

# 2017 DesignDC Booth Contract

2017 DesignDC Exhibit Hall Dates: **Tues. Oct. 3 - Wed. Oct. 4, 2017**

Washington Convention Center, Washington, DC

## Exhibiting Company

COMPANY: \_\_\_\_\_

Exhibit Coordinator Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Web url to post: \_\_\_\_\_

We will display the following products: \_\_\_\_\_

If known, list 1 attendees who will be with your booth during the event:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Exhibit Space Cost Breakdown

Exhibit Hall Booth Space	Booth
<i>Save 10% OFF Multiple Booths</i>	
IF Contract received by May 1, 2017	\$2,800
IF Contract received after May 1, 2017	\$3,000

Tabletop Space (only 2 available)	6 ft Tabletop Only
Contract received by May 1, 2017	\$1,800
Contract received after May 1, 2017	\$2,000

Number of Booths: \_\_\_\_\_ Booth Cost: \$ \_\_\_\_\_

Number of Tabletops: \_\_\_\_\_ Table Cost: \$ \_\_\_\_\_

\_\_\_\_\_ **BINGO \$150** YES! Include us on the event BINGO Card. Total Cost: \$ \_\_\_\_\_

### Space Location Choice:

Choice #1 \_\_\_\_\_ Choice #2 \_\_\_\_\_ Choice #3 \_\_\_\_\_

## Neighboring Booths

Please indicate any companies that you prefer not to be located next to:

\_\_\_\_\_  
\_\_\_\_\_

### DesignDC Cancellation Policy:

If the Exhibitor cancels this contract after the signing of the contract, the below fees will be assessed and owed/retained by AIA DC as liquidated damages and not as a penalty.

Cancellation before March 1, 2017 will be assessed a fee of 30% of booth rental.

Cancellation between March 2, 2017, and June 30, 2017 will be assessed a fee of 50% of booth rental.

No refunds on cancellations made after July 30, 2017.

DesignDC is owned by the Washington DC AIA. This contract is binding upon the parties whose authorized signature appears below. The Exhibitor agrees to abide by the terms and conditions as contained herein and as set forth in Exhibit A, "Exhibition Rules and Regulations," attached; and as may be established by the AIA DC Chapter or its assignee(s) (the "Sponsor") in the applicable Exhibitor Services Manual, including and any subsequent revisions or amendments; and as may be set forth in general exhibit information promulgated by the Sponsor.

## Method of Payment

Check       Visa       MasterCard       American Express

(Please Circle Appropriate Payment Method)

Purchase Order Number (Govt. Only) \_\_\_\_\_

(Purchase Order Must Accompany Contract)

## Billing Information

### Paying by credit card?

Please contact Jody Cranford to provide card information by phone. 800-818-0289

**Paying by check** and require an invoice for your accounting department to process payment, please indicate here.

\_\_\_\_ Yes - Please email me an invoice.

## Payment Terms:

\_\_\_\_ **50% Downpayment DUE WITH CONTRACT**, If deposit is being sent by check, please release payment within 2 weeks of contract submittal. Balance payment is due by Sept 1, 2017.

\_\_\_\_ **We would like to pay for our Exhibit space IN FULL NOW.**

\_\_\_\_ **\$150 Bingo Card sponsorship due with Contract. PAY IN FULL NOW**

Any remaining balance is due no later than Sept 1, 2017. If credit card is used for deposit, we will call to authorize balance payment before Sept 1st, 2017.

If final balance by check or credit card is not received by Sept 10, 2017, exhibitor risks forfeiture of booth space.

## To Secure Space:

**If paying by credit card:** Fax completed Contract to: **(888) 450-2526**  
Then contact Jody Cranford: 800-818-0289 with card details.

### If paying by check:

Fax your contract to (888) 450-2526 this reserves your space.

Make checks payable to: **AIA Washington DC**

Mail a copy of your contract along with your check to:

**DesignDC | 421 7th Street NW | Washington, DC 20004**

## Exhibitor Signature

The Exhibitor acknowledges that participation will be limited to those companies whose products and/or services are of specific interest to those attending DesignDC as determined by the Sponsor at its sole discretion. The Exhibitor hereby agrees to abide by all rules and regulations of the exhibition and acknowledges receipt of a copy of Exhibit A, "Exhibition Rules and Regulations," which is a part of this contract and is incorporated herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**Questions? Contact Jody Cranford at: 800-818-0289**

### For DesignDC Staff Use

Space Assigned: \_\_\_\_\_

Deposit Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance/Full Pmt Rcd: \$ \_\_\_\_\_ Date: \_\_\_\_\_