



**APPLICATION AND CONTRACT FOR EXHIBIT SPACE  
APARTMENT ASSOCIATION OF GREATER AUGUSTA TRADE SHOW**



Thursday, April 25, 2019  
Columbia County Exhibition Center, Exhibit Hall B  
212 Partnership Drive, Grovetown, GA 30813

AGREEMENT: This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2019 by and between \_\_\_\_\_

(hereinafter referred to as EXHIBITOR) and the Apartment Association of Greater Augusta (hereinafter referred to as AAGA).

1. In accordance with the following terms, conditions, and regulations governing the exhibits at the 2019 Trade Show the undersigned hereby makes application for exhibit space(s) which when accepted in writing by the AAGA becomes a contract.

**2. PLEASE READ ALL CONDITIONS AND REGULATIONS ON BACK PAGE BEFORE MAKING APPLICATION.**

3. Booths will be assigned in the order of acceptance. AAGA accepts applications when both the required paperwork AND payment in full are received. EXHIBITOR will receive a copy of the completed contract and additional information upon acceptance of this application.

4. Booth Selection: # of Booths Requested: \_\_\_\_\_ Booth Type: \_\_\_\_\_ Total Price: \$\_\_\_\_\_

**The following information MUST be completed.**

Firm or Organization Name as it will appear in all Trade Show Literature and signage.

_____	_____
Company Name	Representative in charge of booth
_____	_____
Billing Address	Contact address
_____	_____
City, State, Zip	City, State, Zip
_____	_____
Telephone	Telephone
_____	_____
Billing Email Address	Contact Email Address

Booth Location Preference: \_\_\_\_\_

Names of attendees: \_\_\_\_\_

Product or Service to be exhibited: \_\_\_\_\_

To ensure we do not place competing companies next to each other, please list your top competitors:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

**Payment Information**

\_\_\_\_\_ Check Enclosed payable to: Apartment Association of Greater Augusta Check # \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Charge My Credit Card for the full amount due. (Visa, MasterCard, and Discover)

Card # \_\_\_\_\_ Expiration \_\_\_\_/\_\_\_\_ CCID# \_\_\_\_\_

Billing address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

**Please fill out this application & return the original by April 1, 2019 to  
AAGA, PO Box 211325, Augusta, GA 30917**

**For AAGA office Only:** Accepted By \_\_\_\_\_ Date \_\_\_\_\_ Booth # \_\_\_\_\_ Total Paid \_\_\_\_\_

**TRADE SHOW BOOTH PRICES**

**AAGA Member Pricing:**

\_\_\_\_\_ 10x10 Standard Booth \$300.00      \_\_\_\_\_ 10x20 Double Booth \$500.00  
\_\_\_\_\_ 10x10 Premium SPONSOR Booth \$700.00      \_\_\_\_\_ 10x20 Premium Double SPONSOR Booth \$800.00

**Nonmember Pricing:** \_\_\_\_\_ 10x10 Standard Booth \$700.00      \_\_\_\_\_ 10x20 Double Booth \$900.00

*Notice: Prices increase for all types of booths by \$50.00 for applications received after April 1.*

FULL PAYMENT AND COMPLETED APPLICATION MUST BE RECEIVED BY APRIL 1, 2019 TO RESERVE A BOOTH.

**BOOTHS ARE RESERVED ON A FIRST-PAID, FIRST-SERVED BASIS.**

**Save Time: Register & Pay Online at [www.aagaonline.com/trade-show.html](http://www.aagaonline.com/trade-show.html)**

**Standard & Double (non-sponsor) booths** include admission for 2 (two).

**Sponsor Booths** include admission for 3 (three), premium location (near entrance, bar, photo booth, or other high-traffic area), recognition on printed & promotional Trade Show material (including signage, programs, photo booth strips, cups, etc.) and online recognition on AAGA's website & social media.

