

# APARTMENT ASSOCIATION OF GREATER ORLANDO

AMENDED JANUARY 21st, 2021 - ~~CHANGES UNDERLINED OR IDENTIFIED BY STRIKETHROUGH~~

TRADE SHOW – April 27th, 2021

(Date subject to change)

## SHOW RULES & REGULATIONS

Show Exhibit Schedule – April 27, 2021 (Subject to Change)

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

**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!**

**VIP Hour: 4:00 p.m. – 5:00 p.m.**

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

\*Attendees (not exhibitors) will select an arrival time in an effort to manage capacity. After arrival their time will not be limited with the exception of the posted show end time.

VIP Hour - Arrival time 4:00 pm

Group A - Arrival Time 5:00 pm

Group B - Arrival Time 6:00 pm

**Exhibitor Teardown: 8:15 p.m. – 10:00 p.m. (All items must be removed on the evening of the show)**

## SERVICE CONTRACTOR:

Goben Convention Services (Goben)

1700 35<sup>th</sup> St, Unit 102

Orlando, Florida 32839

Goben is a full service contract and can provide all aspects of service for exhibitors. The decorator will forward a an **exhibitor kit** to exhibitors after monies and contracts are received by AAGO. Goben also functions as the official material handling contractor. Shipping and receiving information will be forwarded along with the exhibitor kit.

~~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:**

Most single 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. Some premium or double booths have specific dimensions as specified in the registration software (Map Dynamics®).

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 Spectrum 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. Nonmember companies who wish to exhibit will need to pay the full price of the listed price of the applicable booth plus the \$750.00 nonmember 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.

Effective for the 2021 Trade Show: Participation in the show will be subject to a Code of Conduct that all exhibitors and booth representatives will be required to adhere to in order to exhibit. Violations of the Code of Conduct will be reviewed by the AAGO Board of Directors and violators subject to sanctions or other actions as deemed appropriate.

## **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.

**Please note, exhibitors may not distribute attendee tickets (VIP, Management, Attendee, Guest) to exhibiting or non-exhibiting suppliers including individuals affiliated with their respective companies. Knowingly violating this provision could result in suspension for the following years show.**

### **COVID19 PROTOCOL (Will be amended for future shows) – Updated February 22, 2021**

For the 2021 Trade Show the booth representatives included with the purchase of the booth (2 for single, 4 for double, etc.) will be the maximum allowed in the booth. This does not include setup teams.

To minimize the risk of exposure within your booth it is **strongly recommended** that exhibitors not exceed the number of booth personnel included with your booth purchase. Exhibitor may be permitted to add one (1) additional booth representative for single booths and two (2) additional representatives for double booths | end caps. Option to add personnel must be requested at three business days prior to the date of the show. **Exhibitor and exhibitor's employees/agents assume all liability and risk associated with exceeding recommended maximums.**

AAGO will allow personnel "swaps" during the show hours for relief teams or shifts, but personnel whose shifts have ended must turn in their badge and vacate the trade show hall.

**ALL PARTICIPANTS MUST AGREE TO WEAR APPROPRIATE FACE COVERINGS THAT FULLY COVER THE MOUTH AND NOSE AT ALL TIMES WHILE INSIDE THE BUILDING.**

Maximum booth occupancies: (Exhibitor representatives per booth.) Note: 1 additional booth representative over the maximums listed below may be allowed at a premium cost so long as the booth is not overcrowded, and that other exhibitors are not impeded (as specified above).\*

Single Booth or table: 4 Representatives (2 of the 4 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. \*Subject to the conditions mentioned above 1 additional booth representative may be allowed over the maximums for \$150.

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.

## **COVID19 ATTENDEE AND EXHIBITOR PROTOCOLS**

In order to resume in-person programming, it is necessary to adhere to a strict set of protocols in the interest of public health. Please review the information below and plan accordingly. Questions or concerns should be directed to an AAGO team member in advance. \*\*Updated February 22, 2021\*\*

- **Food and drink must be purchased and consumed outside of the exhibit hall. No food or drink will be allowed on the show floor.**
- **Regardless of your vaccination status for COVID19, ALL attendees and exhibitors are required to wear a face covering (that fully covers nose and mouth) at all times while inside the exhibition hall.**
- **If you or someone you frequently interact with is part of a vulnerable population as outlined by the CDC, FDOH or other relevant health authority you should not participate in this event.** *Cancellations or substitutions with no penalty will be honored but must be requested in writing no less than one week prior to the event.*
- **If you are sick, experiencing symptoms, or believe you have been recently exposed (within 14 days) to someone with COVID19 you may not attend this event.** *Exhibitors are authorized to substitute booth representatives with no penalty up to and including the day of the event.*
- **Temperature checks will be required for admission to this event.** *Anyone with a temperature of 100.4 degrees or higher will not be granted access.*
- **Please maintain social distancing at all times!** *The CDC and FDOH recommend at least 6-foot separation between persons to reduce the risks of transmission. No hugs or handshakes!*
- **By attending you assume ALL RISKS associated with attending an in-person, indoor, event and may be required to sign a liability waiver ([click here for a sample](#)).**

## **LIABILITY**

It is agreed that the exhibitors shall indemnify and save harmless the AAGO, ~~BREDE~~ EXPOSITION COMPANY, 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.

## **CANCELLATIONS:**

Reservations canceled before February 28th, 2021 will be refunded, less a \$250.00 administrative fee. Reservations canceled after March 7th, 2021 will not be refunded unless 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 31, 2021. Exhibit space is assigned on a first-come, first-served basis, determined by receipt of payment for full booth space/executed contract.