

BOOTH CONTRACT

CAA EXPO 2026

SEPTEMBER 24, 2026 | MAKOY CENTER | 11:00AM - 3:00PM

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.

Email [Expo Rep]

Cell Number

EXHIBIT SPACE RENTAL FEES

All booths include a skirted table 2' x 6'. 2 chairs and a waste basket. 4 exhibitors present per booth.

A \$500 deposit (per space) is required to reserve a booth space.

First Time Exhibitor or Booth Rate

\$825

Regular 8' x 10' booth only

Day of Booth Lottery Special Rates

Regular Booths (8' x 10')

\$975

Premium Booths (8' x 10')

\$1125

This pricing is ONLY available on March 5, 2026. You can secure this rate the following ways:

1) Attend the Booth Lottery on March 5 and reserve your booth with a signed contract and \$500 deposit

2) If you are unable to attend the Booth Lottery, send your signed booth contract to caa@caahq.com and deposit made out to CAA [1225 Dublin Rd. Columbus, OH 43215] by 4pm on March 5. Booth contracts and deposits received after 4pm on March 5 will not receive this discount

Early Bird Pricing: March 5, 2026 - May 31, 2026

Early Bird Regular Booth Rate

\$1125

Early Bird Premium Booth Rate

\$1325

After May 31, 2026

Regular Booth Rate

\$1225

Premium Booth Rate

\$1425

Tabletop Locations

No pipe & drape, 2' x 6' table & chairs only. 2 exhibitors present per table top.

First Time Tabletop Rate

\$675

Lottery Regular Tabletop Rate

\$750

Regular Tabletop Rate

\$825

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)

Columbus Apartment Association | 1225 Dublin Rd., Ste 120 Columbus, OH 43215 | 614.488.2115
www.caahq.com

RULES & REGULATIONS GOVERNING EXHIBITS

- **PARKING** - Vendors are NOT ALLOWED to park in the lots attached to the Makoy Center
Initial _____
- **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, 2026**. No refunds will be allowed on cancellations requested after **June 1, 2026**, and space shall be forfeited. All cancellation requests must be submitted in writing. Applications processed after **May 31, 2026** 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 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 24, from 9:00am - 11:00am only**. All exhibitors must have their displays in **complete order 30 minutes prior to show starting time**. If the 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 and at an additional cost of the exhibitor. The Makoy Center does not have a loading and unloading dock, so 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 backwall the length of the 3-1/2 ft. wall and not over 4ft 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 and two (2) per table top**. If the exhibit space is more than one booth, the maximum number of representatives working at any one item shall be four **(4) per booth space rented, two (2) per table top**. 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 4pm 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 and 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 the 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 by exhibitor.

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- **WIFI** - WiFi is available for all vendors free of charge.
- **SAFETY PRECAUTIONS** - All materials and installations must conform with the requirement 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 to give to Expo attendees. Booth and tabletop staff may bring in, or order in, outside food. CAA staff is not responsible for ordered food and are unable to take food to booths and tabletops. 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 is allowed.
 - Service animals are 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 of 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 bottles of water are allowed.

EXHIBITOR NAMETAGS

Please complete the following information for your booth and return to the CAA by June 1, 2026. *(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.

Booth Exhibitors:

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

Tabletop Exhibitors

Attendee Name Day of Event Phone Number

Attendee Name Day of Event Phone Number