



Commercial • Residential • Citywide • Renewable • Sustainable • Green Buildings

October 13-14, 2010 • Connecticut Expo Center • Hartford, CT

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CT Expo Center • Hartford, CT

*2 Days of Education, Exhibits & Events for
 Products and Services Contributing to
 Sustainable & Green Building Practices*

Company Name _____ Website: www. _____
As it should appear in all promotions and Show Directory

Mailing Address _____ P.O. Box _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Contact Name _____ Signature _____

The individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract, which includes the rules and regulations of the event.

Please list your products or services for the Show Directory: _____

Booth Fee(s): per sq. ft.

\$21.50 per square foot

Payment Schedule:

50% deposit due with Application
 50% due August 13, 2010

Corner Fee:

\$175.00 each corner

Booth Choices: (you can combine booth #'s to create larger space) Please refer to the floor plan. Call for available booths.

1st Choice		2nd Choice		3rd Choice	
Booth Number(s)	Dimensions	Booth Number(s)	Dimensions	Booth Number(s)	Dimensions
1.	_____ X _____	2.	_____ X _____	3.	_____ X _____

Please list any companies you do not want to be near _____

Payment Information: (check one)

AMEX MasterCard VISA Check (payable to "Enviro Build") \$ _____ Amount of payment

Card # _____ Exp date _____ Code _____

Name as it appears on card _____

Billing Address _____

City _____ State _____ Zip _____

Signature _____ Please Print _____

Check here if you would like us to place additional payments on this credit card when they are due.

Return to: Enviro Build Expo
 c/o Reuter Exposition Services
 33 Flax Mill Road • Branford, CT 06405
 Tel: 203/483-5774 Fax (203) 483-5778

Show Management Use Only:

Assigned Booth#: _____ Dimensions: _____ Date: _____

Comments: _____

Enviro Build Rules and Regulations

- 1. Contract for Space:** This application for space in Enviro Build Expo and the resulting booth assignment, constitutes a contract for the Exhibitor's right to use the space in accordance with show regulations.
- 2. Rental** rates are \$21.50 per sq. ft.
- 3. All booths must be carpeted** or have another type of floor covering
- 4. Payment Schedule:** 50% with application and 50% by August 13, 2010. Contracts submitted after that date, full payment must accompany contract.
- 5. Cancellation of Exhibit Space:** In the event that the exhibitor cancels exhibit space contracted herein, the exhibitor must do so in writing. Management will accept cancellation of this contract subject to the following schedule:
 - Cancellation prior to August 13, 2010 refund of any payment over 50% of total booth cost
 - Cancellation after August 13, 2010, no refund**Refunds will be made after the completion of Enviro Expo 2010**
- 6. Reduction of Exhibit Space:** At any time the Exhibitor may request a reduction of exhibit space, however, this may require a reassignment of booth location. Exhibit space reduction does not guarantee a refund. All reductions will follow the same schedule for original exhibit space as cancellations listed above.
- 7. Liability Limitation and Indemnification:**
 - Insurance:** All property of the exhibitor is to remain under the exhibitor's custody and control in transit to/from and within the confines of the exhibit area. The exhibitor is responsible for general liability coverage in the amount of \$1,000,000 naming the Connecticut Expo Center at 265 Reverend Moody Overpass, Hartford, CT 06120 and Reuter Exposition Services, LLC, 33 Flax Mill Road, Branford, CT 06405 as additional insured. Appropriate Certificates of Insurance shall be furnished by the Exhibitor and made available to Show Management upon request.
- 8. Claims:** Exhibitor waives all claims of every kind against the show, its sponsors, show management, directors, officers, and employees.
- 9. Indemnification:** Exhibitor agrees to indemnify and save Enviro Build Expo, its sponsors and show management harmless from claims by exhibitor's agents or employees or by any other person arising out of any act or omission in any way related to exhibitor's participation in the show whether negligent or not.
- 10. Cancelled/disrupted show:** In the event of cancellation or disruption of the show for any cause, the Agreement shall be terminated and the exhibitor waives any claim for damages or compensation, except that the exhibitor shall be entitled to a refund of the amount paid for exhibit space for that portion of the show that is either canceled or disrupted.
- 11. Failure to occupy Rented Space and Subleasing:** In the event that the exhibitor fails to use all or part of any space contracted, refunds will not be made on the unused portion of space. Exhibitors shall not sublease any part of the exhibit space to another vendor without notifying Show Management.
- 12. Co-exhibiting Fee:** Any company sharing an exhibitor's booth (not owned by the exhibiting company) will be charged a \$500.00 co-exhibiting fee. The appropriate co-exhibitor form and payment must be completed and submitted to Show Management. This fee allows the co-exhibitor to present its products and/or material in the booth, have a separate listing in the show directory, have exhibitor badges with their company name, receive an Exhibitor Service Manual, booth sign, and have advertising and promotional opportunities. Co-exhibitors will receive individual billing for contractor services. The Co-exhibitor Form is available from Show Management and will be in the **Exhibitor Service Manual**.
- 13. Conditions:** Show Management reserves the right to restrict exhibits because of noise, method of operation or any other reason that becomes objectionable or otherwise detracts from the show. Exhibitors will be given a warning to correct the offense and then will be shut down if they don't abide by the rules. Exhibitors are responsible for meeting all building rules & regulations and any subsequent amendments.
 - Exhibitors shall comply with state and local health and safety standards and applicable rules and regulations of local fire authorities in the city of Hartford, CT
 - Exhibitors are to surrender spaces occupied by them in the same condition it was at the time it was first occupied
 - Exhibitors are liable for any damage within their contracted booth space to floors, walls, columns or other parts of the exhibit hall property.
 - Exhibitors will abide by the tax laws of the state of CT (see form in ESM)
 - Distribution of any material or literature is restricted to the exhibitor's booth area.
- 14. Additions and Amendments to the Rules:** Enviro Build Expo, Show Management and/or its sponsors may from time to time issue additional rules as it deems necessary for the orderly presentation of the Show. Rules may be amended at any time, provided such amendment shall not substantially diminish the rights or increase the liability of the exhibitor.