**Additional representatives** may attend at the rate of \$25.00 per person.

## RULES AND REGULATIONS: 2019 AAGA TRADE SHOW

- PART OF CONTRACT:** These rules and regulations are a part of the contract for exhibit space. The Apartment Association of Greater Augusta (AAGA) reserves the right to render all interpretations and decisions should questions arise, and to establish further regulations as may be deemed necessary to ensure the success and well being of the trade show. The decisions of the AAGA are final in all cases.
- DATE, LOCATION, AND TIME:** Date: Thursday, April 25, 2019. Location: Columbia County Exhibition Center - Exhibit Hall B, 212 Partnership Drive, Grovetown, GA 30813. Time: 5:30 p.m. to 8:30 p.m.
- EXHIBIT SPACE:** The AAGA will provide exhibit space as indicated in the Contract but reserves the right to make any changes necessary to the layout of booths in case of emergency or in the best interest of the Trade Show. The AAGA reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the Trade Show. This is all inclusive and applies to personal conduct, dress, printed materials, and products to be displayed. If you have a preference (near entrance, near bar, etc. please indicate on the form).
- PERSONS ELIGIBLE TO EXHIBIT:** Only Associate members of the AAGA in good standing may exhibit at the member rate. Standard & Double Booth Exhibitors are allowed 2 persons per booth. Sponsor Booths are allowed 3 persons per booth. Additional persons will be charged at \$25 per person. Charges for additional persons apply during the hours of the show only. There is no additional charge if additional persons are used during set up time, as deemed by the AAGA. The Trade Show is held for the purpose of educating people within the multi-housing industry about relevant products and services available. The AAGA reserves the right to accept or reject any signed application tendered to it. No exhibitor may assign, sublet, or apportion its space in whole or in part, nor exhibit products or services other than those manufactured by or handled by that exhibitor in the normal course of business as described in the application, nor permit any agent of a non-exhibiting business to solicit business or attempt to take orders in its space.
- PAYMENT FOR SPACE AND CANCELLATION:** **Full payment for exhibit space must be received by AAGA by April 1, 2019.** If full payment is not received by that date the AAGA shall have the right to consider this contract terminated and retain as liquid damages all monies paid and to lease the space to another exhibitor at their discretion. The AAGA reserves the right to cancel any exhibitor's right to exhibit for any violation of the contract or rules & regulations of the Trade Show or for other due cause. In the event that the AAGA shall cancel such right to exhibit, all monies paid by the exhibitor shall be retained by the AAGA as liquidated damages. All Booth rates increase by \$50.00 for booths reserved after April 1, 2019.
- INSTALLATION AND REMOVAL OF EXHIBITS:** Exhibits may be set up between the hours of 9 a.m. and 5:00 p.m. on Thursday, April 25, 2019. All exhibit installation must be completed by 5:00pm Thursday, April 25, 2019. Judging of booths will take place between 5:30 p.m. and 6:30 p.m. Exhibits must be dismantled immediately following the show but no later than 8:30 p.m. Neither the AAGA nor the venue can be responsible for any items left behind. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing exhibits will be permitted during Trade Show hours without permission of the AAGA.
- TABLETOP EXHIBITS:** Each exhibitor will be provided with one (1) table of 6 to 8ft in length per single booth space and two (2) chairs. *There will be NO backdrops, dividers, tablecloths, or skirting provided.* Please request additional chairs if needed.
- EXHIBIT LIMITATIONS:** Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving, or other construction which extends more than 8 feet above the floor. All signs and displays must be done in good taste or the exhibitor will be asked to remove them. Exhibits of a nature that obstruct the view or interfere with the displays of other exhibitors, or which because of noise or any other reason become objectionable, may be required to modified, moved, or removed at the discretion of the AAGA. No interference with the light or view of other exhibitors will be permitted.
- NOISE AND SOUND:** Musical instruments, radios, sound motion picture or video equipment, record players, televisions, or any noise creating/ amplifying systems shall be operated only at a level which will not interfere with other exhibitors or add unduly to the general noise level of the exhibit hall. The only public address system permitted at the show will be maintained by the AAGA.
- SPECIAL UTILITY REQUIREMENTS:** Exhibitors with special utility requirements should consult with the AAGA. Only a limited number of booths will have electricity and booths are assigned as detailed above. Exhibitors should submit the application and payment as soon as possible for best selection.
- GENERAL REGULATIONS:** Drawing for prizes from exhibitors will be done by exhibitors collecting cards/information at each booth. Exhibitors are hereby advised to display door prizes at exhibitor's booth for the first part of the show. Exhibitors should bring door prizes to the emcee by 7:00 p.m. marked clearly with the Exhibitor's company name and brief description of the prize. The emcee will draw and award the prizes during the last half hour of the show and will return cards/information to Exhibitor as soon as that drawing is completed/prize awarded. Interviews, distribution of literature, demonstrations, and similar activities are only permitted within the exhibitor's space. Aisles must be kept clear of exhibit materials and personnel. Debris must be disposed of in trash containers. Exhibitors must clean their booth area and empty all trash, otherwise it will be done by AAGA/exhibit hall and a clean up fee will be billed to the exhibitor. No part of the exhibit hall shall be defaced in any way. Signs, decals, stickers, and other articles should not be affixed or nailed to the building. Confetti, glitter, balloons, bubbles, hay, straw, nails, or any type of adhesives that cause damage are not allowed. The only approved adhesive tape is Scotch Blue Painters Tape. The use of flammable substances/decorative materials is prohibited. All decorative fabrics must be flameproof. Exhibitor accepts full responsibility for compliance with all local and state safety regulations.
- INDEMNIFICATION AND INSURANCE:** Exhibitor agrees to indemnify and hold harmless the AAGA and the exhibit hall from any and all liability and expenses, including reasonable attorney fees, for personal injury and property damage or loss arising from or in connection with the use by exhibitor of its exhibit space or its activities in connection therewith. The AAGA will not provide insurance against any loss, including personal injury and property damage which may be incurred by exhibitor or exhibitor's additional persons or agents from whatever cause.
- EXHIBIT AREA RENDERED UNTENABLE:** If the exhibit area is rendered untenable or destroyed by fire or Acts of God, or if the exhibit activities are precluded by labor disputes, or other causes beyond the reasonable control of the AAGA in any way preclude or limit the Trade Show or the exhibitor's participation in the Trade Show, AAGA will not be liable for performance under the contract.