

# EXHIBIT SPACE APPLICATION/CONTRACT

FSSA 2011 Conference & Expo

May 11-13, 2011 • Disney's Contemporary Resort, Lake Buena Vista, FL



Please type or print **LEGIBLY!**

\*Company \_\_\_\_\_

*\*Please print company name exactly as you would like it to appear on all materials.*

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

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

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

The undersigned hereby authorizes the Florida Self Storage Association to reserve exhibit space for use by the above company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed page two of this application/contract, and to all conditions under which exhibit space is leased to the Florida Self Storage Association. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Name (print or type) \_\_\_\_\_ Title \_\_\_\_\_

**EXHIBIT CONTACT for all correspondence, questions, etc.:** *(Please print legibly!)*

Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Mailing Address *(if different from above)* \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Number of booths requested: \_\_\_\_\_

Choice of booth/table top locations (List all booth numbers):

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

Try to avoid assigning near the following companies: \_\_\_\_\_

Products, services to be exhibited: \_\_\_\_\_

Booth Rental (See #8 on reverse side for fees): \$ \_\_\_\_\_

Additional Vendor Personnel (2 reps *per booth* are included; additional reps are \$100 each) \$ \_\_\_\_\_

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

**BOOTH CONTRACT MUST BE ACCOMPANIED BY FULL PAYMENT.**

Space will be assigned on 1/1/10, according to the criteria outlined in #3 on reverse side.

**PAYMENT:** (Must be made in US funds)

Enclosed is one signed copy of the application/contract with a check payable to FSSA in the amount of \$ \_\_\_\_\_

**OR CHARGE MY**  Visa  MasterCard  American Express Please **print** the following information:

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing zip code \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature \_\_\_\_\_

Mail copy of this contract to:

Robert Bret  
Florida Self Storage Association  
PO Box 149  
Lake Worth, FL 33460  
PHONE: 877-222-9441

Applications with Credit Card payment  
may be faxed to: 877-379-0352

**DO NOT FAX IF PAYING BY CHECK!**

Postmark/Fax Date \_\_\_\_\_

FOR FSSA USE: Membership # \_\_\_\_\_ Postmark/Fax Date: \_\_\_\_\_ Amount received \_\_\_\_\_

## FSSA EXHIBIT RULES AND REGULATIONS

**1. ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interest of the members of FSSA and shall be operated in a way that will not distract from other exhibits or from the Exhibition as a whole. Exhibit Management determines acceptability of persons, things, conduct, and or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association. In the event of such restriction or eviction FSSA is not liable for any refund of exhibit fees, or any other exhibit related expense. All exhibits shall be in conformance with the requirements of the American's with Disabilities Act.

**2. APPLICATIONS FOR SPACE:** Application for space shall be made in writing on the official contract/application form. **No telephone applications will be accepted.**

**3. ASSIGNMENT OF SPACE: Booth Assignments will begin on January 1, 2011.** Exhibit booths will be confirmed (based on availability) according to the following criteria:

**CONTRACT & FULL PAYMENT RECEIVED BY 1/1/2011:** 1) the total number of spaces purchased for the show. 2) Sponsorship and advertising monies spent 3) FSSA Membership 4) Past Exhibit Support 5) Postmark or fax date on receipt of application will be used as a tie breaker.

**IF CONTRACT AND PAYMENT ARE RECEIVED AFTER 1/1/2011:** Assignments will be made based on availability *after* the initial space application are ranked and assigned, on a first-come-first-served basis.

FSSA reserves the right to change location assignments at any time, as it may be, in its sole discretion, deemed necessary.

**4. FULL PAYMENT MUST BE RECEIVED TO BE ELIGIBLE FOR RANKING AND ASSIGNMENT. Applications received without full payment will not be ranked or assigned.**

**5. CANCELLATION:** FSSA must be notified in writing in the event of cancellation or space reduction. Refunds of booth fees will be made only in the event the FSSA is able to resell the space. If the on-site conference program has been printed at the time of cancellation, no refunds will be granted.

**6. NON-COMPLIANCE OF RULES AND REGULATIONS.** Exhibitors who do not meet stated deadlines, or who do not comply with the rules outlines herein, will forfeit their space and all fees.

**7. FAILURE TO OCCUPY SPACE:** The Exhibitor will forfeit Space not occupied at the close of the exhibit installation period, and this space may be resold, reassigned, or used by Exhibit Management and will not be issued a refund.

