



# 2019 SPACE RESERVATION AGREEMENT

**Orlando**  
**January 3-5**  
 (Thursday - Saturday)

**Fort Worth**  
**February 4-6**  
 (Monday-Wednesday)

**Chicago**  
**July 9-11**  
 (Tuesday-Thursday)

## 1. Company Information

Thank you for reserving exhibit space at the ASI Shows.

Company \_\_\_\_\_ asi/ \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Show Contact \_\_\_\_\_ Title \_\_\_\_\_

## 2. Booth Information

	Orlando	Fort Worth	Chicago
Number of Booths:			
Dimensions:	x	x	x
Standard 10 x 10 booth: \$2,725	\$	\$	\$
Booth Location Preferences:	1.	1.	1.
	2.	2.	2.
	3.	3.	3.

### Booth Packages

<b>Marketing Package: \$575</b> Per 10x10 booth, post-show email, high-profile listing with 4-color logo in directory and mobile app and an item in the product showcase – over \$300 savings!	\$	\$	\$
<b>Furniture Package 1: \$500 / Fort Worth only \$400</b> Per 10x10 booth, 8 ft draped table, 2 chairs and 300 lbs material handling – over \$100 savings!	\$	\$	\$
<b>Furniture Package 2: \$625 / Fort Worth only \$525</b> Per 10x10 booth, 42" tall x 36" wide soho round table, 2 black diamond bar stools and 300 lbs material handling – over \$200 savings!	\$	\$	\$
<b>Interactive Meeting Space: \$1,500</b> Meeting space is adjacent to your current booth and comes with a table and 2 chairs. Explanation of Interactive Meeting Space is available online at <a href="https://www.asishow.com/rules-and-regulations">https://www.asishow.com/rules-and-regulations</a> .	\$	\$	\$
<b>SECTION 2 SUBTOTALS</b>	\$	\$	\$

## 3. Special Exhibit Options

Premium locations: \$199 per 10x10 booth	\$	\$	\$
Corner(s) booths: \$399 per corner	\$	\$	\$
Island: \$1,596 per island (4 corners)	\$	\$	\$
Hanging sign: \$199 per 10x10 booth in advance / \$300 on-site (rigging not included)	\$	\$	\$
Aisle Span: \$199 per 10x10 booth in advance / \$300 on-site	\$	\$	\$
Extended Height: \$199 per 10x10 booth in advance / \$300 on-site	\$	\$	\$
<b>SECTION 3 SUBTOTALS</b>	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$

Note: All pricing is per a 10x10 booth unless otherwise noted. Explanation of booth standards are available online at [www.asishow.com/rules-and-regulations/sections16-21](http://www.asishow.com/rules-and-regulations/sections16-21).

In order to exhibit at the ASI Supplier Member rate, you must be an ASI Supplier Member at the time of exhibit application as well as at the time the show is held.

You may be billed for upcharges after booth assignment based on Section 3 Booth Selection options selected (above). You can request these special configurations during your booth selection, however, these charges may become automatic based on availability at time of reservation.

You are responsible for ensuring that the fees and any calculations are consistent with your selection. If you make an error, you agree that ASI Show can correct the error and charge you accordingly.

### GRAND TOTAL

\$

Please do not position my booth near the following companies:

(List every competitor or company – do not list product lines – that you do not wish to appear next to or close to. You may be assigned next to or close to companies you do not list on this form.)

Products to be exhibited (to be used when assigning booths)

4. HELP US HELP YOU!

Please rank in order of priority (1 being most important 5 being the least) your goals for exhibiting at an ASI Show?

- \_\_\_ Generate Leads
- \_\_\_ Brand Awareness/Reinforcement
- \_\_\_ Customer Relationship Management
- \_\_\_ Promote/Launch New Product
- \_\_\_ Write Sales Orders at the Show
- Other? \_\_\_\_\_

5. Payment Schedule

**A \$500 deposit per booth, per Show, must accompany this reservation.  
NOTE: Balances are due using the following schedule for the 2019 Shows:**

**ASI Show Orlando**

**ASI Show Fort Worth**

**ASI Show Chicago**

Second Payment Due .....7/7/18 (180 days)

Second Payment Due .....8/8/18 (180 days)

Second Payment Due .....1/10/19 (180 days)

Final Payment Due .....9/5/18 (120 days)

Final Payment Due .....10/7/18 (120 days)

Final Payment Due .....3/11/19 (120 days)

Booth upcharges and Special Product Showcase fees will be due with booth deposit(s).  
Second payment includes 50% of total balance, plus subsequent upcharges.  
Final payment is the remainder of your balance due (100%).  
Payments in full are due 120 days prior to the Show.

