

We invite you to exhibit at CAI's Tradeshow and Educational Exposition on Friday, March 5, 2010, at the Manatee Convention Center, One Haban Boulevard, Palmetto, FL 34221. Our Theme is "Uniting our Community"



WEST FLORIDA CHAPTER

community

2937 Bee Ridge Road #4 Sarasota, FL 34239  
(941) 927-1910 Fax: (941) 927-1912  
ced@caiwestflorida.org

**RESERVATIONS NOW BEING ACCEPTED!** Act now to reserve booth space and sponsorships to maximize your company's visibility and branding. Exhibit booths are assigned on a first-come, first-served basis as applications with payment are received. No exhibit space shall be reserved without signed application and payment. Reservations are limited, so don't delay.

**PARTNERSHIPS: 2010 Platinum; Gold, and Silver Sponsors** are given first selection of booth rentals based on the following time frames: Platinum- Week of November 30, 2009, Gold- Week of December 7, 2009, Silver- Week of December 14, 2009 and all other members- Week of December 21, 2009. Non-members starting January 4, 2010. Reservations must be faxed. The original must be mailed with payment and will be taken on first come basis.

**SPONSORSHIPS:** Corporate \$5000, Major Sponsors \$500, Breakfast Sponsors \$250 \*\*Separate Forms need to be completed for sponsorship\*\* - the form is available at the CAI website at [www.caiwestflorida.org](http://www.caiwestflorida.org)

**EXHIBITOR APPLICATION AND CONTRACT**

**1. GENERAL INFORMATION** (Complete the following as you want it to appear in the CA Day directory)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

CONTACT FAX \_\_\_\_\_

CONTACT MOBILE \_\_\_\_\_

CONTACT TOLL-FREE \_\_\_\_\_

WEBSITE \_\_\_\_\_

Briefly describe your product/service:

**2. EXHIBIT SPACE RESERVATION:**

Standard Booth Size 10' x 10'

**\*\*DIAMOND SPONSOR\*\* – PRE-SELECTED BOOTH**

Platinum \_\_\_ Gold \_\_\_ Silver \_\_\_ Chapter Sponsor: No Charge

Member: \$500 Non-Member: \$750

**Booth Number Preference:**

1ST CHOICE \_\_\_\_\_ 2ND CHOICE \_\_\_\_\_ 3RD CHOICE \_\_\_\_\_

**\*\*See website for updated availability\*\***

**Booth Staff:** Name badges included IF requested. Please indicate names below:

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

**3. CA Day Directory:** All exhibitors will have their contact information listed in our CA Day Directory. Display advertisements are available for purchase for exhibitors only. Chapter sponsors get free advertising per their agreement. Gold & Silver Chapter sponsors may upgrade to full page for additional cost. See rate sheet on website for pricing information. Premium ads are NOT upgradeable (you must pay full price) and are available on a first-come, first-served basis. Fax completed rate sheet to 941-927-1912.

**4. Selections:**

Booth Cost:	\$ _____
Electric @\$60	\$ _____
Extra Table (8ft.) @ \$30	\$ _____
Buffet Lunch @10.00	\$ _____
<b>Total</b>	\$ _____

**Lunch** – There will be a buffet lunch available but will need to be paid for in advance. The concession will be available from the Manatee Convention Center. Food runners will be available.

**Vendor Name Sign:**

Indicate whether you want a 6x24 name sign displayed at your booth:

\*Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Only booths with a YES checked will receive a sign\*\*

**5. PAYMENT:** Full payment must be made to CAI before actual event. Fax form to CAI Office- 941-927-1912, then send original with Check payable to CAI West Florida Chapter

**Payment Method**

Check Enclosed (made payable to CAI West Florida Chapter)  
Invoice (Only for established accounts)

**PLEASE REMIT TO:** CAI, West Florida Chapter, 2937 Bee Ridge Road, Suite 4, Sarasota, FL 34239 | Phone (941) 927-1910 | Fax (941) 927-1912

**6. DON'T FORGET!** Sign the exhibitor agreement on the back of this form, as well as the agreement below. Non-exhibiting suppliers are not permitted on the trade show floor during the conference.

**TERMS:** Signed exhibitor application/rules and regulations must be returned before any booths are assigned. Fax before mailing to: 941-927-1912.

**I acknowledge and accept all terms on BOTH sides of this form. \*\*No Food Allowed\*\* \*\*No Suitcasing\*\***

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**Please retain a copy of this form and the Exhibitor Agreement on the reverse side for your records.**

# Exhibitor Agreement

## 2010 CA Day Tradeshow

**RULES AND REGULATIONS:** It is important that you review all the rules and regulations for exhibit space. Please read all terms and conditions in the contract before signing.

