



2009 Florida Apartment Association Education Conference and Trade Show Application for Exhibit Space

August 26 - 28, 2009 Caribe Royale Orlando All-Suites Hotel & Convention Center
Orlando, Florida

See Reverse for Show Rules/Regulations. Please Print or Type All Information.

Company Name (As it is to be printed in program) _____

Primary Contact _____ Title _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Ext. _____ Fax _____

E-mail Address _____

Exhibition Location Preference (see floor plan) Booth Size: Individual Booth Space - 8' deep x 10' wide; (2) Side-by-Side booths - 8' deep x 20' wide; End-Cap - 10' deep x 16' wide. See page two for Detailed Booth Design and use of exhibit space before making your selection.

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

I do not wish my booth to be adjacent to _____

Description of Product/Service (30 words or less) _____

List names of all booth representatives (2 allowed per booth; extra reps charged \$150 ea - Please complete attached sheet).

We agree to abide by the exhibit specifications outlined by the Florida Apartment Association and to all conditions under which the exhibit area is leased to FAA. Said exhibit specification and conditions become a part of this contract. We agree to abide by specific exhibit set-up and tear-down schedule as arranged by the Association. Association reserves the right to rearrange floor plan where necessary to facilitate a successful traffic flow. Reservations cancelled between June 19 and July 20, 2009 will be charged 15% of their booth fee. Requests for refunds after July 20, 2009 will be granted provided that the spaces are resold and a \$125 cancellation fee will be incurred by the vendor. Requests for refunds after July 20, 2009 will be denied if space is not resold. **Cancellation requests must be in writing to the association office.**

Authorized Signature (Contract Must Be Signed) _____ Date _____

Make Checks Payable to FAA and mail to:
341 N. Maitland Ave., Suite 130, Maitland, FL 32751
p 407-647-8839 • f 407-629-2502

	PSC Member	Non-Member	
<input type="radio"/> Standard Booth(s)	\$750	\$950	\$ _____
<input type="radio"/> Premium Booth	\$900	\$1,100	\$ _____
<input type="radio"/> End-Cap Booths	\$2,100	\$2,300	\$ _____
<input type="radio"/> Additional reps at \$150 ea. Use attached Form			\$ _____
		Total	\$ _____

Please note that Booth Space is assigned on a First-Come, First-Served basis and will only be assigned when this application and full payment have been received.

Method of Payment:
 Check Master Card Visa American Express

Name (As it appears on card) _____

Credit Card Number _____

Signature: _____

Expiration Date _____ Verification Code* _____

*The verification code for Master Card or Visa is a 3 digit number on the back of the card. For American Express it is a 4 digit number on the front of the card.

NOTE: FAA USE ONLY

Amount Paid: _____ Date Processed: _____

ID #: _____ Booth # (s): _____

Excel: ____/____/____ Conf Letter: ____/____/____

Exhibit Kit: ____/____/____ Check # _____



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Trade Show Schedule

Wednesday, August 26

7:00 am APAC Golf Tournament
2:00 pm-7:00 pm Exhibitor Set-up

Thursday, August 27

8:00 am-11:00 am Exhibitor Set-up and Registration
11:30 am-2:30 pm Exhibit Grand Opening and Luncheon
5:30 pm-7:30 pm Cocktail Reception in the Exhibit Hall

Friday, August 28

11:00 am-1:45 pm Lunch in the Exhibit Hall
2:15 pm-8:00 pm Exhibitor Tear-Down

PLEASE NOTE: The exhibits will be closed at all other times, and security will be on-site. No admittance during this time.

Service Contractor

The exclusive Decorator for the FAA Conference is:

Expo Convention Contractors, Inc.
57 NE 179th
Miami, FL 33162
p 305-751-1234
f 305-754-9402

Expo Convention Contractors, Inc. is a full service contractor and can provide all aspects of service for the exhibitors. An Exhibitor Kit will be forwarded by the decorator to exhibitors after monies/contracts are received by the FAA.

Shipping

Expo Convention Contractors, Inc. also functions as the official material handling contractor. Shipping instructions will be included in your exhibitor kit.

Freight (Drayage) and at Facility Material Handling Requirements

Do not send shipments to the show site hotel/facility, they will be refused! Please abide by the procedures outlined in the Shipping Instructions Form provided by the show decorator for this event. Expo Convention Contractors, Inc. is the exclusive provider of advance to warehouse and move in day only to facility freight handling, as well as handling of all outbound shipments. Expo Convention Contractors, Inc.'s material handling rates are for roundtrip service. Do not rely upon the hotel/facility to be responsible for the materials.

If your shipping deadlines require that you ship directly to the hotel/facility for date certain receipt on move-in day only; or if you have any other questions, please contact Expo Convention Contractors, Inc. for special

instructions. They will be pleased to assist you. An Expo Convention Contractors, Inc. Representative will also be available at the show site to assist you with your outbound freight handling needs. Thank you for your cooperation.

Payment for Booth

Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and the FAA shall have the right to dispose of such space in such manner as it may consider to its interest without liability on the part of the Association.

Liability

It is agreed that the Exhibitors shall indemnify and save harmless the FAA, Expo Convention Contractors, Inc., and the Caribe Royale Orlando All-Suites Hotel & Convention Center from all liability which might ensue from any cause whatsoever. The FAA will not guarantee Exhibitors against loss of any kind. Reasonable care should be exercised to protect all exhibits. A security guard will be maintained during the hours when the exhibit area is closed, until the official closing time of the exhibit show.

Exhibitors are urged to take out a portal-to-portal rider available at a nominal cost on their own insurance policy, protecting them against loss through theft, fire damage, etc. The Exhibitor is responsible for damage to property. No signs or other articles shall be posted, nailed or otherwise attached to any of the pillars, walls, doors, floors, etc., in such manner as to deface or destroy.

Fire Regulations

In order to comply with local fire ordinance

requirements, all decorative material must be flame resistant. Materials meeting these requirements are available to Exhibitors by Expo Convention Contractors, Inc. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth.

Booth Assignments

Exhibit space is assigned on a first-come, first-served basis, determined by receipt of monies for full booth space/signed contract.

The FAA will confirm the receipt of monies/contract along with a booth assignment. Management reserves the right to re-arrange the floor plan where necessary to facilitate a successful traffic flow.

Meeting, Hospitality Rooms & Sponsorship

No exhibitor shall hold any meetings or events that conflict with the 2009 Florida Apartment Association Education Conference and Trade Show. All hospitality rooms must be cleared in writing and approved by Show Management. Hospitality rooms must adhere to hours for opening established by Show Management. Hospitality Rooms and Sponsorship opportunities are available to 2009 Florida Apartment Association Education Conference and Trade Show Exhibitors exclusively up to one hundred and twenty (120) days prior to the 2009 Florida Apartment Association Education Conference and Trade Show.