



# Application for Booth Space

Please print clearly

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite/Floor: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (Required): \_\_\_\_\_

**Exhibitor Acceptance:** In accordance with the terms of the contract state herein, the company contracts for exhibit space with the Government Finance Officers Association of the United States and Canada at the GFOA 111<sup>th</sup> Annual Conference, May 21- 24, 2017. I, the duly authorized representative of the above-signed company, on behalf of said company, subscribe and agree to all terms and parts of this contract. **(Please also initial all pages)**

Signature: \_\_\_\_\_

**Booth Space Fees**

- Each booth is a 10' x 10' or multiples thereof.
- Booths are priced at \$2,300 per 10' x 10'.
- Contracts must include either full payment or a 50% deposit.
- Space will only be assigned once payment has been received.
- Booth space is assigned on a first-come, first-served basis.
- There is no deadline to submit a contract. However, contracts received after March 17, 2017 must be paid in full.

**Booth Space Package Includes the Following**

- Three complimentary exhibit hall only badges per 10' x 10' booth.
- Complimentary admission to the Sunday networking reception.
- Company name in the 2017 conference program.
- Back drape and side rails in show colors.
- A 7" x 44" two-line identification sign.

Please note booth furniture, carpet, electrical, Internet, and phone are not included with your booth space. All booths must be carpeted. Freeman, the GFOA's official contractor, will provide you with a service manual by March 2017. Order forms for all ancillary services will be included in the manual.

**Cancellation Policy**

- Cancellations must be received in writing.
- Any cancellation received prior to January 27, 2017, will incur a cancellation fee of 50% of the total booth cost.
- Any cancellation received after January 27, 2017, will forfeit all monies paid and the company is responsible for paying the full cost of the contracted booth space. The GFOA reserves the right to cancel any booth not paid in full by March 17, 2017.

**Exhibit Booth Selection**

With reference to the enclosed floor plan, please indicate your top four booth selections. The GFOA will make every effort to assign booth space in the proximity to the areas you have selected.

Booth size you are requesting: \_\_\_\_\_ x \_\_\_\_\_

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_

Third choice: \_\_\_\_\_ Fourth choice: \_\_\_\_\_

Please indicate companies you do not want to be near:

\_\_\_\_\_

**Exhibit Booth Total** \$ \_\_\_\_\_

**Sponsorship**

Combine sponsorship recognition with GFOA exhibition participation and increase the success of attracting your target audience.

Specific Sponsorship Opportunity (if applicable)

I am ready to confirm our sponsorship

**Sponsorship Total** \$ \_\_\_\_\_

Please contact me regarding available sponsorship opportunities.

**Grand TOTAL** \$ \_\_\_\_\_

**Payment by check:**

Mail to GFOA, 203 N. LaSalle, Suite 2700, Chicago, Illinois, 60601

**Payment**

Check enclosed

Amex  Discover  Visa  MasterCard

**Payment by credit card: Fax to (312) 977-4806**

Amount to be charged to credit card \$ \_\_\_\_\_

Credit card number: \_\_\_\_\_ Exp \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

<b>Exhibit Manager's Signature</b>	<b>Date</b>	<b>Booth #</b>
Amount Paid \$ _____	Amount Due \$ _____	

# Government Finance Officers Association

111<sup>th</sup> Annual Conference

May 21- 24, 2017 /Denver, CO

## General Rules and Regulations

These rules and regulations are a bona fide part of the contract for exhibit space with the Government Finance Officers Association, hereinafter referred to as the GFOA. Show management reserves the sole right to render all interpretations, amend and enforce these regulations, and to establish any and all further regulations not specifically covered below to assure the general success and well being of the conference. Each exhibitor, for himself, his employees, his contractors, agrees to abide by these regulations and by any amendments or additions hereafter made by show management. Show management reserves the right to decline, prohibit, deny access, or remove any exhibit which in its sole judgment is contrary to the character, objectives, and best interests of the conference or suitable for its attendees. This extends to persons, things, printed matter, products, and conduct. The GFOA reserves the right to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the conference.

### 1. VALID CONTRACTS FOR SPACE

Applicants for booth space are required to execute and forward the booth contract to show management. To be valid, each contract must convey a minimum 50 percent deposit of the total requested booth space.

### 2. PAYMENT OF SPACE

A minimum deposit equaling 50 percent of the requested booth space must accompany this application. If paying by check, booth space will only be assigned once your check has been received by the GFOA. A copy of the check will not be accepted as payment. All contracted booth space must be paid in full by March 17, 2017. Fees must be paid in U.S. dollars.