<b>8. EXHIBIT FEES:</b>	<b>FSSA Member</b>	<b>Non-Members</b>
<b>10x10 Booth</b>	<b>\$895</b>	<b>\$1095</b>
<b>Tabletop</b>	<b>\$695</b>	<b>\$895</b>

Exhibit fees include:

- Back wall (8' high) and (3' high) fabric drapes
- One Line ID sign and name badges
- Cleaning service prior to and following the event
- Final registration list
- Free exhibit and conference registrations for **2 individuals per booth** or tabletop; additional personnel may register at \$100 per booth/tabletop attendee (Maximum 5 reps per booth)
- Ten (10) free trade show passes for customers for Public Access Day, for distribution and processing **PRIOR** to the show.
- Booths include a waste basket – NO furniture or electric

**9. FLOOR PLAN:** All dimensions and locations shown on the official floor plan are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary.

**10. CANCELLATION OF CONFERENCE AND EXHIBITION:** If FSSA should be prevented from holding the exhibition by reasons of any cause beyond its control (such as, but not limited to acts of God) or, it cannot permit the exhibitor to occupy the space due to causes beyond its control, then FSSA has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.

**11. RESTRICTIONS OF SPACE:** No exhibit shall sublet, assign, or share any part of the space allocated without the written consent of the FSSA. Solicitation or demonstrations by exhibitors must be within the bounds of their assigned space. Aisles shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are prohibited in any public areas or elsewhere on the premises of the meeting facility, guestrooms, or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with the Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space is prohibited from conducting business at the Exhibition or in the hotel, unless the organization is an official sponsor of the event and has obtained written permission from FSSA.

**12. CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they **do not obstruct the general view** of any other exhibit. No sidewall higher than 3' may extend more than 50% of the distance from the back wall of the booth toward the aisle. This rule applies to end caps as well. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs or materials that in anyway conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition, and must receive written approval from Exhibition Management.

**13. CARE OF FACILITY:** Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floor or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything necessary for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

**14. FIRE REGULATIONS:** All fabrics and other material used for decorative purposes must be flameproof. Each exhibitor must have a certificate showing the display materials have been treated by a fireproofing compound and approved by the appropriate city agency. All packing and decorating material must be flameproof. Merchandise must not be packed in paper or straw. Any merchandise packed in flammable material cannot be brought in to the show. All electrical equipment must be UL-Approved and must be wired in accordance with the rules of the local board of Fire Underwriters. All empty cartons and/or crates must be removed from the exhibit hall. Local fire regulations related to exhibits will be strictly enforced. Any exhibitor bringing a motorized vehicle into the trade show area must notify FSSA in writing sixty (60) days in advance, and is responsible to receive approval from local fire authorities.

**15. INSURANCE:** All exhibitors must by **March 1, 2011**, show proof of insurance for \$1 million worth of liability insurance. Failure to provide such documentation will mean forfeiture of the exhibit space, with no refunds being provided. Exhibit materials shall be covered from the time they are shipped from the warehouse, through move-in, show dates, move-out, and until all materials have been received at the point of origin. The exhibitor assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the hotel, its owners and operators, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the hotel and its employees and agents. The Exhibitor shall obtain and keep in force during the term of the installation and use of the premises, policies and Comprehensive General Liability insurance and contractual Liability Insurance in the amount of at least \$1million Combined Single Limit for personal injury and property damage. In addition, the Exhibitor acknowledges that neither FSSA, the hotel, its owners and operators, maintain insurance covering exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor. The Exhibitor assumes the responsibility for any and all loss, theft, damage, and claims arising out of injury or damage to the exhibitor's display, equipment and other property while on the premises, and shall indemnify and hold harmless Freeman Decorating, the official exhibit decorator, the FSSA and the hotel and its affiliate arising from such loss, theft, or damage.

**16. SHIPPING:** Both equipment and materials are only to be shipped to the Official Decorator, and not to the FSSA or the hotel. The FSSA and the hotel are not responsible for lost or missing shipments.

