

# Official Application/Contract For Exhibit Space

Gaylord Opryland Resort & Convention Center • June 14 - 16, 2020

Please complete (type or print) all sections of this application. Sign and fax this application including credit card payment to:  
+1 314 993 1269

If paying by check – mail check and application to: Dale Shuter, EASA, 1331 Baur Blvd., St. Louis, MO 63132

COMPANY INFORMATION: (Exactly as you wish it to appear in the online Exhibitor Listing, the onsite printed Exhibits Directory, and the Exhibits Listing in the Mobile App)



Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_ Email \_\_\_\_\_

**EXHIBIT CONTACT: (Person to whom all correspondence and Exhibitor Service Manual should be sent)**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address (If Different Than Above) \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Direct Phone \_\_\_\_\_ Direct Fax \_\_\_\_\_ Email \_\_\_\_\_

**BOOTH SPACE:**

Submit application by October 15, 2018, to be included in the initial round of booth assignments. Booths are assigned by a point priority system (see Exhibit Rules & Regulations).

**Booth Rental:**

Non-Member: 10'x10' Booth Space = \$2,620; 10'x10' Corner Booth = \$2,720  
 Associate Member: 10'x10' Booth Space = \$2,005; 10'x10' Corner Booth = \$2,050  
 Active/Allied Member: 10'x10' Booth Space = \$2,080; 10'x10' Corner Booth = \$2,170

EASA will make every effort to accommodate your booth preferences and request, but cannot guarantee any of the below.

BOOTH TYPE  In-Line  Corner  Island  Peninsula

LOCATION PREFERENCES Please specify your ideal booth location numbers below (in order of preference).

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

Please list any company(s) you do want to be next to or across the aisle from: \_\_\_\_\_

Please list any company(s) you do not want to be in close proximity to: \_\_\_\_\_

Number in order of importance: \_\_\_\_\_ Location \_\_\_\_\_ Corner (regardless of location) \_\_\_\_\_ Avoid competition

BOOTH SIZE: We request exhibit space measuring \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
Feet Deep Feet Wide Total Sq. Ft.

<b>Payment Terms</b>	
First Payment of 25% due with contract.	Final Payment due by March 2, 2020.

**Payment Information:**

Forms without payment will not be processed

Check # \_\_\_\_\_ Check Amount in U.S. Dollars \$ \_\_\_\_\_

American Express  MasterCard  Visa  Discover Charge Amount \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Verification Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>AUTHORIZATION</b>	
I am an authorized representative (named above) with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with all of the policies, rules, terms, and regulations. I further acknowledge that EASA reserves the right, in its absolute discretion, to reject this Application and Contract for Exhibit Space. This application shall not become a binding contract until fully executed by both parties (the exhibitor and EASA).	
Print Name	Title
Signature	Date

SHOW MANAGEMENT USE ONLY

CoID _____	Points: _____	Date Rec'd: _____	Payment Method: _____
Amount Rec'd: _____	Total Cost: _____	Booth Size: _____	Booth # _____



# Exhibit Rules & Regulations

## 1. Type and Location of Exhibits, Care of Space

Exhibitor agrees to prepare an exhibit of its products and/or services which are relevant and pertinent to the electrical apparatus sales and service industry. Exhibitor shall care for and keep in good order space occupied by Exhibitor, and must surrender the space occupied by Exhibitor in the same condition as it was at the commencement of occupation, ordinary wear expected. If the space occupied by the Exhibitor shall be damaged by act or negligence of the Exhibitor, or the Exhibitor's agents, employees, patrons, or guests, the Exhibitor, on demand, shall pay such sum as shall be necessary to restore said space to the same condition as it was when first occupied by the exhibitor.

## 2. Space

EASA will make assignments of space guided by the Exhibitor's accumulated points, choice of locations, and floor layout, maintaining a proper classification of exhibits and a uniform appearance of displays. EASA reserves the right to rearrange floor plans and relocate an exhibit. Priority points are accumulated on a yearly basis: one point for each 10x10 booth the exhibitor occupies plus one point for membership in EASA. If an exhibitor does not participate in EASA's exhibition during any given year, the exhibitor forfeits 25 percent of its accumulated points. EASA reserves the right, should any rented Exhibitor's space remain unoccupied on opening day, be cancelled prior to opening day, receive notice of non-attendance or space be forfeited due to failure to make proper payment, to rent such space to another Exhibitor without making a refund; and this clause shall not be construed as releasing an Exhibitor from his obligation to pay the full amount of rent specified in this contract whether or not EASA relets the space pursuant to this paragraph. Exhibitor agrees not to assign or sublet any space allotted to Exhibitor and not to advertise for sale goods other than those manufactured or sold by Exhibitor in the regular course of business. Exhibitors are not allowed to sell outside their assigned space. No literature may be distributed outside an exhibitor's assigned space without prior written approval by EASA. EASA reserves the right to reject an application for exhibit space for any reason in the exclusive discretion of EASA.

Multiple company names may be listed only when the companies listed have common ownership.

## 3. Setup and Dismantling

Times stated in the Exhibitor Manual specify when Exhibitor Services Contractor will complete setup, and when Exhibitor setup and dismantling will occur, with exhibit to remain intact until official closing stated in show hours. To insure orderly and on-time move-in/out, and to maintain adequate insurance protection, EASA and Exhibitor will conform to rules and regulations as formulated by the International Association of Exhibitors and Events and the Exposition Services Contractors Association.

## 4. Display Regulations

No exhibit may block or interfere with a neighboring exhibit. Display material is limited to the height of 20'. To maintain adequate line-of-sight for neighboring booths, these restrictions apply.

**In-Line Exhibits** – display material exceeding 4' in height must be confined to within 5' of the backline.

**Peninsula Booth/End Cap** – displays may not exceed a height of 4' within 5' of either sideline or frontline.

In-line and peninsula booths that exceed 8' in height must provide an attractive covering for the backs of their displays.

Exhibits or display materials in violation of these rules will be modified or removed at the exhibitor's expense.

**Photography** – No still or video photography will be allowed on the exhibition floor. Anyone caught taking pictures without prior authorization will be removed from the exhibition floor.

## 5. Liability – Guard and Insurance

Neither EASA nor the Exhibit Hall assumes any responsibility for destruction, loss or damage to the Exhibitor's property or property in its care

or custody from any cause whatsoever. The Exhibitor hereby agrees to indemnify and hold harmless both EASA and the Exhibit Hall from and against any and all liability and expenses for any and all such destruction, loss and damage. Furthermore, the Exhibitor agrees to indemnify and hold harmless both EASA and the Exhibit Hall against any and all liabilities and expenses for death, personal injury, property damage and loss of whatsoever kind of nature, by whomsoever suffered, arising out of use by Exhibitor of exhibit space or its activities in connection therewith. EASA will furnish guards during the hours when exhibits are closed. In all cases, an Exhibitor desiring to insure its exhibit and display materials against theft, fire, etc., must do so at its own expense.

## 6. Event Scheduling

Exhibitor shall not schedule any events for attendees that conflict with any of EASA's official convention functions, including but not limited to the exhibition, general and education sessions, annual business meeting, and social events that are a part of EASA's program.

## 7. Building Rules

By signing the Application and Contract for Exhibit Space, the Exhibitor assumes all responsibility for compliance with local city and state ordinances, union rules, and regulations covering fire safety and health. Only fireproof materials may be used in display and exhibitors should take necessary fire precautions. Music or sound systems should not disturb other exhibitors.

## 8. General Admission

EASA reserves the right to refuse to admit and to eject from the Exhibit Hall any objectionable or undesirable person(s), and upon the exercise of their authority, the Exhibitor, its employees, and agents hereby waives the right and claim for damages upon EASA.

## 9. Cancellation/Space Reduction

If EASA finds it necessary to cancel the Exhibit because the premises are destroyed, or any other circumstances beyond its control shall make it impossible for the Exhibitor(s) to occupy their space contracted for, it is agreed by the Exhibitor(s) that each shall pay a proportionate share of the direct expenses incurred by EASA in connection with the exhibit. Cancellation or reduction of space by Exhibitor prior to January 17, 2020, forfeits deposit. Between January 17 - March 2, 2020, 50% cancellation fee. After March 2, 2020, full payment due. Cancellation/reduction must be made in writing.

## 10. Violations

In case of any violation of the terms and conditions of these regulations on any part by the Exhibitor, EASA shall have the right, at its option, to terminate said Exhibitor's lease to occupy space, whereupon all rent paid shall be forfeited, and EASA may reenter and take possession of the space occupied by such Exhibitor and remove all persons, displays, goods, and other property at the Exhibitor's sole risk. The Exhibitor shall pay all expenses in connection with such removal and all damage which EASA may incur, forfeit all monies paid, and remain obligated for all monies due to EASA or its contractors in connection with the exhibit space. The Exhibitor waives the service of written notice to reenter and terminate.

## 11. General

All matters and questions not covered by these Regulations are subject to the decision of EASA. These regulations may be amended at any time by EASA, and all amendments that may be so made shall be equally binding, upon publication, on all parties as the original Regulations. Additional or special requirements not outlined in these regulations or on the application on the reverse of these Regulations shall be at the expense of the Exhibitor. Such requests should be directed to the designated Exhibit Services Contractor.



[www.easa.com](http://www.easa.com)

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