

Organization Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Main Contact Name: _____ Website: _____

Email: _____ Title: _____

The following booth fees apply for the 2019 APHA Annual Meeting and Expo:

Commercial: **\$2,550** (inline) and **\$2,800** (corner) per 10' x 10' booth.

Non-Profit: **\$2,050** (inline) and **\$2,200** (corner) per 10' x 10' booth.

Premium Booths: **\$2,950** —Refer to floor plan for designated booths.

Booth Selection:

☐ Commercial ☐ Non-Profit (Proof of tax exempt or non-profit status is required) ☐ Premium Booth

Indicate your preferred exhibit booth choice:

1st Choice(s): _____ 2nd Choice(s): _____ 3rd Choice(s): _____

Booth Space Charges \$ _____

Total Charges \$ _____

Payment for Space / Cancellation: Under the terms of the contract, the exhibitor agrees to pay **fifty percent (50%) of the total fee with this contract**, and further agrees to submit to APHA the balance due upon receipt of statement but in no case later than **July 26, 2019**. It is understood that failure by the exhibitor to remit outstanding balance due APHA by said date shall render all exhibit agreements between the exhibitor and APHA invalid and shall constitute forfeiture of all monies paid under terms of the contract. An exhibitor who cancels all or part of reserved booth space prior to July 26, 2019 will forfeit fifty percent (50%) of the total contracted costs plus \$50 service fee to APHA. **No cancellation of space will be accepted or refunds made after July 26, 2019.**

We understand this application becomes a contract when signed by us and accepted by APHA. In compliance with the requirements set forth by the American Public Health Association, we certify that we are Equal Opportunity Employers. We have read and agree to abide by all rules and regulations (page 2 of contract) as well as the exhibitor standards provided on the back of the floor plan included with the Exhibitor Prospectus.

SIGNATURE: _____

For Credit Card payments: ☐ VISA ☐ Master Card ☐ American Express

Credit Card No. _____ Security Code # _____

Amount Charged \$ _____ Expiration Date _____

PO # _____ Authorized Credit Card Signature _____

Exhibit Management Use Only

Federal IS#: 13-1628688

Amount Enclosed \$ _____ is hereby acknowledged. The balance of \$ _____ is due on or before July 26, 2019.

☐ Company Check ☐ Credit Card

Booth(s) Assigned: _____ Date Accepted _____

Exhibit Manager Signature

American Public Health Association

Mail contract and payment to: lynn.schoen@apha.org

--OR--

Lynn Schoen, CEM
APHA
800 I Street, NW
Washington, DC 20001

Questions? Call 202-777-2479

EXHIBITOR CONTRACT—RULES AND REGULATIONS

The following rules and regulations have been designed for the benefit of all exhibitors and in conjunction with the information in the prospectus constitute a formal contract. American Public Health Association (APHA) requests the full cooperation of the exhibitor in their observance. APHA reserves the right to terminate the exhibitor's display privileges at any time for breach of any of these terms, rules and regulations. Such termination may become effective during the Annual Meeting & Exposition, at which time the exhibitor agrees to close his/her exhibit space upon receipt of a notice of termination, and thereafter remove his/her exhibit from the exhibition hall as soon as possible without disruption of the meeting. Expulsion of an exhibitor under these rules shall not give rise to a claim for a refund of the fees paid by such exhibitor.

Booth and Exhibit Specifications: All exhibits must adhere to the APHA booth and exhibit specifications. Exhibitors desiring to use other than standard booth equipment or any signs, decorations or arrangements of display material conflicting in any way with these rules and regulations must submit to APHA a detailed sketch of the proposed layout and receive written variance approval from APHA. Island booths must be approved prior to installation. APHA reserves the right to alter the locations of exhibits or booths if deemed advisable in the best interest of the Annual Meeting generally.

There will be no objectionable noise or odor or other disagreeable feature attendant to any exhibit. Each exhibit shall be so installed that it will not project beyond the space allotted. No exhibit shall obstruct or otherwise interfere with the other exhibits.

Default in Occupancy: Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be repossessed by APHA.

Carpeting: **Individual exhibit booths are not carpeted;** exhibitors are required to provide carpeting. If carpeting is not in a booth, APHA will order it and charge to exhibitor. Companies occupying island booths must have carpeting to cover entire booth or contract with decorator to fill-in space with aisle carpeting.

