



**Document 120**  
**American Council for Construction Education**  
**Midyear Meeting**  
Jacksonville, FL  
February 19-22, 2020  
Agreement for Exhibit Space

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Exhibitor Agent**—The name, title, email, and cell phone number information for the individual who is to receive all future correspondence from ACCE.

Name: \_\_\_\_\_ Title \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**Registration Fee:** \$1,000 per booth for ACCE members; \$1,500 for non-members. The registration fee entitles one person to meeting materials; breaks on Thursday, Friday and Saturday; and lunch on Thursday and Friday.

**To Exhibit Contact Steve Nellis at (972) 600-8800; e-mail: [Steve.Nellis@ACCE-hq.org](mailto:Steve.Nellis@ACCE-hq.org)**  
Make checks payable to American Council for Construction Education (ACCE) and mail to:  
ACCE, 300 Decker Road, Suite 330, Irving TX 75062

## **EXHIBIT AREA RULES AND REGULATIONS**

### **Contract for Space**

The receipt by American Council for Construction Education (hereinafter referred to as ACCE) of Exhibitor's signed contract, accompanied by a check for the full amount, will constitute a binding contract for the right to use the space allocated. In the event of fire, strikes or other circumstances beyond ACCE's control, ACCE shall have no liability or obligation to refund any portion of Exhibitor's payment. Nevertheless, if the Board of Trustees of ACCE determines, in its sole discretion, that a portion of the Exhibitor's exhibit fees have not been expended or encumbered, then ACCE will try to refund the balance. Application must be on the official form and accompanied by a check for the full amount in order to be honored.

### **Space Rental**

All booths are six foot skirted tables and includes two chairs. There is a limit of (2) representatives per booth. All expenses, including, without limitation, electrical and telephone requirements, or exhibit installation and dismantling costs, will be the sole responsibility of the Exhibitor.

### **Exhibition Fee**

The fee for one booth is \$1,200 for ACCE members and \$1,500 for non-members. The registration fee entitles up to two persons to receive the ACCE meeting materials and the refreshments during breaks and lunch on Thursday and Friday.

### **Installation and Dismantling of Exhibits**

Installation of exhibits may occur from 12:00 – 5:00 pm on Wednesday, February 19th. All exhibits shall be dismantled by 5:00 pm on Friday, February 21st. Any exhibits not dismantled by that date and time shall be shipped at Exhibitor's total expense. Booths cannot be dismantled prior to the end of the meeting.

### **Exhibit Restrictions**

Exhibits must conform to the size of their space and must not obstruct the view or interfere with other exhibits. All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to Exhibitor's own booth. Displays should not be placed in such a manner as to interfere with or be objectionable to other Exhibitor's space. Portable, pop-up, or table displays are encouraged.

### **Relocation of Exhibits**

ACCE reserves the right to alter the location of exhibit space, at its sole discretion, in the best interests of the exposition, and the exhibitor agrees to accept relocation. Such change of location will be made with notice, which may be ordinary correspondence, to the exhibitor.

### **Hours of Exhibition**

Exhibit hours are 8:00 A.M. – 5:00 P.M., February 21 and February 22, 2020.

### **Refund Policy**

All signed contracts received by ACCE Headquarters are considered binding. However, a 50% refund to Exhibitors will be granted upon written notice of cancellation to ACCE postmarked no later than July 1, 2019. No refunds will be granted after that date.

### **Shipping and Storage**

Exhibitors may ship their display to the location of the meeting. Shipping label shall define the Exhibitor's representative on the label. The address for the shipping is:

Omni Hotel  
245 Water Street  
Jacksonville, FL 32202  
Phone Number: (904) 791-4841  
Email:heather.benzal@omnihotels.com

Exhibits should arrive no more than 2 days prior to the arrival of the exhibit representative. Hotel is not responsible for your exhibit.

### **Security**

There will not be security on site. ACCE and the hotel for the meeting are not responsible or liable for items that are missing or left in the exhibit area. Therefore, ACCE requests that all exhibitors remain at their designated booth locations until the end of each exhibit day.

### **Exhibitor Insurance**

Exhibitors shall insure their own exhibit and display materials. Exhibitors must carry through the term of this contract comprehensive general liability insurance with a combined single limit for bodily injury, accident and property damage occurring in or upon or resulting from the premises leased. Such insurance shall name ACCE as additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Insurance certificate shall be submitted with application and fee.

### **Liability**

The exhibitor and its agents agree to protect, indemnify, hold harmless and defend ACCE from any and all liability, damage or expense by reason of any injury sustained by anyone or by reason of loss or damage done to property in or about the exhibit area.

### **Damage to Property**

If the exhibitor, its agents, servants or employees, damages any part of the building or its equipment, or another exhibitor's property in any way, the exhibitor agrees to defray the cost of repairing any such damages.

### **Signature**

In accordance with the enclosed Exhibitor Rules & Regulations and Contract for Exhibit Space, Exhibitor hereby accept the terms for exhibiting at the February ACCE Midyear Meeting, and as they may be amended from time to time by ACCE. This completed form presents a binding agreement between the Exhibitor's employing organization and ACCE.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_