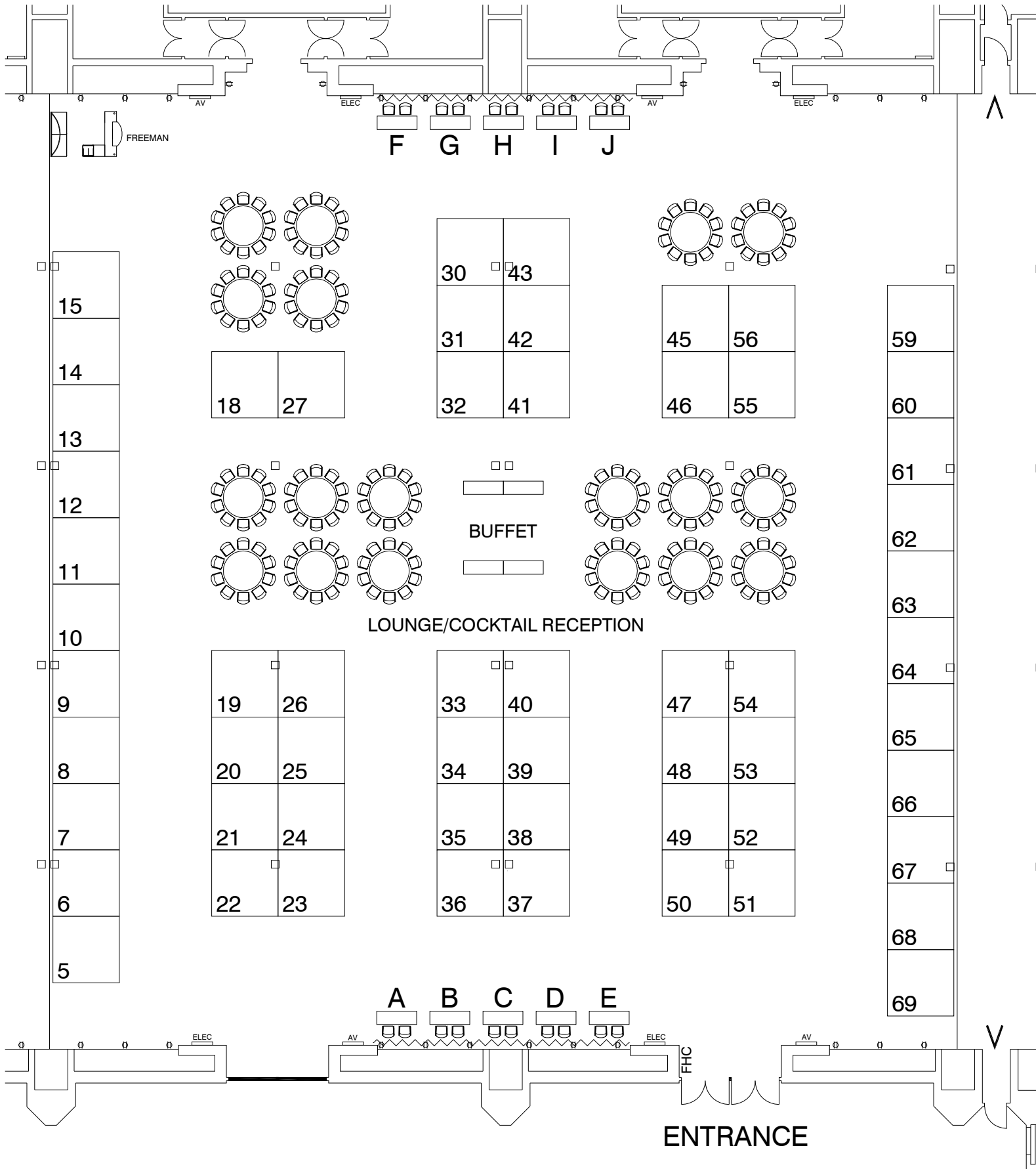
**17. SECURITY:** Exhibit Management provides Peripheral security guard service. It is the responsibility of each exhibitor to protect display materials from loss or damage. Small display and personal items must be secured before leaving the display. FSSA and the hotel are not liable for the theft or damage to exhibit materials.

**18. UNIONS AND CONTRACTS:** Exhibitors agree to abide by the Rules and Regulations concerning local unions having agreements with the Exposition facility or with authorized service contractors employed by Exhibit Management. Only the Official Contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Management.

**19. COMPLIANCE:** The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make. Exhibitor further assumes all responsibility for compliance with all laws, ordinance, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibit is held.

# FLORIDA SELF STORAGE ASSOCIATION EXPO & EDUCATIONAL FORUM

MAY 11 - 13, 2011  
 DISNEY'S CONTEMPORARY RESORT  
 LAKE BUENA VISTA, FLORIDA



# FLORIDA SELF STORAGE ASSOCIATION EXPO & EDUCATIONAL FORUM

MAY 11 - 13, 2011  
 DISNEY'S CONTEMPORARY RESORT  
 LAKE BUENA VISTA, FLORIDA

REVISION DATE:  
 11/4/2010 TM

## BOOTH COUNT

FANTASIA BALLROOM H-J as of 11/04/2010

Dimension	Size	Qty	SqFt
10'x10'	100	58	5,800
Totals:		58	5,800

18 - 72" TABLE ROUNDS OF TEN  
 SEATING FOR 120

## BLDG. LEGEND:

**F R E E M A N**

DRAWING STARTED:  
 11/4/2010 TM

FILE PATH:  
 O:\Design\Plans\SHOWS\11\05  
 May\Fla Self Storage  
 Asn\FSSA511.dwg

