



## Houston Apartment Association Exhibit Application & Contract

We agree to submit application for space to the Houston Apartment Association. To keep in character of the exhibition, only product and/or service companies are permitted to exhibit in the show.

**Assignment of Space:** Exhibit space is assigned by first right of refusal during the previous year's show. Space is available on a first-come, first-served basis. Please note all booth preferences are considered, but not guaranteed. Exhibitor must select up to three booth space choices. HAA staff will alert you if you select a booth space near a competitor. HAA reserves the right to deny a booth choice based on the proximity of the location to a competing company, to keep within the integrity of the show. The contract is not binding until it is approved by an authorized representative of the HAA staff.

**Payment and Cancellation:** Exhibitors must follow payment schedule as outlined on this application or they may be cancelled. Exhibitors must be current with payments to HAA in all areas of services prior to move-in. Cancellation requests must be in writing. If written notification of cancellation is received by HAA on or prior to February 28, a refund less the deposit will be made. If written notification is received by HAA between March 1 and April 15, 50 percent of the booth rental price less the deposit will be refunded. *No refunds will be made after April 15.* All outstanding balances must be **paid in full** by March 31. HAA reserves the right to resell any booth space remaining unpaid after this deadline.

**General Restrictions:** HAA reserves the right without recourse to absolutely control or prohibit any part of any exhibit that in its opinion is not suitable or in keeping with the character of the exhibition. This concerns persons, things, conduct, printed matter, souvenirs, catalogs, etc. **Aisle space may not be used for exhibition purposes, mechanical or moving robots, displays or signs for solicitation of business. Distribution of cards, circulars, samples or exhibition material is expressly forbidden in areas outside of the exhibit booth.**

**Exhibitor Badges:** Each 10' by 10' booth is allowed **four** representatives in the exhibition hall at one time; 10' X 20' booths **8**; 10' X 30' – **10**; and 20' X 20' islands – **14**.

**Subletting of Space:** No exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor exhibit therein, any products or services other than those sold or provided by the exhibitor in the regular course of his business, nor permit any representative of any company not exhibiting to solicit business in this space. Only one company per booth space is permitted. Separate companies cannot purchase one booth space. Literature from non-exhibiting companies is not permitted.

**Manufacturer Representatives** are eligible to work for the exhibitor they sell to providing the manufacturer representative does not sell directly to the multifamily industry. The manufacturer representative's name badge is included as part of that exhibitor's badge limits.

**Booth regulations and display set up** can be found in the official Prospectus.

**Liability and Indemnification:** By occupying the exhibit space (whether or not this obligation is included in any other printed or written contract), each exhibitor agrees to protect, save, and hold the HAA and employees, and agents thereof, hereafter collectively called indemnities, forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, exhibitor shall at all times protect, indemnify, save, and hold harmless against and from any and all losses, costs (including attorney's fees), damage, liability, or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees and business guests that arises from or out of or by reason of said exhibitor occupancy and use of the exhibition premises or part thereof.

**Uncontrollable Eventualities:** HAA intends to take every reasonable precaution in an effort to protect against damage or loss due to fire, theft and certain other casualties or emergencies, but HAA is not insuring or otherwise protecting any exhibitor against any such loss. The exhibitor is responsible for all such matters.

**Exhibitor Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Show Management:** *Amanda Sherbondy, CAE, Vice President of Membership & Marketing*

**Show Management Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_