



# 2018 EXHIBITOR SPACE CONTRACT

MUSIC CITY CENTER · NASHVILLE, TN

**FEBRUARY 6-9, 2018**  
EXHIBITS OPEN FEBRUARY 8TH & 9TH

## EXHIBITING COMPANY INFORMATION

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

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Company Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

### 2018 SHOW FLOOR HOURS

WED, FEBRUARY 7TH  
Move in 8:00am

THURS, FEBRUARY 8TH  
Show Floor Open  
11:00 am – 5:00 pm

FRI, FEBRUARY 9TH  
Show Floor Open  
10:00 am -2:00 pm

## EXHIBITOR CONTRACT & PAYMENT INFORMATION

By signing below, exhibitor acknowledges they have received and read the Exhibitor Terms & Conditions as outlined for the 2018 Southeast Pool & Spa show and that they are bound by the rules as outlined.

Exhibitor Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Booth Coordinator: \_\_\_\_\_ E-mail: \_\_\_\_\_

Products to be Displayed: \_\_\_\_\_

Booth cancellation policy and other important exhibitor information is printed on page 2 of this form.

My booth choices, in order of preference are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## EXHIBIT SPACE SIZE

Take advantage of the Early Bird rates through September 15, 2017		Early Bird-Through Sept 15		After Sept 15	
		1-3 BOOTHS	4+ BOOTHS	1-3 BOOTHS	4+ BOOTHS
Southeast Show Only	Per 10x10 booth	\$1,545	\$1,390	\$1,625	\$1,465
Duo Show Exhibitor (SE and Mid America)	Per 10x10 booth	\$1,390	\$1,295	\$1,465	\$1,335

# of 10' x 10' Spaces: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ x 50% = Deposit \$ \_\_\_\_\_  
*50% deposit due with contract.*

Credit Card:  Visa  MasterCard  American Express  Discover

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

*By signing above, you are authorizing the balance to be charged to this card October 31, 2017*

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CSV: \_\_\_\_\_

Amount to charge card with submission of signed contract: \$ \_\_\_\_\_

### SUBMIT COMPLETED CONTRACT:

FAX:  
815.642.8730

MAIL:  
SE Pool & Spa Show  
PO Box 666  
Palos Park, IL 60464

QUESTIONS?  
Call Jocelyn Young @  
630.308.1363 or  
Jocelyn@southeastshow.com

# EXHIBITOR TERMS & CONDITIONS

## SOUTHEAST POOL & SPA SHOW › FEBRUARY 6-9, 2018

### EXHIBITS OPEN FEBRUARY 8TH & 9TH

**1. LOCATION:** The Southeast Pool & Spa Show will be held in the Hall A of the Music City Center located at 201 Fifth Avenue South, Nashville, TN 37203. The number for Show Management is (630) 308-1363.

**2. BOOTHS:** A standard booth size is 10'x10' with 8' high back drape and 3' high sidewall drapes. A 7"x44" sign with the company's name is included in the booth. All display items or fixtures over 4'10" in height must be confined to that area of the exhibitor's space that is at least 5' from the aisle line. This also pertains to peninsula booth exhibits at the end of aisles. Displays along the "back wall" of peninsula exhibits may not be over 4' high or within 5' of the ends of the back wall. No part of a display may be taller than 8' without the permission of Show Management.

**3. EXHIBIT FEE:** The Early Bird Fee is for contracts submitted prior to May 1st and includes a \$150 credit towards a night at the host hotel per 10x10 booth space (limit 4). The Early Buy fee to exhibit prior to September 15: \$1545 per 10x10 booth (1-3 booths) and \$1390 per 10'x10' booth (4+ booths). To receive this rate, booths must be paid in full with submission of contract. The regular rate will be applied after September 15, or for contracts with a deposit. The regular rate is \$1625 per 10'x10' booth (1-3) and \$1465 per 10'x10' booth (4+ booths). A discount will be given, as outlined on the Exhibitor Contract, for companies exhibiting at both the 2018 Mid America and 2018 Southeast Shows. Furnishings and other decorator services and equipment must be ordered through out official exposition services company, Viper Tradeshow Services. Electricity must be ordered through the convention center directly. Additional charges will apply.

**4. APPLICATION FOR EXHIBIT SPACE:** Application for exhibit space must be made on the official 2018 Southeast Pool & Spa Show Exhibit Contract. Except for the Early Bird contract, payment of at least 50% of the total exhibit fee must be included with contracts received by Show Management before December 21, 2017. The remaining balance is due December 21, 2017. Payment with the total exhibitor fee must be included with contracts received after December 21, 2017. The contract must be signed to be eligible for space assignment. The exhibitor fully understands that upon assignment of space the contract becomes a binding agreement subject to the terms and conditions contained herein and any policies, rules and regulations set forth by Show Management. Show Management reserves the right to reject an application which in its sole judgment is not appropriate for the Show.