### A. SPACE RENTAL

- 1 Booth Display:** Contract provides for one 10x10 booth, two 36" side drapes, a 8' backdrop, a 8' draped table, two chairs and a 6" x 24" sign with the exhibitor's name. Name badge also provided. General cleaning of the aisles and floor is also included.
- 2 Cancellation of Show:** In the event that fire, strike, natural disasters, or other circumstances beyond the control of CAI cause the exhibition to be cancelled, full refunds of exhibit rental fees for contracted space will be given. Travel and accommodations are not refunded by CAI.
- 3 Payment:** Full payment for space rental must accompany the application including 2010 Chapter Sponsorships.
- 4 Eligibility:** CAI reserves the right to determine eligibility of any exhibitor for inclusion in the exhibition.

### B. CANCELLATION

- 1 Cancellation:** All payments will be refunded (except Chapter Sponsors) if notification of cancellation is received in writing by February 1, 2010. **No refunds will be made after the date above.**
- 2 Failure to Occupy Space:** Space not occupied by the close of the installation period will be forfeited and space may be resold, reassigned, or used by CAI. No refunds will be made for failure to occupy space.

### C. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBIT FACILITIES

- 1 Acceptability:** All exhibits should serve the interests of the members of CAI and operate in a way that does not detract from the interests of the exhibitors. CAI has the right to require immediate withdrawal of any exhibitor that CAI believes is injurious to the purpose of the Institute.
- 2 Use of Space:** No exhibitor may assign or share space allocated without written consent from CAI. Aisle space may not be used for display. Space must be staffed at all times during exhibit hours.
- 3 Construction of Exhibits:** Exhibits should be arranged so they do not block exit signs nor obstruct the general view of others' exhibits.
- 4 Installation:** All installation must be completed between the hours of 1:00 and 6:00p.m. on Thursday, March 4, 2010. Call the CAI Office if you need help with arranging your booth set up. **A mandatory meeting will be held for all Vendors at 8:15 am on March 5, 2010.**
- 5 Dismantling of Exhibits:**

### **\*\*No exhibit may be dismantled until 5:00p.m.\*\***

Dismantling must be completed by 5:30 p.m. on Friday, March 5, 2010. If the exhibitor fails to remove the exhibit, removal will be arranged at the exhibitor's expense.

- 6 Electrical and Extra Tables:** Electric and extra tables must be ordered through CAI at the time of application. You will need to provide your own extension cord.
- 7 Telephone Service:** Bright House Network will have Wireless Internet available the day of the event for a small fee. Payment is accepted by credit card only after signing on with a specific code that will be located in your vendor packages.

- 8 Fire and Safety Regulations:** All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance. All decorations and display equipment must be fire-proof. No combustible materials can be stored in or around the exhibit space.
- 9 Damage to Exhibit Facilities:** The exhibitor must surrender the space occupied in the original condition. The exhibitor or its agent may not injure or deface facilities, equipment, or furniture. Nothing may be taped, nailed, or attached to walls, columns, floors, or furniture. If damage does occur, the exhibitor is liable to the facility owners.
- 10 Exhibit Hall Security:** The Exhibit Hall will be locked after hours but exhibitors are advised to properly insure their property, which will remain in the possession and custody of each exhibitor at all times. No firearms are allowed.
- 11 Responsibility of CAI and Exhibit Facility:** The exhibitor agrees to comply strictly with the terms and conditions contained in this agreement between CAI, its agents and The Manatee Convention Center regarding exhibit premises. Each party agrees to indemnify and hold harmless the other from any and all loss, damage, and expense (including attorney's fees) arising from the negligence or willful misconduct of the indemnifying party, its agents, and employees in the performance of its duties and responsibilities under this agreement.
- 12 Food:** No food is allowed to be handed out at exhibitors booths except individually wrapped candy. Breakfast will be provided compliments of our Breakfast Sponsors, a Buffet lunch and a Food Concession will be available the day of the show.
- 13 Mandatory Exhibitor Meeting:** A mandatory meeting will be held at 8:15a.m. on March 5 2010 for all exhibitors.

### D. CAI SUITCASING POLICY

CAI has a no tolerance policy regarding "suitcasing," which describes the practice by non-exhibiting companies or individuals of soliciting sales or sales leads on the tradeshow floor, in the aisles, or in the lobbies, and/or representing their services or soliciting forum participants for conflicting social activities. Non-exhibiting suppliers participating in the forum as attendees or speakers are prohibited from soliciting business on the trade show floor, in or after sessions. It is considered "bad-form" to conduct business outside of your own booth. Talking to clients or prospects in or in-front of someone else's booth is also a violation of CAI policy will not be tolerated. All parts of an exhibit must remain in exhibitor's assigned space. No exhibit will be allowed to infringe upon aisle space.

**Violators** of these policies will be ejected from the show, if exhibiting, and charged the single booth rate, which must be paid prior to registering as an attendee, exhibitor, or sponsor at any future CAI forums. Please report any violators to the CAI Booth.

*Signature must be given to guarantee a CAI booth space.*

**I agree to the terms and conditions of this contract including no food allowed and no suitcasing outside of booth.**

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Exhibitor's Signature

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Exhibitor's Name (please print)

**Event date and details are tentative and subject to change. Be sure to keep a copy for your records. For more information please visit our website at [www.caiwestflorida.org](http://www.caiwestflorida.org)**