- Please use the credit card that ASI Show has on file.
- Please contact me about using a credit card.

This credit card will be used automatically for future balances.

**TOTAL:** \_\_\_\_\_

6. Company Authorization — Please Sign Below

An official exhibitor service manual will be made available to exhibitors approximately 60 days before each Show. **The undersigned hereby makes application for exhibit space and agrees to abide by all accompanying exhibit Terms and Conditions on this Space Reservation Agreement (SRA) as well as the full Rules and Regulations located at <http://www.asishow.com/rules-and-regulations/>, the Exhibitor Service Manual and the SRA sections explaining the special offers available for reserving by specified deadlines. See Section 5 for payment schedule for this application. A \$500 deposit per booth, per Show, must accompany this reservation. Agreements without payment will not be assigned exhibit space until the appropriate payment is received.**

Name \_\_\_\_\_ asi/

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

**Applications returned unsigned will result in a delay in processing.**

- I do not want my company to receive faxes from or on behalf of the following companies: ASI Show, Freeman, RCS, Wyndham Jade and any person or entity providing goods or services related to operating a Show to the fax numbers listed in this document. I also do not consent for my company to receive faxes from or on behalf of ASI to the fax numbers listed in this document.

# ASI Show Space Reservation Agreement Terms and Conditions

This contract is a commitment to exhibit with non-refundable payments. This application for booth space becomes an official Agreement when signed by an agent of my Company. The use of "My", "You", "Your" or "We" means You or Your Company for which You are signing this Agreement. We, as an exhibitor, agree to the following statements:

Booths may not be re-sold, transferred or assigned. Only the company completing the front of this form may show the products it sells to distributors in the booth.

You may not conduct business outside of Your booth(s) or solicit business from other exhibitors. Distribution of samples and printed material or other promotional items is restricted to Your booth(s).

You are responsible for Your booth, the material that You ship to and from the Show and the material in Your booth. Consequently, You should have appropriate insurance.

The ASI Show ("Show") reserves the rights to reject, eject or prohibit any exhibit in whole or in part, with or without giving cause. Show liability for rejection without giving cause shall be limited to a refund to You of the amount of fees unearned at the time of ejection. However, if You or Your exhibit is ejected for violation of these rules or for any other stated reason (with cause), no return of fees will be made.

You are expressly forbidden from dismantling or packing any portion of Your exhibit booth prior to the official show closing. Violations may result in the loss of Show priority points, participation in future Shows and/or a \$500 fee.

**Booth Fees:** Additional upcharges for special booth positions and options are listed on the front of this form and described in the section below. These fees will be added to Your charges when Your booths are assigned.

Show requires a deposit with Space Reservation Agreement. Agreements without payment will not be processed, without exception. Methods of payment include Visa, MasterCard, Discover or American Express. Deposits are non-refundable and non-creditable.

Additional booth space will be at the then current price. Any reduction in Your booth space will result in a loss of any discounts and the forfeiture of Priority Points.

There are no refunds for cancellations for the ASI Shows. All cancellations must be made in writing to Show management.

If You do not pay Your invoice by the due date, You will not receive any applicable discounts or Priority Points. Accounts 30 days past due will pay current booth pricing. Accounts past due will be assessed 1.5% interest per month.