### 3. CANCELLATION AND REFUNDS

Cancellations must be received in writing. Any cancellation received prior to January 27, 2017, will incur a cancellation fee of 50 percent of the total contracted booth space. Companies canceling after January 27, 2017, will forfeit all monies paid and are responsible for paying the full cost of the contracted booth space. The GFOA reserves the right to cancel any booth(s) not fully paid by March 17, 2017.

Failure to appear at the conference does not release exhibitor from responsibility for payment of the full cost of the contracted booth space. In the event of cancellation, space reverts back to show management for use at its sole discretion. Show management's ability to resell the space shall not affect the refund schedule.

### 4. RENTAL AND ASSIGNMENT OF BOOTH

Whenever possible, booth assignment will be made by show management in keeping with the preferences as indicated on booth contract. Show management, however, reserves the right to make the final determination of all space assignments in the best interests of the conference.

### 5. USE OF SPACE, SUBLETTING SPACE

No exhibitor may assign, sublet, or portion his space to another business entity or individual without the express permission in writing from show management. No exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of their business.

Should any item from a non-exhibiting firm be required for operation of display, identification of such item shall be limited to the regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited and may result in eviction.

### 6. OPERATION OF EXHIBITS

Show management reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the conference as a whole. This includes, but is not limited to, an exhibit, which because of noise, flashing lights, method of operation, display of unsuitable material, is determined by show management to be objectionable to the successful conduct of the conference as a whole. All demonstrations or other promotional activities must be confined to the limits of the contracted booth space. Sufficient space must be provided within the booth space for the comfort and safety of attendees watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its booth space free of congestion caused by demonstrations or other promotions.

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Exhibitor's initials

**ALL FIVE SHEETS MUST BE SIGNED**

**Sampling of Food or Beverages:** Exhibitors, without the written authorization of the GFOA, may distribute no samples of food or beverages. All arrangements for the provision of food and beverage must be made through the official contractor of the convention center. Information will be included in your exhibitor service manual.

**Literature Distribution:** All demonstrations or other activities must be confined to the limits of the exhibitor's contracted booth space. Distribution of circulars may be made only within the booth space assigned. Exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds hosting the conference shall distribute no advertising circulars, catalogs, folders, or devices. Trade publishers are prohibited from soliciting advertising during the show. Trade publications may be distributed from their booth.

**Booth Representatives:** Must be properly registered and wear their GFOA badges at all times.

**Sound:** Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Show management shall be the sole judge of what constitutes appropriate sound levels.

**Sales:** Cash and carry sales are prohibited. Samples or souvenirs may not be sold.

## **7. ARRANGEMENT OF EXHIBITS**

In March 2017, Freeman, the GFOA's official decorator, will provide each exhibiting company with a link to the *Exhibitor Service Manual*. The manual describes the type and arrangement of exhibit space and the standard equipment provided by show management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the exhibitor kit. If, in the sole opinion of show management, any exhibit fails to conform to the exhibitor kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the conference. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of show management.

## **8. CARPET**

Exhibitors are **required** to and are responsible for carpeting their entire booth space. Booths not fully carpeted by two hours prior to show opening will be carpeted at the exhibitor's expense.

## **9. BOOTH DESIGN**

All display material is restricted to a maximum height of four feet, except the back-wall, which is limited to 8 feet high and 30 inches deep. Exhibit backgrounds, lighting fixtures, etc., may not exceed the 8-foot height limit. Signs, logotypes, etc., may not be placed higher than 8 feet from floor level. Island booths are restricted to a maximum height of 16 feet high.

**Two-Story Booths:** Plans for all two-story booths must be stamped by a Colorado licensed structural engineer or architect and submitted to the Colorado Convention Centre Fire Marshall. Please send to Colorado Convention Center Events Division, 700 14<sup>th</sup> Street, Denver, CO 80202.

## **10. FIRE REQUIREMENTS**

Lasers must be self contained inside booth and shall not scan the audience. Lasers used for any other purpose require fire department approval.

## **11. EXHIBITS AND PUBLIC POLICY**

Each exhibitor is charged with knowledge of all state, county, and city laws, ordinances, and regulations pertaining to health, fire prevention, and public safety, while participating in the conference. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped, or otherwise affixed to any pillars, doors, walls, or other parts of the building.

