



Annual Conference Southern California American Public Gardens Association

# 2018 Annual Conference Exhibits Hall Booth Contract

To be printed in Conference Program Book

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

Primary Contact Name: \_\_\_\_\_

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

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

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

Website: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

2<sup>nd</sup> Contact for administrative (optional): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### BOOTH PRICING:

Exhibitor Types	10' x 10' Booth Early Bird Price deadline: 3/18/2018	10' x 10' Booth Regular Price beginning: 3/19/2018
Non-Member	\$1,850	\$2,100
Corporate Associate Member	\$1,500	\$1,800
Corporate Gold Member	<b>\$1,300</b>	\$1,550
Non-profit or garden	\$1,100	\$1,250
Sponsorship at \$5,000 or more	Included	Included

### PLEASE CHECK:

- Non-Member
- Corporate Associate Member
- Corporate Gold Member
- Non-profit or garden

### PAYMENT INFORMATION:

Payment due with signed agreement: \$ \_\_\_\_\_  Check (payable to American Public Gardens Association)  Visa  MasterCard

AMEX please call 610-708-3012 to pay by phone

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_

**COMPANY DESCRIPTION:** Please provide a 50-word description of your company and its products or services for the Conference Program Book. Please e-mail company description & company logo to [jmosz@publicgardens.org](mailto:jmosz@publicgardens.org).

**BOOTH STAFFING:** Please provide the names and contact information for the person(s) staffing your booth. The first person on this list will receive information from the exhibitor contractor concerning the ordering of additional items for the booth (electricity, tables, etc.)



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**Exhibit Booth Staffer #1:** \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Exhibitor Booth Staffer #2:** \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## EXHIBITS HALL SCHEDULE:

### Monday, June 4:

Exhibitors Load-In Noon - 7:00 pm

*For security purposes, exhibitors must comply with Disneyland Resort rules and regulations for load-in.*

### Tuesday, June 5:

Exhibits Hall Hours 8:30 am - Noon; 2:00 pm - 5:00 pm

Morning Coffee Welcome 9:00 - 9:30 am

Afternoon Break 3:15 - 4:00 pm

### Wednesday, June 6:

Exhibits Hall Hours 8:30 am - noon; 3:00 pm - 7:00 pm

Coffee Break 10:15 - 10:45 am

Poster Session & Reception 5:00 - 7:00 pm

Exhibitor Load-Out 7:00 - 9:00 pm

## TERMS:

- Exhibitors must commit to stay open during the entire time the hall is open. Booths CANNOT BE BROKEN DOWN until 7:00 pm on Wednesday.
- Booths will be assigned after full payment has been received.
- Must submit full payment and completed agreement by **March 18, 2017** in order to receive Early Bird Discount. Priority booth assignment is given by membership or sponsorship level.

## EXHIBITORS RECEIVE:

- Two-day registration (Tues-Weds) for 2 exhibit booth workers (non-refundable). Additional booth workers = \$100 per person per two-day registration (by telephone only at 610-708-3012). Booth workers wishing to remain for Thurs-Fri conference activities must register for these days.
- Lunch for both booth workers on both days, plus one breakfast
- Member rates for in-Conference events
- Recognition on the 2018 Annual Conference mobile app (includes company name, logo, description, and web address)
- Recognition as an exhibitor in the conference program book distributed to 800+ attendees
- Conference attendee list with emails
- Fully carpeted 10'x10' booth, 8' backdrop and 3' side drapes, 6' skirted table and table identification sign, 2 side chairs and waste bin
- Additional booth amenities (such as electricity) may be ordered via Exhibit Hall Contract Vendor (information to follow April 2018)



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## CONTRACTUAL AGREEMENT AND SIGNATURE:

By completing this Exhibits Hall Booth Agreement and Terms,

\_\_\_\_\_ [company name] agrees to abide by the rules and regulations of the American Public Gardens Association 2018 Conference Exhibits Hall Agreement and Terms. These shall be interpreted by the American Public Gardens Associations and all parties shall be bound by such interpretation. Upon acceptance by American Public Gardens Association, this form will serve as an official contract for booth space and services.

Cancellation of an exhibit booth on or before March 31, 2018 receives full refund minus 10% processing fee. Cancellation of an exhibit booth between April 1 – April 19, 2018 receives a 50% penalty fee. Cancellation after April 19, 2018 receives no refund.

In the event of cancellation of the conference due to fire, government regulations, strikes or any other cause beyond the American Public Gardens Association’s control, the Association shall not be held liable for failure to hold the conference as scheduled and shall determine the amount of fees to be refunded. The exhibitor assumes responsibility and liability for claims, damages and losses that arise from the exhibitor activities at the conference venue; and will indemnify, defend and hold harmless American Public Gardens Association and the conference venue as well as their agents and employees from any and all such claims, damages and losses.

Name (print): \_\_\_\_\_

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

*All exhibitors are required to register online for the conference via the website. This online registration MUST be done in addition to completion of the exhibit hall contract. **Registration opens March 1, 2018.***

*For special instructions & code, please email [info@publicgardens.org](mailto:info@publicgardens.org) following completion of contract. [www.publicgardens.org](http://www.publicgardens.org).*

**QUESTIONS?** Contact Jen Moszczynski at [jmosz@publicgardens.org](mailto:jmosz@publicgardens.org), or (610) 708-3014.