

# BOOTH CONTRACT

# CAA EXPO 2024

SEPTEMBER 26, 2024 • MAKOY CENTER • 11:00 am - 3:00 pm

The following information must be typed or legibly printed:

## EXHIBITOR INFORMATION TO BE PUBLISHED

Exhibiting Company (Full Name for Booth Label) \_\_\_\_\_

Street Address (no PO Boxes) \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone and Ext. \_\_\_\_\_

E-mail (Company) \_\_\_\_\_

Website \_\_\_\_\_

Service Provided \_\_\_\_\_

Social Media

Instagram Handle \_\_\_\_\_

Facebook Handle \_\_\_\_\_

LinkedIn Handle \_\_\_\_\_

Other \_\_\_\_\_ Handle \_\_\_\_\_

## EXPO CONTACT INFORMATION

Contact Name \_\_\_\_\_ Phone and Ext. \_\_\_\_\_

E-mail (Expo Rep) \_\_\_\_\_ Cell Number \_\_\_\_\_

### EXHIBIT SPACE RENTAL FEES

All booths include a skirted table 2'x6'. 2 chairs and a waste basket.  
**A \$500 deposit (per space) is required to reserve a booth space.**

**First Time Exhibitor Booth Rate \$800**  
*Regular 8x10 booth only*

**Day of Booth Lottery Special Rates**  
**Regular Booths (8' x 10') \$950**  
**Premium Booths (8' x 10') \$1100**

This pricing is **ONLY** available on **February 15, 2024** \*You can secure this rate the following ways:

- Attend the Booth Lottery on February 15 and reserve your booth with a signed contract and \$500 deposit.
- If you are unable to attend the Booth Lottery, send your signed booth contract to [events@caahq.com](mailto:events@caahq.com) and deposit made out to CAA (1225 Dublin Rd. Columbus, Ohio 43215) by 4pm on February 15. Booth contracts and deposits received after 4pm on February 15, will not receive this discount.

**Early Bird Pricing is available February 16, 2024 - May 31, 2024.**

**Early Bird Regular Booth Rate \$1100**  
**Early Bird Premium Booth Rate \$1300**

**After May 31, 2024**

**Regular Booth Rate \$1200**  
**Premium Booth Rate \$1400**

#### Tabletop Locations

No pipe & drape, 2'x6' table & chairs only

**First Time Tabletop Rate \$650**  
**Lottery Regular Tabletop Rate \$700**  
**Regular Tabletop Rate \$750**

#### Optional Add-Ons (check the box for Add-Ons)

- \$75 Business card in Expo Age Newsletter (special addition that is published ahead of the expo to all CAA members)
- \$250 Traffic Card (special booth designation designed to increase foot traffic)
- We will need electricity for our booth (must be requested in advance)

Number of booths requested:  Single Booth/Table  
 Double Booth/Table

Total Cost \$ \_\_\_\_\_

Choices for locations are as follows:

First choice is space number(s): \_\_\_\_\_

Second choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

## Payment Information

Check enclosed (made payable to the CAA)

Charge my credit card for:  
(Visa, MasterCard, AmEx or Discover)

\$500 deposit only

Full price of booth

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on card \_\_\_\_\_

Billing Address \_\_\_\_\_

E-Mail \_\_\_\_\_

**No applications will be considered without required payment. Membership dues must be paid in full by January 31, 2024, otherwise the booth will be forfeited. A \$500.00 deposit per booth must be enclosed with this form with the remaining balance to be paid by June 1, 2024.**

## IMPORTANT...READ & SIGN

The Columbus Apartment Association, hereafter referred to as the CAA, is authorized to reserve exhibit space for our use during the Central Ohio Multifamily Exposition, September 26, 2024. It is understood and agreed that **after the kickoff lottery**, all spaces will be assigned on a **first-come, first-served basis**, and that CAA reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the exhibition, or who are not members of the Association, and to assign exhibitors to the best alternate space in the event of all their first three choices are already reserved, and to make reasonable shifts in location for the benefit of the exhibitor or the betterment of the exhibition.

Please read the Rules & Regulations and initial at the bottom right of each page.

We, \_\_\_\_\_ (insert company name) agree to comply with the Rules & Regulations Governing Exhibits. We agree to display at the 2024 Central Ohio Multifamily Exposition and by doing so, **we agree to set up and tear down during allotted times only**. Our company takes **full responsibility** for the **security of our equipment and materials** in our booth space at all times. We understand the cancellation policy states **all cancellations must be received by June 1, 2024**.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**RULES & REGULATIONS GOVERNING EXHIBITS**

