



**APARTMENT ASSOCIATION OF GREATER ORLANDO (AAGO)**

**TRADE SHOW –TUESDAY, APRIL 24, 2018  
(Date subject to change)**

**SHOW RULES & REGULATIONS**

Show Exhibit Schedule – Tuesday, April 24, 2018 (Subject to Change)

Exhibitor Setup.....9:00 a.m. – 3:00 p.m.

\*Setup must be completed by 3:30 p.m. or you will forfeit your booth!

**Show Hours: (PLEASE NOTE NEW EXHIBITION HOURS)**

Exhibitor Setup: 9:00 a.m. - 3:00 p.m.

VIP Hour: 4:00 p.m.—5:00 p.m.

General Admission: 5:00 p.m. – 8:00 p.m.

Exhibitor Teardown.....8:15 p.m. –10:00 p.m.

(All items must be removed on the evening of the show)

**SERVICE CONTRACTOR:**

The official decorator for the AAGO Trade Show is: BREDE EXPOSITION SERVICES, 2502 Lake Orange Drive, Orlando, FL 32837, 407/851-0261, FAX 407/859-3904. BREDE is a full service contractor and can provide all aspects of service for the exhibitors. The decorator will forward an EXHIBITOR KIT to exhibitors after monies/contracts are received by AAGO. BREDE also functions as the official material-handling contractor. Shipments are to be forwarded to BREDE at the above address. All shipments must be pre-paid. BREDE will not accept collect shipments.

**BOOTH SPECIFICATIONS, ASSIGNMENTS AND PAYMENT:**

All booths are 8' x 10' and include your signage, 6' table, one chair and wastebasket. One standard electrical outlet will be provided by AAGO at no charge. Special requests will incur additional charges.

Exhibit space is assigned on a first-come, first-served basis, with full payment and signed contract and may not be shared with any other company, subsidiary or division. AAGO reserves the exclusive right to assign booth location for exhibitors based solely on its own discretion, but will make every reasonable effort to accommodate exhibitor booth location/type requests. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and the AAGO shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of the Association. The building will have WiFi with a cost of \$25.00 to access the internet. If you need direct access then you will have to call Brighthouse directly to make your own arrangements and any costs will be totally incurred by you. **Rates listed on the trade show exhibitor booth reservations page reflect a \$750 AAGO member discount. This discount is only available to AAGO members in good standing. Non member companies who wish**

**to exhibit will need to pay the full price of the listed price of the applicable booth plus the \$750.00 non-member premium prior to the booth being officially reserved.**

## **EXHIBIT RULES**

Any exhibitor shall not infringe upon the rights and privileges of another exhibitor. The Association reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of the Association is detrimental to or detracts from the general order of the exhibits, i.e. booths must remain within the confines of booth space, and no refunds will be issued if you asked to remove part of the exhibit. This applies to persons advertising, soliciting or anything of a similar nature. All booths must remain fully intact and operational until close of show at 8:00 p.m. Alcohol is prohibited from being served in booths and all entertainment and food items must be approved by AAGO prior to the show. All decorative materials used in booths must be flame retardant to pass Fire Marshall's inspection.

## **BOOTH EXHIBITOR REPRESENTATIVES**

AAGO reserves the right to limit the number of booth representatives allowed at any given time based on the size of the booth and any other factor(s), at its sole discretion. Each single booth includes 2 representatives, double booths and end caps include 4 representatives, and super booths include 8 representatives. See below for maximum number of attendees per booth size/type.

Maximum booth occupancies: (Exhibitor representatives per booth.)

Single Booth or table: 5 Representatives (*2 of the 5 are included in booth price*)

Double Booth/End Cap: 8 Representatives (*4 of the 8 are included in the booth price*)

Super Booth: 16 Representatives (*8 of the 16 are included in the booth price*)

Additional booth representative badges may be available for \$75 per representative.

Exhibiting company (Exhibitor) is responsible for the conduct of booth representatives at all times. Representatives may not walk the show floor once the show has officially begun, and must remain in the booth.

## **LIABILITY**

It is agreed that the exhibitors shall indemnify and save harmless the AAGO, BREDE EXPOSITION, and the CENTRAL FLORIDA FAIR GROUNDS from all liability which might ensue from any cause whatsoever. The AAGO will not guarantee exhibitors against loss, personal, exhibit or otherwise, of any kind. Reasonable care should be exercised to protect all exhibits and personal belongings.

NOTE: PERSONS UNDER THE AGE OF 17 WILL NOT BE ALLOWED INTO THE EXHIBIT HALL DURING THE SHOW!

We agree to abide by the exhibit specifications outlined by the Apartment Association of Greater Orlando (AAGO) and to all conditions under which the exhibit area is leased to AAGO. Said exhibit specifications and conditions become a part of this contract. We agree to abide by specific setup and tear down schedules as arranged by AAGO. AAGO reserves the right to re-arrange the floor plan where necessary to facilitate successful traffic flow. Reservations canceled before February 2, 2018 will be refunded, less a \$300.00 administrative fee. Reservations canceled after February 2, 2018 will be refunded only if the booth is resold and will incur a fee equivalent to 50% of the reserved booths current cost. No cancellations will be accepted after March 2, 2018. Exhibit space is assigned on a first-come, first-served basis, determined by receipt of payment for full booth space/executed contract.