



**AMERICAN COUNCIL FOR
CONSTRUCTION EDUCATION**
PARTNERSHIP FOR EXCELLENCE

2020 MIDYEAR MEETING & EXHIBITION

The Omni Hotel - Jacksonville

Agreement for Exhibit Space

February 19-21, 2020

Contract for Space

The receipt by American Council for Construction Education (hereinafter referred to as ACCE) of Exhibitor's signed contract, accompanied by payment 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 two representatives per booth. All expenses, including electrical, telephone, and exhibit installation and dismantling costs will be the sole responsibility of the Exhibitor.

Installation and Dismantling of Exhibits

Installation of exhibits may occur from 7:00 AM – 10:00 am on Wednesday, February 19, 2020. All exhibits shall be dismantled by 6:00 pm on Friday, February 21, 2020. Any exhibits not dismantled by that date and time shall be dismantled and shipped to the address location identified on this agreement 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, and distribution of descriptive literature must be confined to Exhibitor's own booth. Displays shall not be placed in such a manner as to interfere with or be objectionable to other Exhibitors' space. Portable, pop-up, or table displays are encouraged.



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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 19th – 21st, 2020.

Shipping and Storage

Exhibitors may ship their display:

The Omni Hotel
Attn: (Name of Exhibitor), (ACCE Midyear Meeting 2020)
245 Water Street
Jacksonville, FL 32202

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

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 prior to written notice being received by the end of business day on February 8, 2020. No refunds shall be provided after this date.

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. A proper Certificate of Insured must be provided prior to exhibit being set up.

Security

There will not be security on site. ACCE and The Omni Hotel 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.



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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 Exhibitors' property in any way, the Exhibitor agrees to be solely responsible for the cost of repairing any such damages.

Registration Fee:

\$1,250.00 per booth for ACCE members; \$2,000 for non-members.

The registration fee includes:

- One person to attend the Thursday lunch, Friday lunch, and the Awards Ceremony dinner on Friday evening.
- Exhibitor's logo will be displayed on ACCE Midyear registration web site.
- Exhibitor will be recognized as a sponsor of the Conference during the Friday dinner.

In accordance with the Agreement for Exhibit Space, the Exhibitor named below hereby accepts the terms for exhibiting at the 2020 Midyear Meeting & Exhibition 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.

Company: _____

Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Cell Phone: _____ **Work Phone:** _____

Email: _____

Signature: _____ **Date:** _____