



## 2024 Conference & Expo

### Exhibitor Agreement

All booths include pipe and drape, electricity, 6' table, 2 chairs, trash can, Wi-Fi, company name in the program, 2 exhibitor passes and meals.

- 1. BOOTH CONSTRUCTION:** Unless noted otherwise, each booth will be 8 ft. x 10 ft., with 8 ft. contained backdrop. Electricity for booth available. Identification signs will be provided.
- 2. EXHIBIT INSTALLATION:** Exhibitors may initiate booth construction after checking in. CHECK-IN STARTS at 9 am on **Thursday, September 12, 2024**. SETUP HOURS: 9 am – 11:30 am. **Expo Hall opens at 12:00 pm.**
- 3. SHIPPING EXHIBIT ITEMS:** If you are shipping items for your booth prior to event day, please be sure those items are **received one or two days before September 12<sup>th</sup>** Items can be shipped to the venue with the following details:

DoubleTree by Hilton Orlando Downtown  
Attn: **Anthony Lukaszewski**  
Conference: AIA Orlando Conference & Expo  
Group Name: (Your Company Name)  
60 S. Ivanhoe Boulevard  
Orlando FL 32804

*For any questions concerning coordination of shipping to hotel and/or use of freight elevator day of please contact **Anthony Lukaszewski at 407.313.6039 or [Anthony.Lukaszewski@Hilton.com](mailto:Anthony.Lukaszewski@Hilton.com)***

- 4. FORKLIFT:** If you plan to use your own forklift during show set-up or removal, you must notify AIA Orlando/Venue at least 10 days prior. Current valid operator's license and proof of insurance must be provided. AIA Orlando/Venue may direct your set-up or remove arranging all necessary labor in transporting, uncrating, erecting, dismantling, and re-crating of displays. **DO THEY NEED TO NOTIFY AIA OR VENUE OR BOTH?**
- 6. EXHIBIT STAFFING:** All exhibits must be staffed during show hours by at least one person. Exhibitors must arrive at least 1 hour prior to the show's opening. Staff must be 18 years of age or older.
- 7. BOOTH OPERATION:** Products may be sold from exhibit space. AIA Orlando shall be held harmless by the exhibitor from all damage or theft of merchandise or materials from contracted exhibition space. All exhibits shall not extend beyond allotted space unless authorized in writing by AIA Orlando.
- 8. EXHIBIT CARE:** Contracted janitorial services will sweep and clean aisles and empty trash canisters. Exhibitors are responsible for keeping exhibits clean and orderly. Trash must be placed in aisles for pick up at close of show. END

**9. REMOVAL OF EXHIBITS - NOTHING WILL BE ALLOWED TO LEAVE THE EXHIBIT HALL BEFORE 6:00 PM.**

**REMOVAL HOURS:** Thursday, September 12th, 2024, starting at 6:00 and finished by 8:00 p.m. Any exhibits not completely dismantled and removed by the above hours will be removed and associated fees will be charged to the exhibitor at prevailing rates. Removing your exhibit prior to 6:00 pm may result in losing your preferred booth location in future shows, or the right to exhibit in the Expo.

10. **BOOTH ASSIGNMENT:** While initial booth reservation may be mutually agreed to by the exhibitor and AIA Orlando, final assignment is the proprietary right of AIA Orlando. Every attempt will be made to locate the exhibitor in the booth he or she has reserved, but in extenuating circumstances, the booth can be reassigned without approval of exhibitor. The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials other than his own in the exhibit space without written consent from AIA Orlando.

11. **ELECTRICITY:** Each booth may include one 500-watt duplex electrical outlet. It is the responsibility of the exhibitor to inform management if additional electrical power is required. A charge of at least \$60 will be assessed.

12. **BOOTH MUSIC:** Live or recorded music is prohibited as part of an exhibit or display without written permission from a proper music licensing source (i.e. BMI, ASCAP). Evidence of such an agreement must be available for review upon request.

13. **NOISE CONTROL:** The use of sound equipment is prohibited unless approved by AIA Orlando. Any electronic equipment or machinery which is determined to be distracting to other exhibits will not be permitted.

