



2019 Annual Conference Exhibit Hall Booth Contract

OMNI  HOTELS
& RESORTS®

SHOREHAM | WASHINGTON, DC
JUNE 17-21, 2019



Exhibit with Us!

The American Public Gardens Association 2019 Annual Conference attracts over 900 public gardens professionals representing all facets of the industry. Our Exhibit Hall, to be held at the Omni Shoreham, is THE place where public garden decision makers can learn about industry products and services and connect with businesses like yours!

Exhibitors receive direct exposure to attendees through targeted Exhibit Hall events, on the Conference website, program book, app, and e-blasts before and after the conference.

The 2019 Annual Conference schedule includes several exclusive opportunities that drive traffic to the Exhibit Hall.

2019 HOST GARDENS



Smithsonian
Gardens



UNITED STATES
BOTANIC GARDEN



U.S. NATIONAL
ARBORETUM

www.publicgardens.org



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The following is to be printed in Conference Program Book

Company Name: _____

Primary Contact Name: _____

Title: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Website: _____

E-mail: _____ Phone: _____

2nd Contact for administrative (optional): _____

E-mail: _____ Phone: _____

BOOTH PLACEMENT: Booth placement by priority – Sponsor, Corporate Gold member, Corporate Associate member – after full payment received. Location is first-come, first-served, except for Sponsors who receive preferred placement.

BOOTH PRICING:

Exhibitor Types (check one)	10' x 10' Booth Early Bird Rate 10/1/18 – 12/28/18	10' x 10' Booth Regular Rate 12/29/18 – 3/15/19	10' x 10' Booth Late Rate 3/16/19 – 4/12/19
<input type="checkbox"/> Non-Member	\$1,850	\$2,100	\$2,250
<input type="checkbox"/> Corporate Associate Member*	\$1,500	\$1,800	\$1,950
<input type="checkbox"/> Corporate Gold Member*	\$1,300	\$1,550	\$1,700
<input type="checkbox"/> Non-profit or garden	\$1,100	\$1,250	\$1,350
<input type="checkbox"/> Sponsorship at \$5,000+	Included	Included	Included

* To qualify for member rates, applicant must be a member in good standing upon receipt of application.

PAYMENT INFORMATION:

Total Booth Spaces: _____ Payment due with signed agreement: \$ _____

Check (payable to American Public Gardens Association) Visa MasterCard Discover AMEX

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 before 3/29/2019. Please e-mail company description & company logo to csimkovich@publicgardens.org.



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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.)*

Exhibit Booth Staffer #1: _____

Title: _____

E-mail: _____ Cell Phone: _____

Exhibit Booth Staffer #2: _____

Title: _____

E-mail: _____ Cell Phone: _____

EXHIBIT HALL SCHEDULE:

Monday, June 17:

Exhibitors Load-In* 3:00 – 7:00 pm
Exhibitors must comply with Omni's rules and regulations due to neighborhood ordinances for load in and out.

Tuesday, June 18:

Exhibitors Load-In 8:00 – 10:30 am
Exhibit Hall Hours 10:30 am – 12:00 pm; 1:30 – 4:00 pm
Morning Coffee Welcome 10:30 – 11:00 am
Dessert 1:45 – 2:45 pm

Wednesday, June 19:

Exhibit Hall Hours 8:30 am – 12:00 pm; 1:30 pm – 6:00 pm
Coffee Break 10:30 – 11:00 am
Poster Session & Reception 3:45 – 5:45 pm
Exhibitors Load-Out* 6:00 – 9:00 pm

Thursday, June 20:

Exhibitors Load-Out* 8:00 am – 12:00 pm

** Subject to change*

EXHIBITORS RECEIVE:

- Two-day registration (Tues-Weds) for 2 exhibit booth workers (non-refundable). Additional booth workers = \$150 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
- Breakfast and lunch for both booth workers on both days
- Member rates for In-Conference events
- Recognition on the 2019 Annual Conference Mobile App (includes company name, logo, description, and web address)
- Recognition as an exhibitor in the Conference Program Book distributed to 900+ attendees
- Conference attendee list with emails
- Fully carpeted 10'x10' booth, 7'6" backdrop and 3' side drapes, 6' skirted table, table identification sign, 2 side chairs, and waste bin
- Additional booth amenities (such as electricity) may be ordered from the official Exhibit Hall contractor (information to follow April 2019)

TERMS & CONDITIONS:

- Exhibitors must commit to stay open during the entire time the hall is open. Booths CANNOT BE BROKEN DOWN until 6:00 pm on Wednesday, June 19.
- Booths will be assigned by priority after full payment has been received.
- Must submit full payment and completed agreement by **December 28, 2018** in order to receive Early Bird Discount.



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CODE OF CONDUCT:

- All Exhibitors are expected to have their booth staffed during all hours the Exhibit Hall is open through the close of the Exhibit Hall on 6:00 pm Wednesday, June 19.
- Arriving to the Conference late or leaving early may impact an Exhibitor's participation in future Conferences.
- All Exhibitors must wear their Conference badge at all times.
- There is no solicitation of business in the Exhibit Hall by anyone other than confirmed Exhibitors.

CONTRACTUAL AGREEMENT AND SIGNATURE:

By completing this Exhibit Hall Booth Agreement and Terms,

_____ (company name)
agrees to abide by the rules and regulations of the American Public Gardens Association 2019 Conference Exhibit Hall Agreement and Terms. These shall be interpreted by the American Public Gardens Association 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, 2019 receives full refund minus 10% processing fee. Cancellation of an exhibit booth between April 1 – April 12, 2019 receives a 50% penalty fee.
Cancellation after April 12, 2019 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: _____

Registration opens March 1, 2019. 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 promo code will be sent out when registration opens.

Send completed contract to Jen Moszczynski at jmosz@publicgardens.org.
Questions contact Jen Moszczynski at (610) 708-3014.

www.publicgardens.org