Exhibit Hours: All exhibitors must install and dismantle exhibits during the hours specified in the prospectus. All exhibits must be fully staffed during Exhibit hours. Any exhibiting company who vacates or tears down its exhibit prior to the closing of the show or whose booth is not fully staffed during the show will not be invited to participate in priority registration for the 2020 APHA Annual Meeting. APHA reserves the right to alter the Annual Meeting hours in any manner whatsoever in the best interest of APHA.

Restrictions in Operations of Exhibits: Exhibitors may not alter the locations of exhibits or of booths without the written consent of APHA management. Exhibitors may not sublet their space or any part thereof. Exhibitors may not permit non-exhibiting companies' representatives in their booths. No recorded or live music is permitted in the booth. APHA reserves the right to restrict or relocate at the exhibitor's expense any exhibits which, because of noise, method of operation, materials, traffic congestion, or any other reason, become objectionable. Exhibit demonstrations must be confined within the bounds of their respective booths. Aisle space may not be used to distribute promotional material. Companies planning to sell must comply with all state and local sales permit requirements.

Sale of Products/Services: Exhibitor is responsible for collecting and remitting applicable sales and use taxes to the city of Philadelphia and the state of Pennsylvania for its sales of products or services. APHA has no responsibility to do so and will cooperate with Pennsylvania officials to make available requested information and/or to provide access to such officials to the exhibit area.

Protection of Hall Property: Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls, columns, or booth drape, or hang things from sprinkler pipes. Any signs or posters leaning against the walls must be properly padded so as not to cause damage. **No helium balloons** are allowed in the Pennsylvania Convention Center. Smoking is prohibited in the Pennsylvania Convention Center.

Limitation of Liability: The Exhibitor releases and waives any claim against APHA, its committees, executive board, members, agents, contractors or employees, State of Pennsylvania, the Pennsylvania Convention Center and Authority, and the Philadelphia Convention & Visitors Bureau, their respective board members, facilities, officers, directors, employees, contractors and agents (hereinafter referred to as "indemnitees"), arising from or in connection with any cause whatsoever, including negligence, loss, theft, damage, or destruction of goods, or for any injury to itself, its agents, employees and contractors while in or about the Pennsylvania Convention Center, or for any damage of any nature or character whatsoever including any damage to its business by reason of failure to provide space for the exhibit or the removal of the exhibit or for any action of any nature by it or any of them for failure to hold the Annual Meeting & Exposition on schedule. The Exhibitor agrees to indemnify and to hold harmless and defend indemnities from any losses, claims, liabilities, damages, and expenses (including attorneys' fees) arising from whatever cause whatsoever, including without limitation property damage or loss and injury or harm to persons, arising out of or caused by Exhibitor's maintenance, use, set-up, construction, removal, and operation of its exhibit and booth, or the acts of failure to act of the Exhibitor and its officers, directors, employees, agents, contractors and invitees while in or about the Pennsylvania Convention Center and from any breach of this exhibitor contract. The service contractor shall not be liable beyond the respective services as stipulated in the Decorator and Drayage Service included with this document.

Security and Insurance: APHA will provide peripheral security only in the exhibit hall during the two set up days prior to the opening of the show, during the three show days and until 12:00 p.m. on the day after the last day of the show. The Indemnitees will have no responsibility for the protection of the Exhibitor's booth, materials, or displays during the Convention and the Exhibitor hereby releases each of them from any and all claims, losses, damages, and expenses arising out of any losses thereof. The Exhibitor will utilize lock boxes and/or arrange for its own security in its booth, as appropriate, at its own expense. An Exhibitor shall provide a certificate of insurance indicating at least \$1,000,000 of Commercial General Liability insurance with an insurer reasonably satisfactory to APHA. Not later than thirty days prior to the date on which the Exhibitor is first given access to Pennsylvania Convention Center, the Exhibitor will provide to APHA a certificate of insurance evidencing the foregoing and naming the Indemnitees as additional named insured. Such insurance certificate shall state that 30 days advance notice will be given to APHA of any material change or cancellation of the policy.

Off-site Activities: Exhibitors who plan to have off-site activities agree that such events will not take place between 8:00 a.m. and 5:30 p.m. on November 2, 3, 4, 5 or 6. Public notices of such events shall be displayed only in the exhibitor's booth or in the Association's Activity Posting Center.