

# Convention Exhibitor Contract



## A. Exhibitor Information

Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_ E-mail \_\_\_\_\_

My booth sign should read as follows: \_\_\_\_\_

My top three booth choices are (see map): 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_

Exhibit fee entitles you to two complimentary full registrations. List the names of two booth personnel for identification badges.

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

Please list additional names below. *(There will be a \$300 charge for each additional booth representative.)* 1. \_\_\_\_\_

2. \_\_\_\_\_

We agree that this application is expressly subject to all Instructions to Exhibitors (shown on following page)

Signed/Date \_\_\_\_\_

**This contract is required before exhibit space can be reserved. Payment must be received by Sept. 23.**

### PAYMENT OPTIONS:

Pay With Credit Card *(5% fee will be charged)*     Send Invoice

Mastercard     Visa     American Express

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Verification Code \_\_\_\_\_

Billing Address (If different from mailing) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

**Or register on-line at [www.environmentark.org](http://www.environmentark.org)**

## B. Fee Information

\$775 – Regular Booth, AEF Member Discount Registration

\$1,300 – Regular Booth, Non-Member Registration

\$300/each additional booth representative

Total Amount Due \$ \_\_\_\_\_

## C. Contribution for Outreach Program

Yes, we want to make a designated tax-deductible donation to the AEF Public Education Fund!

\$250

\$500

\$1,000

Other amount: \$ \_\_\_\_\_

# Exhibitor Instructions

## Vendor Exhibits

The AEF would like to invite our exhibitors to embrace our “Survivor” theme this year by transforming your booth to match our TV show theme. AEF board members will judge each exhibitor space during the convention and award a Best of Show trophy at the conclusion of the convention. Competition is fierce for the annual bragging rights!

**Assignment:** Exhibitors use enclosed map to pick your top three booth choices, then list your top three choices in Convention Exhibitor Contract. Priority for assignment of booths shall be on the basis of time and arrival date of contracts, accompanied by payment in full for trade show space, in the office of the Arkansas Environmental Federation, hereinafter referred to as AEF, 12511 Cantrell Rd. Suite 103, Little Rock, Arkansas 72223. Final booth assignment is at the discretion of the AEF. **Deadline for reservations is Sept. 23, 2022.** Remember, SPACE IS LIMITED and the trade show may sell out before the deadline, so please make reservations early.

**Booths & Signs:** AEF will provide a 10’ by 10’ booth. Your booth will include 8’ high back drape and low side drape, a skirted table, two chairs and a wastebasket.

**Services:** Sunbelt Convention Services, Inc., 409 Collins St., Little Rock, AR 72202, 501-244-9955, [sunbelt4u@sbcglobal.net](mailto:sunbelt4u@sbcglobal.net), is the official convention service contractor and show decorator. Please contact Tim Glasscock for any special services to include additional chairs, tables, etc. Shipment and delivery of exhibits must be handled by Sunbelt. Sunbelt will mail packets with ordering information when contracts are received and processed by the AEF. For more information, visit [www.sunbelt4u.com](http://www.sunbelt4u.com).

**Electrical:** Electric, phone, & plumbing must be handled directly through the Convention Center form on the AEF website.

**Installation. Dismantle, Exhibit Hours:** Exhibitors may install displays from 1:00-6:00 p.m. Wednesday, Oct. 5. ALL BOOTHS MUST BE READY BY 6 P.M. WEDNESDAY, Oct. 5 for show opening Thursday morning at 7:30 a.m. Check-in for Exhibitors will be from noon-6:00 p.m. Wednesday, Oct. 5, in the Hot Springs Convention Center, Grand Hall. In addition, breaks for Thursday, Oct. 6, and Friday, Oct. 7, have been scheduled for the Exhibit Hall. The trade show will conclude at 1p.m. on Friday, Oct. 7, at which time grand prize drawings will be held. Effort has been made to maximize the time for attendees to be in the Exhibit Hall. Booths may be dismantled immediately after 1p.m. Friday, Oct. 7 until 4 p.m. Any items left in the area following the close of the show will be donated.

**Construction and Arrangement of Exhibitors:** 1) Exhibitors must not project beyond the space allocated. They should not obstruct the view of others. 2) All booth decorations must be flame-proofed. All hangings must clear the floor. 3) Exhibitors will be expected to handle their activities in good taste and dignity in keeping with the demeanor of a professional meeting. Any damage done to the Hot Springs Convention Center or to anything belonging to the decorating company, other exhibitors, or the AEF will be the liability of the responsible exhibitor to the owner of the damaged property. 4) The HSCC does not allow helium balloons. 5) **IMPORTANT: For safety and liability reasons, as well as to maintain the integrity of the show, you will not be able to break down display until after 1:00 p.m. on Friday, October 7, 2022. SORRY—NO EXCEPTIONS. Vendors will be fined the cost of a non-member booth rental for non-compliance.**