All booth decorations must meet flame proofing codes. All exits, hallways, aisles, and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform to the National Electrical Code Safety Rules. Use of butane or bottled gas is not permitted. Helium balloons are not permitted inside the convention center.

Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard, cartons, literature, etc. The Colorado Convention Center is a smoke-free facility.

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Exhibitor's Initials

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If unusual equipment or machinery is to be installed, the exhibitor must communicate with Freeman for information concerning facilities or regulations. Exhibitors must comply with city and state fire regulations.

Independent contractors must conform to Show management, Freeman, and the Colorado Convention Center guidelines. All exhibit labor must comply with established labor jurisdictions.

**12. INSTALLATION AND REMOVAL**

Show management reserves the right to fix the time for the installation of a booth prior to the conference opening and for its removal after the conclusion of the conference. Any space not claimed and occupied three (3) hours prior to the conference opening may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition on Sunday, May 21, 2017.

**13. STORAGE OF PACKING CRATES AND BOXES**

Unattended freight in any booth space as of one (1) hour prior to the opening of the conference will be removed and stored at the exhibitor's sole risk and expense.

Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit hours. It is the responsibility of the exhibitor to mark and identify their crates. Crates not properly marked or identified may be destroyed. Show management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty."

Crates, boxes, or other exhibit materials unclaimed by the exhibitor after the conference will be removed at the exhibitor's expense. Freeman will bill exhibitors for removal time and materials at prevailing rates. Show management, Freeman, and/or the Colorado Convention Center shall not assume any liability whatsoever for loss or damage to any exhibitors' property.

**14. EXHIBITOR'S AUTHORIZED REPRESENTATIVE**

The exhibiting firm assumes responsibility for its authorized representatives to follow all Show management contract rules and regulations.

**15. AMERICANS WITH DISABILITIES ACT**

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "ACT") to make their booths accessible to individuals with disabilities. Exhibitors shall also indemnify and hold harmless the GFOA, Show management, Freeman, and the Colorado Convention Center, against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by exhibitor's failure to comply with the ACT.

**16. LIABILITY AND INSURANCE**

**Liability:** Neither GFOA nor the Colorado Convention Center can or will be responsible for damage to, loss, or theft of property belonging to or injury to any exhibitor, their agent, employees, business invitees, visitors, or guests. Each exhibitor is expected to carry his/her own appropriate insurance. The GFOA will secure guard service for the entrance of the exhibit hall.

**Exhibitor Insurance:** All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the exhibit area. The GFOA and the Colorado Convention Center do not maintain insurance covering exhibitor's property. Exhibitor shall carry Comprehensive General Liability coverage, including the following

General Liability:

\$1,000,000	Premises Operations
\$1,000,000	Product and Completed Operations
\$1,000,000	Personal Injury Legal Liability
\$1,000,000	Per Occurrence
\$2,000,000	Annual Aggregate

Primary Non-Contributory Additional Insured written to include Government Finance Officers Association and the Colorado Convention Center

Hired and Non-Owned Auto Liability - \$1,000,000 per accident

Workers Compensation and Employers Liability  
\$500,000 Limit for Employers Liability

\_\_\_\_\_  
Exhibitor's Initials

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Exhibitor shall deliver to GFOA certificates of insurance evidencing such coverage, naming GFOA as coinsured (or additional insured) and providing that each policy of insurance require to be maintained contains a clause requiring a 30-day pre-cancellation notice to the insured and the co-insured (or additional insured). **Such certificates shall be furnished by April 3, 2017.**

The GFOA shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of nature, government intervention, or any other causes that shall make it impossible or inadvisable to hold the conference or portion thereof at the time and place herein provided. Then and thereupon this agreement shall terminate and said exhibitor shall and does not hereby waive any claim for property or other damages or compensation except the pro rata refund on the amount paid after deduction of actual expenses incurred in connection with the show and there shall be no further liability on the part of either party.

**17. SOCIAL FUNCTIONS/SPECIAL EVENTS**

**Any social function or special event planned by an exhibiting company to take place during the conference must be approved by the GFOA and may not conflict with any event or program scheduled by the GFOA.**

**18. GIVE-AWAYS**

All giveaways must be pre-approved by the GFOA.

**19. SPECIFIC CHANGES TO REGULATIONS**

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show management. The Show management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the exhibitors. Each exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto to conformance with the proceeding sentence.

Show management's decision and interpretation shall be accepted as final in all cases.

\_\_\_\_\_  
Exhibitor's Initials

**ALL FIVE SHEETS MUST BE SIGNED**