



Asphalt Pavement Association of Michigan
 62nd Annual Asphalt Paving Conference
FireKeepers Casino Hotel
11177 E Michigan Avenue
Battle Creek, MI 49014
February 27-28, 2018

Exhibit Space Contract
 (READ BOTH SIDES COMPLETELY)

Company Name: _____ Telephone: _____

Individual Contact: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Description of products/services: _____

Email: _____

YES, I am attending the Conference (please add your name to Exhibitor Registration sheet)

I wish to reserve the following:

10' X 10' Curtained Exhibit Booth (they will be with the short sides)

Included: (2) conference registrations*, (1) 8' covered and skirted table, (2) chairs, (1) wastebasket

Number of booths _____ @ \$595 / booth Exhibit Booth Total \$ _____

Electricity _____ @ \$35.00 per 110-volt service Electricity Total \$ _____

Grand Total \$ _____

* Additional conference registrations may be purchased; see Exhibitor Registration Form.

Payment: A deposit of at least 50 percent of total participation must be included with this contract. Should full payment not be received by **February 6, 2018** space may be forfeited with no refund. Please make checks payable to **Asphalt Pavement Association of Michigan**. **Return completed contract and deposit to Asphalt Pavement Association of Michigan, 2937 Atrium Drive, Suite 202, Okemos, MI 48864.** Fax: 517.323.6505

Call APAM at 517.323.7800 or email Beth at bwilson@apa-mi.org for assistance.

No Show Policy: No shows will not be refunded, and any remaining balance will be invoiced and due upon receipt.

Signature on this contract subscribes the exhibitor to adherence to the "General Information, Rules and Regulations" as printed on the reverse side of this document, and implies understanding of the terms and conditions therein described.

Exhibitor Signature _____ Title _____ Date _____

“General Information, Rules and Regulations”

MANAGEMENT - This show is sponsored and managed by the Asphalt Pavement Association of Michigan. The word “management” used herein shall mean the sponsors.

PAYMENT AND CANCELLATION - Exhibit space is priced as shown on the Exhibit Space Contract. A 50% deposit must accompany the contract. Space reserved but not paid for in full by **February 6, 2018** will be released for sale. Cancellations prior to **February 8, 2018** will be refunded in full; cancellations after February 9, 2018 will receive no refund and the space will be unconditionally released for sale.

ASSIGNMENT OF SPACE - Space assignments will be made by management in keeping with exhibitor’s preferences insofar as it is possible. The management reserves the right to alter the floor plan of the exposition to accommodate exhibitors and to most efficiently use available space.

LIABILITY OF EXHIBITOR - Exhibitors shall accept all liability (damage, loss, or accident), which might ensue from any cause in connection with transfer, installation, maintenance, display or removal of exhibits. Neither management nor the Sterling Inn will accept responsibility for theft or damage. Exhibitors are encouraged to insure themselves against all losses and claims.

INSTALLATION AND DISMANTLING - Exhibitors may begin installing their exhibits on **February 27, 2018** according to a schedule determined by management, and all exhibits must be removed from the Exhibit Area by **4:00 p.m. on February 28, 2018**. **The exhibitor agrees to complete setup no later than 1:30 p.m. February 27, 2018. Dismantling of exhibit SHALL NOT begin before 1:00 p.m. on February 28, 2018.**

DAMAGE CAUSED BY EXHIBITORS - Exhibitor will be held financially responsible for damage caused by exhibitor representatives. No signs or materials may be fastened to building walls, floor, ceiling, doors, windows, etc.

SAFETY PRECAUTIONS - All materials and installations must conform to the requirements of building and inspection authorities having local jurisdiction. All exhibit materials must be reasonably located within the booth/bulk area and protected by safety guards. Exhibitors shall not operate any propane or gas driven engine, motors, or other machinery.

EXHIBIT DESIGN - Standard drape background and side partitions will be furnished by management for booth exhibits. No exhibitor or company signs will be provided by management; you must provide your own sign(s). Exhibits must be arranged so that they are completely within the allotted space. Exhibits must not be of such a character or arrangement to obstruct the view or interfere with the exhibit of others. **Exhibited products shall not display any company name or logo other than the manufacturer’s, distributor’s, exhibitors, or a customer/owner if said customer/owner is a contractor member of the Asphalt Pavement Association of Michigan. Other company names or logos than those listed in this section shall be masked or otherwise treated so as not to be visible.** Management reserves the right to reject any display which, in its opinion, may detract from the overall appearance and marketability of the Exposition or which interferes with other exhibits, or which is not in keeping with the general theme of the Exposition.

LABOR - Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with the regulations. All reasonable attempts will be made by management for exhibitors to use their own personnel in constructing and dismantling displays.

FOOD SERVICE - The serving of food and/or beverages, except water coolers, in exhibitor booths is not permitted.

CONTESTS, GAMES, PRIZES, OR LOTTERIES - Contests, games, prizes, or lotteries are absolutely prohibited unless fully explained in writing and submitted to management for approval at least two weeks prior to the show. Management reserves the right to make final judgment in the best interests of the show.

LIABILITY - The management will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident, or other cause. The management will not be liable for injury to exhibitors, their employees, or third persons, or for damage to property in their custody, owned or controlled by them, or for property owned or controlled by third persons, which claims for damages, injuries, etc., may be incident to or arise from, or be in any way connected with their use of occupation of display space. The exhibitor shall indemnify, save, and hold the management harmless against any such claim or damage, and shall pay and indemnify the management for any costs or expense, inclusive of counsel fees, arising from any such claim.

GENERAL - All matters and questions not covered by the General Information, Rules, and Regulations are subject to the decision of management, and any amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected.