



**EXHIBITOR SPACE CONTRACT**  
**2009 ABWA DISTRICT I CONFERENCE**  
**April 24 & 25, 2009**  
**Westin Hotels & Resorts**  
 400 Corporate Drive • Fort Lauderdale, FL 33334 • 954-772-1331

I am hereby authorized to reserve for the following exhibit space, and have read the Rules and Regulations on the attached sheet of this contract. I understand space will be assigned in the order contracts are received.

**All details must be finalized two weeks in advance. No additions will be made on site.** Date \_\_\_\_\_

Company \_\_\_\_\_ Contact Name \_\_\_\_\_

E-mail \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Cell phone \_\_\_\_\_

\*\* Type of merchandise \_\_\_\_\_

Signature \_\_\_\_\_

My exhibitor sign should read:

**PAYMENT INFORMATION:**

**Exhibit Fee: \$275.00 per tabletop space (Deposit/Payment Due with Registration Form)**

- Enclosed is **One-Half** the Total Exhibit Cost OR **Full** Exhibit Payment

Payment by Check

Payment by Credit Card: VISA MasterCard Discover  
 (NOTE: Billing statement will read: *Key-Tech Squad*)

Number of spaces reserved	_____
Total cost of space	\$_____

Amount charged to card \_\_\_\_\_ Name on card (PRINT) \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ 3-digit code \_\_\_\_\_

Billing address of credit card if \_\_\_\_\_  
 different than above address \_\_\_\_\_

**Make payment payable to: 2009 ABWA District I Conference**

- Space includes: 10 ft X 5 ft space, one 6' draped table, two chairs and identification sign.
- Additional tables, electricity and phone lines will need to be ordered directly from the **Westin** and pre-paid before the conference.
- ABWA has the right to resell or reassign booth space for any reserved space that is not paid in full by April 3, 2009.
- Balance to be paid on or before April 3, 2009. Credit Card balances will be charged to the card listed on this contract on April 3, 2009. If paid by check, the exhibitor is responsible for sending balance by April 3, 2009.
- Cancellations will be accepted until April 3, 2009. After this date, deposit will not be returned.

Questions: Call Nancy Wolfe at 954-821-4100 or email chocolates2u@aol.com  
 Mail payment to: Kathy Gallagher, Treasurer  
 2009 District Conference – Ft. Lauderdale  
 2221 NE 44<sup>th</sup> Street, Lighthouse Point, FL 33064  
 or FAX form to: 954-771-7553 (FAX)

# **ABWA EXHIBITOR RULES AND REGULATIONS-2009 District I**

The following rules and regulations will govern the use of exhibit space at the 2009 ABWA District I Conference in Ft. Lauderdale, FL, to be held at The Westin Fort Lauderdale, 400 Corporate Dr., Ft. Lauderdale, FL 33334, on Friday and Saturday, April 24 and 25, 2009.

## **EXHIBIT ACCOMMODATIONS & HOURS**

An exhibit space will consist of an 10 foot x 5 foot space, with one six foot draped table, two chairs and a company identification sign. This is a tabletop show; there will be no draping across exhibit space back or sides. For an additional fee, which must be pre-paid, The Westin Fort Lauderdale will supply additional tables, electrical outlets, phone lines or other special needs. Special electrical equipment, carpentry work and additional furnishings are the exhibitor's expense -- and must be paid for in advance.

The exhibits space will be available on Friday, April 24, from 7:00 AM to 11:00 AM for exhibitors to set up their booths. All booths should be completely ready by 11 a.m. on Friday, April 24, 2009.

*Tentative* exhibit hours will be:

Friday, April 24 11:00 AM – 6:00 PM

Saturday, April 25 8:00 AM – 5:00 PM

All exhibitor materials and displays must be removed before 8:00 PM., Saturday, April 24, 2009

(Final determination of exhibit hours will be posted on the ABWA Web site, [www.abwa.org](http://www.abwa.org), by February 2, 2009)

Nothing shall be posted, nailed, screwed or otherwise attached to the columns, walls, floors or other parts of the building or furniture. Anything necessary or proper for the protection of the building, equipment or furniture therein, will be at the expense of the exhibitor.

## **CONTRACT FOR SPACE**

Booths are sold on a first-come, first-served basis.

The signed contract and formal notice of space assignment constitutes the complete agreement for the right to use the allotted space. In the event of fire, strike or other circumstances beyond the control of the ABWA, the contract shall not be binding. The 2009 ABWA District Conference committee and ABWA Management, LLC reserves the right to cancel any contract that violates the Exhibitor Rules and Regulations.

ABWA Management, LLC is not responsible for exhibitor sales performance.

There is no vendor exclusivity.

## **CANCELLATION OF SPACE**

Cancellation will be accepted with a full refund up to April 3, 2009. After April 3, 2009, any cancellation will forfeit their booth space deposit.

**No refunds will be issued after that date.**

## **USE OF SPACE**

All sales activities must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the knowledge and consent of the 2009 ABWA District I Conference committee, and ABWA Management, LLC. Aisles must be kept clear and all merchandise confined to the perimeter of your booth. Advertising material may be distributed only within the space assigned to the exhibitor presenting such material. Orders for your products may be taken if so desired, with shipping costs and contract dealings between the person ordering and your firm.

ABWA retains the privilege of changing booth locations or amending the floor plan on site.

## **RESTRICTIONS**

The 2009 ABWA District I Conference committee and ABWA Management, LLC, reserve the right to restrict exhibits that, because of hotel regulations, noise, methods of operation, or for any reason, become objectionable. Live or recorded music is not allowed. Smoking is not allowed in the exhibits area.

Exhibitors are not to use the logo, the initials or the name of the American Business Women's Association on any merchandise or display materials.

## **LIABILITY**

Neither the hotel or conference center, nor its employees, their representatives, the 2009 ABWA District I Conference, ABWA Management, LLC nor any member of the district conference committees will be responsible for any injury or loss of property from any cause whatsoever; prior, during or subsequent to the period covered by the exhibit contract. This includes the period of storage prior to and following the spring conference. The exhibitor, on signing the contract, releases the properties, the 2009 District I Conference Ft. Lauderdale, FL, ABWA Management, LLC, individuals, and committees, from any and all claims for such loss, damage or injury. To prevent loss, small or portable articles of value should be properly safeguarded at all times.

## **SECURITY SERVICE**

Valuable items should be removed when booths are not in operation. Please take normal precautions in order to protect your goods. 2009 ABWA District I Conference Ft. Lauderdale, FL, and ABWA Management, LLC will exercise reasonable care for the protection of exhibitors' materials and displays, beyond which they separately or collectively cannot accept responsibility for the loss of, or damage to, any of the said materials or displays. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.