**5. ASSIGNMENT FOR EXHIBIT SPACE:** Space will be assigned first according to contracts received by September 15, 2017 and on a first-come, first-serve, basis. Show Sponsors are given priority over other exhibitors at time of space assignment. A signed contract with required payment must be received before space is assigned. However, Show Management reserves the right to assign booth space according to the needs of the Show and can change assignments at any time it deems necessary for the good of the Show.

**6. CANCELLATION AND REFUND POLICY:** A refund equal to the total amount paid, less 25% of the Total Exhibit Fee will be made if written cancellation notice is received by the Southeast Pool & Spa Show by October 31, 2017. There will be no refunds for cancellations received after October 31, 2017. Exhibit fees paid cannot be transferred to other Southeast Shows.

**7. BOOTH PERSONNEL:** Exhibitor badges will be required for all exhibitors' personnel. A personnel registration form will be sent to exhibitors upon assignment of exhibit space.

**8. SOLICITATION AND DISTRIBUTION OF PRINTED MATTER:** Solicitation of customers, perspective customers and distribution of advertising materials, samples, souvenirs, publications and printed material of any sort, shall be restricted to the exhibitor's exhibit space. Distribution of materials outside of the exhibitor's space or on the property outside of the exhibit hall area must be approved by Show Management.

**9. SUBLETTING AND SHARING OF SPACE:** Exhibitors may not assign, sublet or share exhibitor space and may not display products or services other than those normally sold by them unless prior written approval is obtained from Show Management. Manufacturer representatives may have only up to two, and no more than two, exhibiting companies per 10'x10' booth. Other companies desiring to "share" exhibit space must apply for at least one booth each by completing a separate contract for each company at the full rate and remitting payment as required. (For example, two companies can only "share" two or more booths.)

**10. INSTALLATION AND DISMANTLING:** All displays must be set up prior to the official opening of the show. Space not occupied or set up by 7:00 am on Thursday, February 8, 2018 may be reassigned for other purposes. Exhibitors may not change assigned space. Show management reserves the right to substitute comparable exhibit space due to unforeseen circumstances. Exhibitors may not break down prior to 2:00 pm on Friday, February 9, 2018. **Early dismantling will be subject to a \$500 fine.**

**11. LIABILITY POLICY:** The exhibitor indemnifies and agrees to hold harmless the Southeast Pool & Spa Show, Music City Center and Viper Tradeshow Services and their officers, directors, employees and agents from and against any actions, losses, costs, damages, claims and expenses (including reasonable attorney fees) arising from damage to property or bodily injury to exhibitor agents, representatives, employees by reason of the exhibitors occupancy or use of the exhibiting facilities.

**12. INSURANCE:** Each exhibitor shall carry its own insurance at its own expense. The Southeast Show, Music City Center and Viper Tradeshow Services assume no responsibility for the safety of the property of the exhibitors. Show Management will exercise reasonable care in safeguarding exhibitor's property. However, exhibitors should insure their own exhibit materials during the period that their materials are in the exhibition hall, covering all risks (liability, fire, theft, damage, etc).

**13. PROTECTION OF THE EXHIBIT FACILITY:** Nothing shall be posted on, tacked, nailed or screwed other otherwise attached to the columns, walls, floors or other part of the exhibition area without permission from Show Management. Packing, unpacking and assembly of exhibits shall be done only in designated areas and at such times designated by Show Management, Viper Trade Show Services, or the Music City Center.

**14. SERVICE CONTRACTOR AND SHIPPING INFORMATION:** Viper Tradeshow Services is the Show's official services contractor. Beginning October 15, 2017 Viper Tradeshow Services will send a complete exhibitor services kit to companies that has designated on the contract and will include shipping information, services available and their cost. Viper Tradeshow Services phone number is (847)- 426-3100.

#### 15. 2018 EXHIBITOR SCHEDULE:

##### › WEDNESDAY, FEBRUARY 7

Exhibitor Move in 8:00 am – 5:00 pm

##### › THURSDAY, FEBRUARY 8

Exhibits Open 11:00 am- 5:00 pm

##### › FRIDAY, FEBRUARY 9

Exhibits Open 10:00 am- 2:00 pm



**SOUTHEAST**

POOL & SPA SHOW