## Cancellation Timetable (deposits are not part of amount credited):

Deadline Before Show	Percentage Credited after Deposit
Up to 180 days	50%
Up to 120 days	25%
Less than 90 days	0%

**Cancellation of Booth Space:** See the cancellation table for policies involving partial credit for cancellations. Deposits are not refundable, non-transferable or credited. All cancellations will lose any Priority Points given for the Show. Any exhibitor who has reserved a booth and does not attend Show without notifying Show management in writing a minimum of 90 days before the Show will be charged the full, non-discounted fee for the booth space as well as \$1,000 per 10' x 10' booth to cover costs incurred by Show including those associated with decorating the booth space, moving other exhibitors, and other costs. All amounts forfeited are considered to be liquidated and agreed upon damages for injuries that Show will suffer as a result of Your cancellation. This provision for liquidated and agreed upon damages is a bona fide provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability at a time when other parties would be interested in applying for it will cause Show to sustain damages. In this situation, Show damages will be substantial, but they will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Agreement as a valid pre-estimate of these damages. The date of cancellation shall be the date Show receives the written notice. Regardless of when Your cancellation is received, You remain responsible for the full contract amount. However, You will receive a credit in accordance with the Cancellation Timetable set forth above. Show reserves the right to treat Your downsizing of booth space as cancellation of the original space and purchase of new booth space. You may be required to move to a new location if You request a downsizing of space. Any amount credited to You by Show can only be used towards booth advertising in the same calendar year.

**Booth Assignments:** Booth Selection Forms and show floor plans will be made available to You based on Your accrued Priority Points. Be sure to return Your Agreement now, so You will be included in the appropriate mailing and receive the best booth selection opportunity. You agree that Show in its sole discretion has the final say concerning the layout of the show floor. You also agree that Show has the right to relocate exhibitors for any reason.

## Exhibit space will be assigned from a Proxy Form based on:

1) Priority Points; 2) Square footage; 3) Date Space Reservation Form is received (see Booth Assignments); 4) Proximity to competitors

**Show Program Directory and Promotion:** Your listings will be taken from the Directory Listing Form which must be returned to Show. Show is not responsible for errors or omissions in the directory listings (no refunds or credits will be issued).

**Fire and Safety Laws:** Federal, State and City Laws must be strictly observed. Cloth decorations must be flame proof. Wiring must comply with fire department's and underwriter's rules. Smoking in exhibits is forbidden. Crowding will be restricted. Exhibits cannot block aisles and fire exits. Storage of any kind behind Your booth or behind Your back wall is strictly forbidden. A full listing of these fire and safety regulations will be found in the Exhibitor Service Manual.

**Visual and Audio Recording Rights:** All visual and audio rights ("Recordings") for all Show events are reserved by Show or ASI. You may only make Recordings of items solely within Your booth. Except as noted above, by attending the Show, you agree that you will not make any Recordings. Show management reserves the sole right for itself and for its authorized vendor(s) to make Recordings. Any party seeking to make Recordings at the Show must be approved in writing by a Vice President of the Show. Violation of this rule shall be cause for immediate ejection from the event without refund and without participation in future Show events. You also agree that by attending the Show, that the Show or ASI may make Recordings of You, Your personnel, and if applicable, Your booth space and products for commercial use.

**Outside Exhibits/Hospitality Suites:** Without express written approval from Show, You may not display products/services and/or other advertising material in areas outside Your booth space such as, but not limited to, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc. You may not conduct unauthorized facility tours.

You also agree not to operate hospitality suites, or hold any other functions open to attendees, during Show hours or when Show sponsored activities are being held. Only exhibitors may host a hospitality function in an official Show hotel. All requests for a hospitality suite or public function space must be made through Show.

**Listings and Promotional Materials:** By exhibiting at the Show, You grant to Show or its affiliates a fully paid, perpetual non-exclusive license to use, display and reproduce Your name, trade names and product names in any directory (print, electronic or other media) listing Your Company at the Show and to use such name in Show or its affiliates promotional materials. Show shall not be liable for any errors in any listing or descriptions, or for omitting You from the Show program or other lists or materials. Show management reserves the right to edit and/or delete Show program submissions. Companies not current with payment will not be included in the Show program.

**Booth Package:** You will receive the "Booth Package" at no charge. This includes:

- Pipe, drape, aisle and booth carpet
- Cleaning (including booth carpet vacuuming before the Show opens)
- 2-line identification sign
- Exhibitor badges

**Priority Points:** To receive Priority Points, You must pay all invoices on time. Failure to pay on time will result in the forfeiture of Priority Points. Charter Exhibitors who sign up during Early Space Draw receive 4 points per booth, 6 points per show. Non Charter Exhibitors who sign up during Early Space Draw receive 3 points per booth, 3 points per show. After early sign up, Charter and Non Charter exhibitors receive 1 point per booth and 1 point per show. FASI: 4 points per event for reserved by early bird deadline; 3 points per event if reserved after deadline. Roadshows: 2 weeks of Roadshow receive 1 point. Advertising/Sponsorships: 1 point per every \$2,500 spent. At the end of each year the points are calculated for the next year's Space Draw priority scheduling.