DRAWING NAME:  
 FSSA511

HALL NAME:  
 FANTASIA H-J

JOB NUMBER:  
 260075

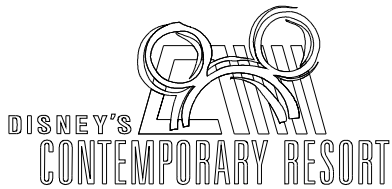
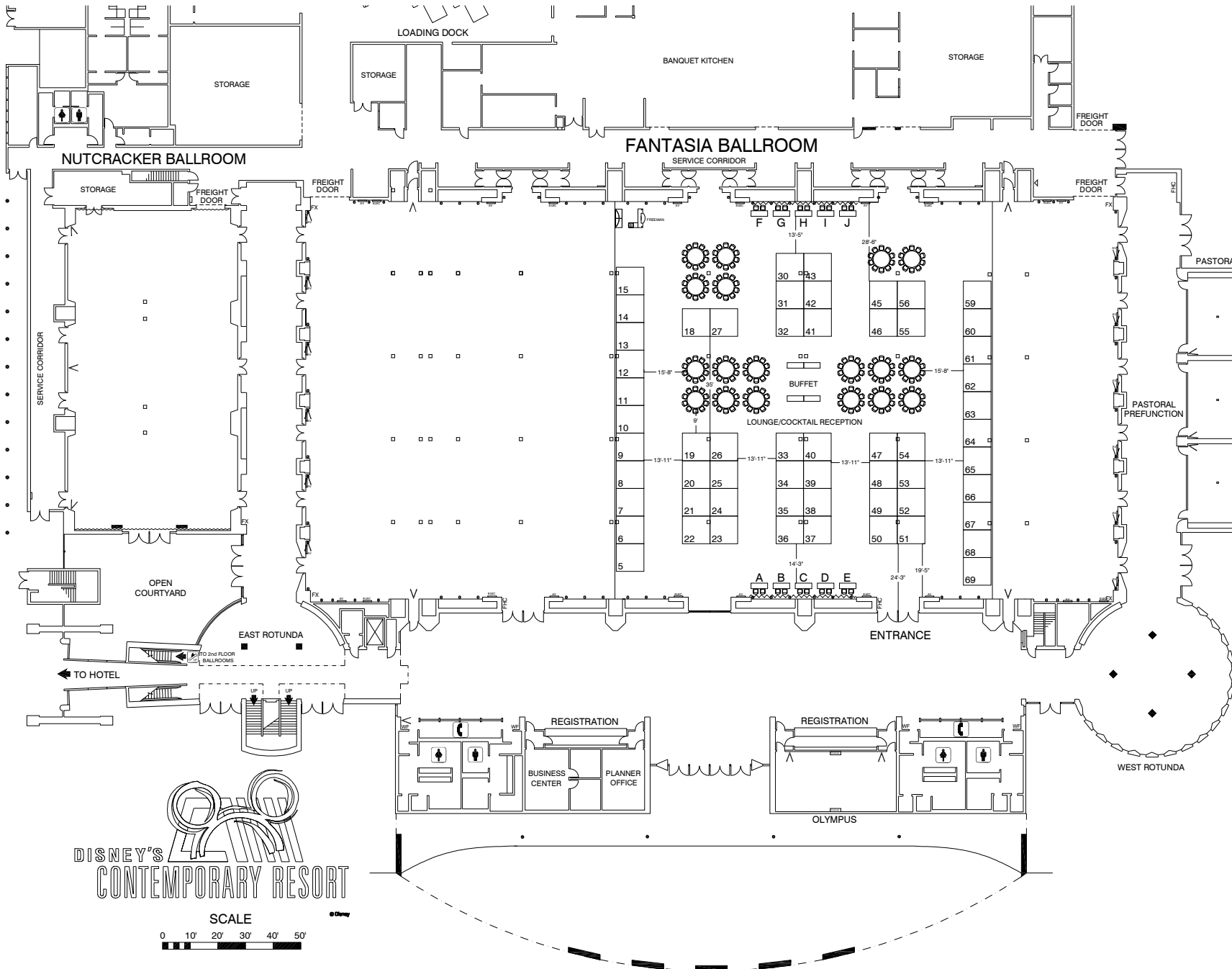
ACCT. EXEC.:  
 JOELLE SWEET

**NOT TO SCALE**

## DISCLAIMER

EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOORPLAN. HOWEVER NO WARRANTIES, EITHER EXPRESSED OR IMPLIED ARE MADE WITH RESPECT TO THIS FLOORPLAN. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS.

©COPYRIGHT 2007, FREEMAN CO.  
 ALL RIGHTS RESERVED.



SCALE