- **PAYMENT FOR EXHIBIT SPACE** - Exhibitors shall pay a \$500.00 deposit for exhibit space when submitting the contract and the remaining balance is due by **June 1, 2024**. No refunds will be allowed on cancellations requested after **June 1, 2024**, and space shall be forfeited. All cancellation requests must be submitted in writing. Applications processed after **May 31, 2024** will apply toward the price as designated on the reverse side of the application. Payment for exhibit space does NOT include the cost of any booth equipment, utilities or special services ordered by the exhibitor. All such optional costs shall be the exhibitor's responsibility.
- **USE OF SPACE** - Non-members of the CAA may not purchase exhibit space. The CAA reserves the right to decline or prohibit any exhibit or part of an exhibit, exhibitor, exhibitor representative or proposed exhibit which, in the CAA's opinion is not suitable to and in keeping with the character of the exposition. No subletting or assignment of space will be permitted. Product sampling will be permitted in the exhibit area only.
- **INSTALLATION OF EXHIBITS** - Installation of exhibits may begin **Thursday, September 26, from 9:00 a.m.- 11:00 a.m.** only. All exhibitors must have their displays in **complete order 30 minutes prior to show starting time**. If installation of exhibit is not complete by this time, special permission must be granted by the CAA to proceed. DO NOT attempt to deliver or set up your exhibit at any other times. Skilled decorators are available to handle exhibit booth labor for display installation, if needed at an additional cost to the exhibitor. The Makoy Center does not have a loading and unloading dock, please plan your displays accordingly. Our show decorator will not have a forklift to move large items.
- **EXHIBIT ARRANGEMENT** - So that aisles and visibility are unobstructed, exhibits must be arranged so that they are completely within the allotted space. Ample space must also be provided within the booth for all exhibitor personnel. Exhibitors planning to build or install their own displays must limit height to 8 ft. Exhibits must conform to the size of the space and must be of such a character or arrangement so as to not obstruct the view or interfere with the exhibits of others. Exhibits are permitted to extend forward at the 8 ft. height from the back wall the length of the 3-1/2 ft. wall and not over 4 ft. high from this point to the front of the booth.
- **EXHIBITOR REGISTRATION** - No one will be permitted in the exhibit hall, meeting rooms or other meeting areas without a badge. Advance registration is required for all exhibitors. An application will be sent at a later date to list the company representatives who will be attending the Exposition. Badges will be ready upon arrival at the exhibit hall and may be secured at the registration counter. All agents, temporary help and other authorized representatives must be registered.
- **EXHIBIT BOOTH STAFFING** - Exhibits must be properly staffed during all exhibit hours. Unattended or static displays will not be permitted. Exhibiting companies shall limit the number of working personnel to four (4) per booth. If the exhibit is more than one booth, the maximum number of representatives working at any one time shall be four (4) per booth space rented. Exhibitor personnel are prohibited from sitting, standing or working in aisles or other public areas.
- **REMOVAL OF EXHIBITS** - Packing and removal of exhibits will NOT begin until the show is officially closed and must be completed by 4 p.m. that evening. Violation of this rule shall constitute breach of contract and may result in refusal of application for future CAA exhibits. Skilled laborers are available for display dismantling, if needed at an additional cost.
- **SECURITY AVAILABILITY** - The CAA will provide general security during the open hours of the exposition; however, the **exhibitor will be responsible for the security of their own exhibit areas and property**. Any damage to the exhibit due to carelessness of an exhibitor must be paid for by the exhibitor. The fastening of materials to booth drapery or building walls, windows, ceilings, floors and columns is expressly forbidden, and damage will be paid for by exhibitor.

Initial \_\_\_\_\_

■ **WIFI**

WiFi is available for all vendors free of charge.

■ **SAFETY PRECAUTIONS** - All materials and installations must conform with the requirements of the fire marshal and inspection authorities having local jurisdiction. All flammable materials must be flame-proofed before being taken into the exhibit area.

■ **MUSIC AND AMPLIFICATION** - The use of microphones, movies, slides or other audio-visual equipment is permissible; however, the sound volume of any such devices must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

■ **MATTERS NOT COVERED** - The CAA reserves the right to rule on all matters pertaining to the exposition, whether expressly mentioned or not, and the exhibitor, by executing the application on the reverse side, agrees that all rulings shall be binding upon both the exhibitor and the CAA.

■ **MAKOY CENTER GUIDELINES**

- Depending on the agreed set up for the event, vendors are provided a 6ft or 8ft table and two chairs, exhibitors are allowed to bring their own chairs and tables.
- Electricity for vendors is not guaranteed unless agreed upon in the event contract.
- **No items are allowed to be hung or taped on floors, tables or walls of the Makoy Center.**
- No staples, nails or tacks on Makoy Center surfaces and walls. Pipe and Drape is provided through the CAA show decorator.
- Outside food is prohibited, concessions can be available through Makoy Center.
- Vendors and event coordinators are responsible for removal of large trash items. A dumpster is available behind the event building.
- Bottled water allowed.
- Service animals allowed. No pets.

■ **CONCESSIONS (FOOD/BEVERAGE)**

Makoy Center reserves the exclusive right to provide or contract to provide all food and beverages and/or catering on the premises. Exhibitors shall not engage in the sale or other distribution or any merchandise, goods, novelties or other products without the prior written consent and approval from Makoy Center. Exhibitors shall not contract with food and beverage vendors without the prior written consent and approval of Makoy Center.

Small items such as candy, cookies, and mini bottle water are allowed.

Initial \_\_\_\_\_

EXHIBITOR NAMETAGS

Please complete the following information for your booth and return to the CAA by **June 1, 2024**. (Refer to the Exhibitor Booth Staffing section on page 3 of your Booth Contract for details.)

Company

Expo POC E-mail

**Nametag Order Information**

All booth exhibitors should have a nametag. We will provide one for you, or you are welcome to wear your company nametag.

Attendee Name

Day of Event Phone Number

Attendee Name

Day of Event Phone Number

Attendee Name

Day of Event Phone Number

Attendee Name

Day of Event Phone Number