



Presented By



Honorary Hosts
Congressman James McGovern
Senator Elizabeth Warren

Build Northeast
c/o Pat Hoey Productions
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(800) 533-0229

Conference & Expo
SEPTEMBER 7 - 9, 2014

www.buildneconference.com



Company Name \_\_\_\_\_

Fed Tax ID \_\_\_\_\_

Name Desired on Booth Identification Sign: \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Ph: \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Exhibit Space: Refer to floor plan: Includes: back drape, ID Sign, one (1) 6' skirted table
(uniform in color, two (2) folding chairs, one (1) wastebasket with liner
• One (1) 7" x 44" (one-line) ID sign with booth number and logo
Booth Choices: Subject to availability and placement of competitive products

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ #of Booths \_\_\_\_\_

\*A deposit worth half the total booth cost is due upon receipt of this contract

Table with 2 columns: Description and Price. Includes Exhibit Table Space, Additional Conference Registrations, Total Cost of Space and Registrations, and Registration Bag Insert.

Payment Make Checks Payable to: Build Northeast Conference \$ \_\_\_\_\_

Charge to my: \_\_\_\_\_ VISA MASTERCARD
\$ \_\_\_\_\_

CREDIT CARD ACCOUNT NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ CVV2 \_\_\_\_\_

Street Address for Billing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Payment Schedule 1/2 deposit due with signed contract
Balance paid in full by July 1, 2014

Check :
I authorize Build Northeast Conference to process the second payment due
July 1, 2014 on the credit card above

Signature \_\_\_\_\_ Date \_\_\_\_\_

Build Northeast Conference Exhibit Table Contract

**SEPTEMBER 7 - 9, 2014**

### **Terms And Conditions**

1. The space on which the exhibitor shall display his products shall be shown on the official diagram, or other space of equal value, as Build Northeast Conference or its agents may thereafter designate, without prior notification.
2. In the event the exhibitor shall not occupy said space, Build Northeast Conference or its agents, is expressly authorized to cause said space to be occupied in such a manner as it may deem best, without rebate or allowance to the exhibitor from any liability hereunder, and the exhibitor expressly agrees to pay Build Northeast Conference or its agents in full the sum herein set forth.
3. The exhibitor shall not assign or sublet such space or any part thereof, or move out his display before the official closing of the show, a penalty of \$100 will be charged to exhibitor should these terms be violated.
4. Build Northeast Conference or its agents shall have full power in the matters of interpretation, amendment and enforcement of all conditions, rules and regulations.
5. Build Northeast Conference or its agents will not be liable for refunds or any other liabilities whatsoever for failure to fulfill this contract.
6. Build Northeast Conference or its agents assume no risk, and the exhibitors expressly release Build Northeast Conference from any and all liability for any damage, injury or loss to any person which may arise from the rental and occupation of said space exhibitors. The exhibitor shall carry and maintain all such insurance coverage as may be required to full protect it against all risks assumed or incurred in or under the terms and conditions of this contract and will name Pat Hoey Productions and DCU Center as additional insured.
7. Build Northeast Conference or its agents assumes no responsibility whatsoever for any property placed in the exhibition building and is hereby released and discharged from any and all liability from any loss or damage to property that may be sustained while at the show.
8. No exhibit may exceed eight (8) feet in height in the arena or exhibition hall or seven (7) feet in height on the concourse without special permission. No exhibit side-wall may exceed three (3) feet in height. All sound amplification equipment must be approved in advance.
9. Exhibitors planning to use decorations on their booths must certify that the cloth, paper or other materials are FIREPROOFED. This is a strict ruling of the exhibition building and the local Fire Marshals Office.
10. Electrical, water, drayage, fork lift service, booth furnishings, etc .are made available through DCU Center or vendors thereof. Build Northeast Conference (or its agents) is not responsible for these services, but will provide information and order forms in the show exhibitor kit provided prior to the show.
11. The following refund policy will be in effect when any exhibitor is unable to fulfill their contractual agreement:
  - a) Deposit per booth module will automatically be forfeited to office, sales, and other miscellaneous costs.
  - b) If the exhibitor has paid more than the 50% deposit required for booth assignment, exhibitor will, upon written request, receive a refund of the amount exceeding the required 50% deposit, minus a \$100 processing charge, per booth, when, and only if, the show is completely sold out. Refunds will be made only after the show has been held. Build Northeast Conference or its agents' interpretation of a sold-out show is final.
  - c) Failure to follow contractual payment schedules will be considered an automatic cancellation of space without refund.
  - d) Absolutely no refund requests will be considered if made within 60 days of the show opening.
  - e) Signature of this agreement holds the company liable for the entire booth price to Build Northeast Conference regardless if deposit has been received at the time of cancellation.
12. Where applicable, early payment discounts will be forfeited if future payment schedules are not adhered to.
13. Build Northeast Conference shall not be liable for any damages or expense incurred by Exhibitors in the event the Show is delayed, interrupted or not held as scheduled; and if, for any reason beyond the control of Build Northeast Conference, the Show is not held, Build Northeast Conference may retain so much of the amount paid by Exhibitors as is necessary to defray expenses already incurred by Build Northeast Conference.
14. Exhibits not removed from hall by designated time will be removed by the Building's decorator, and exhibitor will be charged for that service. Build Northeast Conference (BNE) will not be responsible for lost or damaged goods due to removal
15. This agreement, as executed and approved, shall constitute the entire agreement between BNE and Exhibitor, and no change in or modification of this agreement shall be binding on BNE unless the change or modification shall be in writing, approved by BNE, and be either attached to or endorsed on this agreement. Changes or modifications which are not in writing and neither attached to, nor endorsed on, this agreement shall be considered null and void.