If for any reason You do not maintain or lose Your ASI supplier member status, You will forfeit all Priority Points that You have earned.

Non ASI supplier members permitted to exhibit at Shows do not receive Priority Points or discounts. The cost of a 10'x10' booth is the standard rate in addition to the non-member charge of \$500. When a non-member supplier becomes a member within ninety (90) days of exhibiting, the \$500 fee will be applied towards ASI membership.

**Charter Status:** Charter exhibitors are ASI supplier members who participated in the first ASI Show in 1998. In order to maintain Charter Exhibitor status, charter exhibitors must exhibit at a minimum of one ASI Show per year.

**Assumption of Risks; Releases:** You expressly assume all risks associated with, resulting from or arising in connection with Your participation at the Show including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. You have sole responsibility for Your property or any theft, damage or other loss to such property (whether or not stored in

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# ASI Show Space Reservation Agreement Terms and Conditions

any courtesy storage area), you waive any subrogation claims that Your insurer may have. Neither *Show* or the exhibit facility accepts responsibility, nor is a bailment created for property delivered by or to You. Neither *Show* or the exhibit facility shall be liable for, and You hereby release all of them from and covenants not to sue any of them with respect to any and all risks, losses, damages and liabilities described in this paragraph.

**Indemnification:** You shall indemnify, defend (with legal counsel satisfactory to *Show*), and hold *Show*, its affiliates, and the exhibit facility harmless from any claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from, or arise out of or in connection with: (a) Your participation or presence at the *Show*; (b) any breach by You of any agreements, covenants, promises or other obligations under this contract; (c) any matter for which You are otherwise responsible under the terms of this contract; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret, or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from Your actions; (f) harm or injury (including death) to You; and (g) loss of or damage to Your property, Your business, or Your profits, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise.

**Qualifications of Exhibitor:** *Show*, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the *Show*. Eligibility is generally limited to ASI listed Supplier members, who are in good standing with *Show* and current in payment of charges invoiced by *Show*. *Show* reserves the right to restrict or remove any exhibit which *Show*, in its sole discretion, believes is objectionable or inappropriate. Suppliers that are not listed with ASI and that are a distributor or affiliated with a distributor may not exhibit at *Show*.

Except for first-time exhibitors or other exceptions noted in the Terms and Conditions, to exhibit at *Show* and receive ASI supplier member prices, the exhibitor must be an ASI supplier member in good standing at the time of application, as well as at the time the *Show* is held.

**Cancellation by Show:** If You fail to make a payment required by this contract in a timely manner, *Show* may terminate this contract (and Your participation in the *Show*) without further notice and without obligation to refund monies previously paid. *Show* reserves the right to refuse You permission to move in and set up an exhibit if You are in arrears of a payment due to *Show*.

*Show* is expressly authorized (but has no obligation) to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such manner as it may deem best, and without releasing You from any liability hereunder. *Show* may also terminate this contract, effective upon written notice of termination, if You breach any of Your obligations under this contract, without any obligation on the part of *Show* to refund any payments previously made and without releasing You from any liability arising as a result of, or in connection, with such breach.

**Cancellation of the Show:** If *Show* cancels the *ASI Show* due to circumstances beyond its reasonable control (for example: acts of God, acts of war, act of terrorism, earthquake, government emergency, or government actions, labor actions or unavailability of the Exhibit Facility), *Show* shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities of *Show* to Exhibitor. *Show* reserves the right to cancel, re-name or relocate *Show* or change the dates of the *ASI Show* that are not more than 90 days earlier or 90 days later than the dates on which the *ASI Show* was originally scheduled to be held. If *Show* should take such action, no refund will be due to the Exhibitor, but *Show* shall assign to the Exhibitor, in lieu of the original space, such other space as *Show* deems appropriate and the Exhibitor agrees to use such space under the terms of this contract. If *Show* removes or restricts an exhibit which it considers objectionable or inappropriate, no refund will be due to the Exhibitor. If *Show* elects to cancel the *ASI Show* other than for such a reason previously described in this paragraph, *Show* shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of *Show* to Exhibitor.