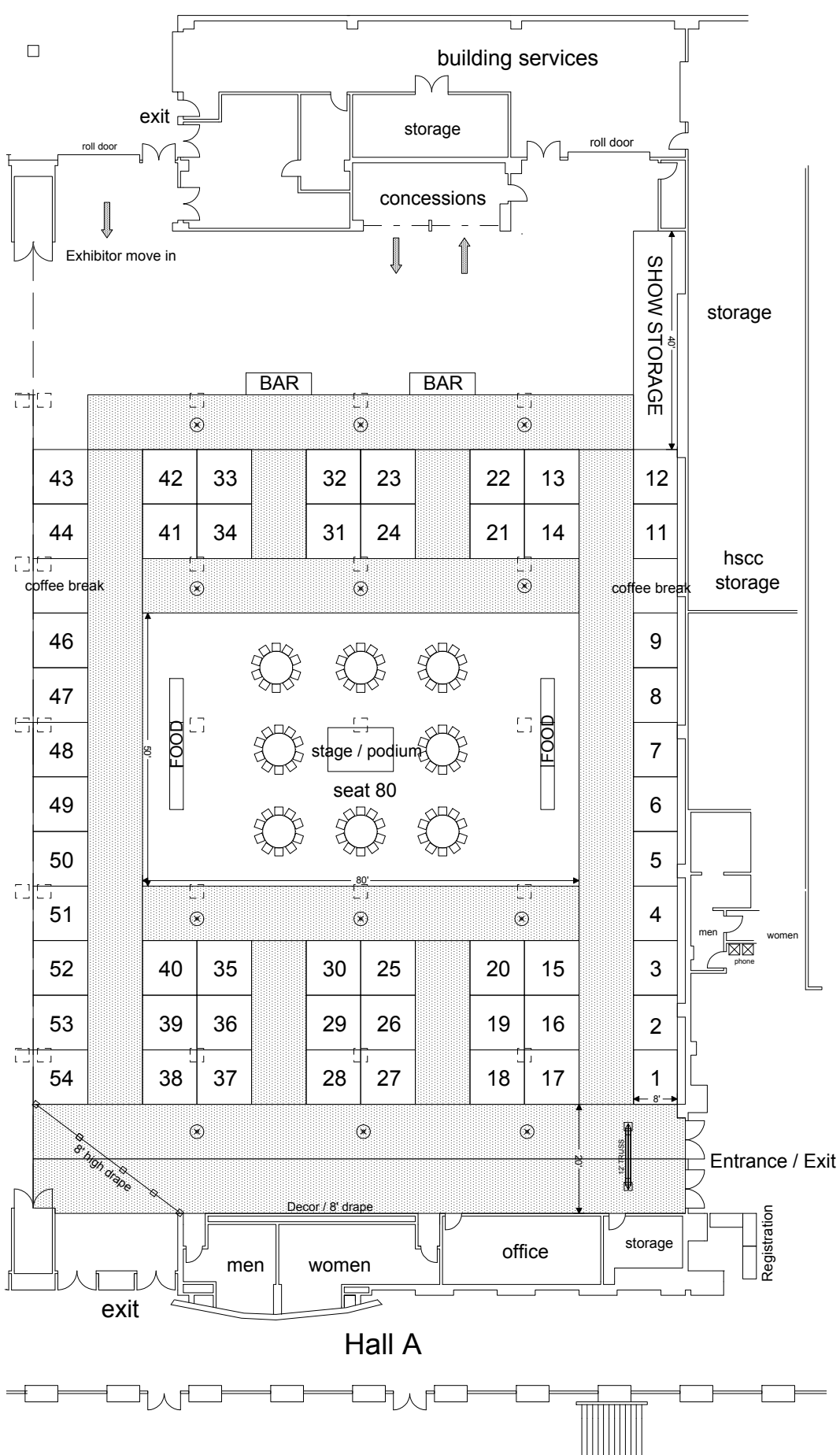
**Prerogative of Management:** AEF reserves the right of final decision without notice and the right to: 1) Rearrange floor plans or relocate exhibits, or both, 2) Prohibit or remove any exhibit that in the opinion of AEF detracts from the general character of the exhibit as a whole; 3) Prohibit non-exhibitors from soliciting or promoting business at the convention; 4) Allow only one firm per booth.

**Liability and Insurance:** Neither AEF or its officers, agents or staff members, nor Sunbelt Convention Services, Inc., nor the Hot Springs Convention Center will assume responsibility for the safety of the property of the exhibitors from theft, damage by fire, water, accident or other causes. Exhibitors wishing to insure their goods must do so at their own expense.

**Contract & Payment for Space:** When completing your contract, please type or print legibly. Rosters, badges, booth signs, etc. will be made according to the information provided on your contract. Signed contract is required before exhibit space can be reserved. Payment must be received by Sept. 23, 2022. For fast and secure electronic registration, visit our website at [www.environmentark.org](http://www.environmentark.org).

**Federal Antitrust Laws prohibit our attendees, presenters, exhibitors and staff from discussing, or distributing information at any AEF function that may suggest or encourage antitrust, monopolistic or unfair methods of competition in, or affecting commerce, such as profit levels, price-setting, advertising prohibitions, prohibiting competitive bidding, requiring uniform terms, suggesting use of specific raw materials and encouraging boycotting. The prohibitions extend to all official AEF Convention and Tradeshow functions, as well as any unofficial gatherings conducted in conjunction with this event. Loose lips sink ships and loose talk sinks associations. Federal Laws require us to inform our participants of the prohibitions and enforce a “zero tolerance” standard.**

**Thanks for your compliance!**



AR ENVIRONMENTAL FEDERATION  
 Hot Springs Convention Center  
 Hall A  
 Oct 5-7 2022  
 54 -10'x10' / 8'x10' booths  
 floor; concrete / 35' ceiling  
 sunbelt autocad rev 6/23/22