14. **SECURITY:** Exhibitors will be allowed to enter the exhibit hall upon presentation of an authorized exhibitor pass. AIA Orlando is not responsible for theft or damage of property from exhibitor space.

15. **COMMON AREA INSURANCE:** Insurance coverage does not include exhibitor areas and the exhibitor holds AIA Orlando harmless from all claims arising within the contracted exhibit areas.

16. **EXHIBITOR INSURANCE:** Exhibitors shall carry and maintain during the period of any show in which he/ she exhibits, including move-in and move-out days, and at his or her sole cost and expense, personal injury, theft, and property damage coverage under a policy of general public liability insurance. Exhibitor warrants that by signing this contract he or she has complied with the insurance requirement of this contract, and/or assumes any and all liability or loss and agrees to hold AIA Orlando harmless.

17. **BOOTH CONTRACT:** The exhibit space contracted and nonrefundable payment upon receipt by AIA Orlando shall constitute a valid and binding contract. If, due to circumstances beyond the control of AIA Orlando, the show should be cancelled, the contracted Exhibitor shall waive any claims for damages or compensation.

18. **COLLECTION:** If a suit is instituted to collect unpaid charges, Exhibitor agrees to pay actual costs and expenses of collection in addition to court costs and reasonable attorney fees and interest at the maximum prevailing rate.

19. **UNOCCUPIED SPACE:** If an exhibitor has failed to occupy the space contracted at least two hours prior to opening, on the day of the show, AIA Orlando shall have the right to utilize such space in any

manner it chooses. This will in no way release the contracted Exhibitor from this Agreement, nor shall a refund be in order.

20. **CANCELLATION AND LATE PAYMENTS:** If payment in full is not received by AIA Orlando **30 days** prior to the event, the Exhibitor risks forfeiture of the contracted space unless prior arrangements have been made with AIA Orlando for a later payment.

21. **NON- GUARANTEE:** AIA Orlando shall remain free of harm of product sales, attendance, exclusive privileges or Exhibitor success.

22. **REGULATION COMPLIANCE:** Exhibitor shall use the premises in an orderly manner and in compliance with all present and future applicable Federal, State, and local statutes, ordinances, rules and regulations. You shall construct your exhibits to follow the Americans with Disabilities Act.

23. **RIGHT TO REFUSE:** AIA Orlando reserves the right to review and reject any application for exhibit space without prejudice.

24. **REPRESENTATION:** No representations are/have been made unless in writing.

25. **FAILURE TO PERFORM:** Should the Exhibitor fail to observe any of the terms of this agreement or any of the rules and regulations as set forth by AIA Orlando and its subsidiaries, he or she may be prevented from exhibiting with forfeiture of exhibit space rental. AIA Orlando shall not be responsible to Exhibitor for any financial loss arising out of Exhibitor use of the venue, or facility policy including power interruptions, utility failures, terrorism, bomb threat or undue "acts of God" (e.g. flood, fire, pandemic, or earthquake). If AIA Orlando is unable to open the Show as herein provided, or is compelled to postpone, cancel or relocate said Show for causes beyond its control, then it shall not be in any manner financially liable to Exhibitor. All Exhibitor funds collected from the cancelled or postponed show will be refunded to Exhibitor or applied to the next available show, at the discretion of AIA Orlando.

26. **SALES LICENSES:** Exhibitors who plan to sell merchandise on the premises in a cash and carry fashion are responsible for complying with City and State licensing and tax requirements. Information can be obtained prior to the show by contacting the proper licensing agency.

27. **COVID-19 EVENT GUIDELINES:** We ask that all participants, class presenters and exhibitors review our COVID-19 event guidelines at our website, <https://www.aiaorlando.com/covid19guidelines> By signing this agreement, you hold AIA Orlando harmless from all liability.

28. **AMENDMENTS:** AIA Orlando retains the full power to interpret and amend these rules and also to rule on any and all situations which may arise that are not explicitly outlined in the terms defined herein.

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*Exhibitor/Company Name*

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*Signature of Authorized Representative*

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*Name of Representative (Print)*

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*Date*