**Copyrighted Materials:** You shall not play or permit the playing or performance of, or distribution of any copyrighted material at the *Show*, unless You have obtained all necessary rights and paid all required royalties, fees or other payments.

**Observance of Laws:** You shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the exhibit facility (including any union labor work rules). Without limiting the foregoing, You shall construct Your exhibits to comply with the Americans with Disabilities Act.

**Taxes and Licenses:** You shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local law applicable to its activities at the *Show*. You shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges, levies, or penalties that become due to any governmental authority in connection with its activities at the *Show*.

**Insurance:** You shall, at Your own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below, as well as any additional Event-specific insurance to be outlined in the Exhibitor Service Manual.

**Workers' Compensation Insurance:** Workers' Compensation Insurance complying with all federal laws and laws of the state in which the Event is being held.

**Comprehensive General Liability Insurance** with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damages, including coverage for personal injury, contractual and operation of mobile equipment, products and liquor liability (if applicable).

**Automobile Liability Insurance** with limits not less than \$500,000 each occurrence, combined single-limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured *Show* and each of its subsidiaries. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to *Show* shall be furnished to *Show* thirty (30) days before the first day of the *Show*. The Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to *Show*.

**Additional Terms and Conditions:** *Show* has sole control over attendance policies. Except as provided to the contrary in this contract, all monies paid by You shall be deemed fully earned and non-refundable at the time of payment. You shall conduct Yourself at all times in accordance with normal standards of decorum and good taste.

In addition to its right to close an exhibit and withdraw acceptance of the contract, *Show* in its sole judgement, may refuse to consider You for participation in future *Shows* if You violate or fail to abide by the contract and any of the accompanying rules and regulations.

Any amendment to this contract must be in writing and signed by an authorized representative of *Show*. You may not assign this contract or any right hereunder, nor may You sublet or license all or any portion of Your exhibit space. The terms and conditions of this Agreement shall govern notwithstanding any inconsistent or additional terms and conditions on any purchase order or other documents You submit to the *Show*. No presumption or burden of proof or persuasion shall be implied by virtue of the fact that this Agreement was prepared by a particular party.

You agree if the *Show* takes legal action to enforce this Agreement, You shall be responsible for all reasonable costs, including attorney fees, for such enforcement.

Non-member exhibitors cannot attend the *ASI Show* Gala.

Any leads or contact information You obtain from exhibiting at an *ASI Show* or *ASI* activity cannot be provided to or used by or for a competitor of *ASI* or *ASI Show*.

**Incorporation of Rules and Regulations:** Any and all matters pertaining to the *Show* and not specifically covered by the terms and conditions of this contract shall be subject to determination by *Show* in its sole discretion. *Show* may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to You. Any such rules and regulations (whether or not included in an Exhibitor Service Manual or similar document) are an integral part of this contract and are incorporated herein by reference. You shall observe and abide by additional regulations made by *Show* as soon as these additional rules or regulations are communicated to You. This contract (including the Exhibitor Service Manual and any additional rules or regulations adopted by *Show* from time to time) states the entire agreement of the parties with respect to the subject matter hereof.

**Disclaimer of Liability:** *ASI SHOW* DISCLAIMS ANY AND ALL WARRANTIES WHETHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. *ASI SHOW* MAKES NO REPRESENTATION OR WARRANTIES, EXPRESS OR IMPLIED, CONCERNING THE NUMBER OF PEOPLE OR EXHIBITORS WHO WILL ATTEND AN *ASI SHOW* OR ANY OTHER ACTIVITIES OR FUNCTIONS OR ANY OTHER MATTERS. IN NO EVENT SHALL *ASI SHOW* BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, LOST REVENUE OR PROFITS REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EVEN IF *ASI SHOW* HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL THE MAXIMUM LIABILITY OF *ASI SHOW* EXCEED THE BOOTH FEES PAID.

This Agreement shall be governed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any choice or conflicts of law. The parties agree to submit to the exclusive personal jurisdiction and venue of the state courts in Bucks County, Pennsylvania or the federal court in the Eastern District of Pennsylvania for disputes relating to, or concerning this Agreement.