



Twelfth International Aluminum Extrusion Technology Seminar & Exposition

May 11-13, 2021

Hilton Orlando, Orlando, Florida USA
 ph 847.416.7258 • fx 847.526.3993 • mail@etfoundation.org
 1000 N. Rand Road, Suite 214 • Wauconda, Illinois 60084



EXHIBIT APPLICATION AND CONTRACT

We hereby apply for exhibit space in the 12th International Aluminum Extrusion Seminar Exposition (ET EXPO) to be conducted on the dates shown above. We understand that upon acceptance, this application becomes a contract, under the terms and conditions set forth here and on the reverse, which we have read, understand and accept. We understand that booth spaces will be

assigned according to date of receipt of contract and deposit. We will accept the booth space assigned by SHOW MANAGEMENT and agree to accept reassignment, if necessary, to create a more effective exposition. Our choice of space by booth number(s) shown on the floor plan in the Exhibitor Prospectus and online at www.ET-21.org is:

Choice Please Enter Preferred Booth Number(s)	Booth Size (10' x 10', 20' x 20', etc.)	Booth Type (Package or Bulk)	Total Price*
First			
Second			
Third			
Fourth			

Exhibit rates are as follows:

Bulk space: • 10' x 10' \$4,000 (\$40/Square foot) • 20' x 20' \$13,400 (\$33.50/Square foot) **Package Space:** • 10' x 10' \$4,800 (\$48/Square foot)
 • 10' x 20' \$7,500 (\$37.50/Square foot) • 20' x 30' \$18,900 (\$31.50/Square foot) • 10' x 20' \$9,100 (\$45.50/Square foot)

*A 4.5% administrative fee will be added to all contracts being paid with a credit card.

All Exhibitor Personnel attending ET'21 must be paid delegates. The registration fee is discounted to \$600 per person for exhibitors (excludes proceedings). Booth rental includes at least one free registration.

Please Type – to be used in ET'21 Program Guide and Promotional Releases:

Exhibitor Applicant Firm Name _____

Address _____ City _____

State or Province _____ Zip/Postal Code _____ Country _____

Telephone _____ Email _____

Fax _____ Website _____

Description of products or services to be displayed (30 word maximum, to be used in ET'21 Program Guide and on www.ET-21.org) : _____

List any probable exhibitor whom you **do not** wish to be in the immediate proximity of your display: _____

List any probable exhibitor whom you wish to be in the immediate proximity of your display: _____

In making this application, we agree to exhibit under and comply with the accompanying regulations printed within this contract and with the rules and regulations in the Exhibitor Manual, which rules and regulations are, by reference, hereby made a part of this contract.

Application by: _____

This application is to be returned with remittance to: **Aluminum Extruders Council, 1000 N. Rand Road, Suite 214, Wauconda, Illinois 60084**

Keep a copy for your records. Upon acceptance by SHOW MANAGEMENT, confirmation of booth space assignment will be emailed to exhibitor.

Please address Name and Title _____
further Company Name _____
ET'21 Expo Address _____
Correspondence City _____
and show State or Province _____ Zip/Postal Code _____
bulletins to: Telephone _____
(Please type or Fax _____
print) Email _____

FOR ET'21 EXPO OFFICE USE ONLY
 Id# _____
 Accepted Date _____
 Booths assigned _____
 Check# _____
 Acknowledged _____
 Signed _____

Payment: (A deposit of 40 percent of the total amount due for exhibit space must accompany your contract.)

As payment for space rental as specified in the Exhibitor Prospectus, we attach our remittance of \$ _____

according to the following schedule: **An additional 40% will be due on September 25, 2020**

with the final 20% due on December 31, 2020. Amount: \$ _____

_____ My check is enclosed (All checks must be payable to AEC in U.S. dollars and drawn upon a U.S. bank)

_____ Charge my credit card: _____ MasterCard _____ Visa _____ American Express

Print/type Cardholder Name _____ Authorized Signature: _____

Account Number _____ Date _____ V-Code _____ Exp _____

A 4.5% administrative fee will be added to all credit card payments.

(3- or 4-digit code)

If remitting by wire transfer:
 Please contact ET Expo Manager, Suzanne Spohr, for wire transfer instructions at sspohr@tso.net

Rules, Regulations and Services

Please read carefully – Avoid Misunderstandings

(Note: “ET EXPO” refers to the 12th International Aluminum Extrusion Technology Seminar & Exposition and its producer, the Aluminum Extruders Council (also known as the AEC), its agents, employees, officers and directors; “Exhibitor” refers to applicant for exhibit space named on reverse; “Exhibit Facility” and/or “Facility” refers to the Hilton in Orlando, Florida USA; “SHOW MANAGEMENT” refers to the AEC and its authorized agents and employees.)

RESTRICTIONS

- 1. Installation and Dismantlement:** Exhibitor agrees to comply with assigned move-in and installation days and hours to be specified in the Exhibitor Manual. Exhibits may not be removed from the Facility until final closing of the show unless special permission is obtained in writing from SHOW MANAGEMENT.
- 2. Liability:** Exhibitor agrees to protect, and save, and hold forever harmless ET EXPO, its producer, AEC, its officers, directors, employees and agents, and Hilton Orlando, and its agents and employees thereof (all hereinafter collectively called Indemnitees) or any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, Exhibitor shall at all times protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arises from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof, unless any such losses are the result of the sole negligence of the Indemnitees.
- 3. Disability Provisions:** Exhibitor represents and warrants (a) that its exhibit will be accessible to the full extent required by law; (b) that its exhibit will comply with the Americans with Disabilities Act (“ADA”) and with any regulations implemented by that Act; and (c) that it shall indemnify and hold Indemnitees harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against Indemnitees on the basis of the exhibitor's breach of this paragraph or noncompliance with any of the provisions of the ADA.
- 4. Insurance:** All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Facility. ET EXPO, SHOW MANAGEMENT, and the Facility do not maintain insurance covering Exhibitors' property. Exhibitor shall carry Comprehensive General Liability coverage, including premises, operations and contractual liability coverage of at least \$500,000 for Personal Injury Liability and \$500,000 for Property Damage Liability, and statutory Workman's Compensation with Employer's Liability with a limit of at least \$100,000. Certificates of Insurance shall be furnished if requested by SHOW MANAGEMENT.
- 5. Security:** Neither ET EXPO, SHOW MANAGEMENT, nor the Facility can or will be responsible for damage to, loss, or theft of property belonging to any Exhibitor, its agents, employees, business invitees, visitors, or guests. Each exhibitor is to carry its own insurance.
- 6. Force Majeure:** In the event the Facility or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of fire, flood, tempest, inclement weather or other such cause or as a result of governmental intervention, malicious damage, acts of terror, public health epidemics, disease or war, strike, lock-out, labor dispute, riot or other cause or agency over which ET EXPO or SHOW MANAGEMENT has no control, or should SHOW MANAGEMENT decide that because of any such cause that it is necessary to cancel, postpone, or re-site ET EXPO, or reduce the move-in and installation time, show time, or move-out time, neither ET EXPO nor SHOW MANAGEMENT shall be liable to indemnify or reimburse the exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.
- 7. Laws Applicable:** This contract shall be governed by the laws of the State of Illinois. Exhibitor agrees to abide by the rules and regulations of the Facility, and all applicable state and local ordinances.
- 8. Cancellation:** In the event this application is not accepted, space rental fees or deposits made to ET EXPO will be returned in full. Upon acceptance of the application by ET EXPO, a contract then becomes effective. If space is cancelled for any reason before July 1, 2020, ET is entitled to retain or collect 40% of the Exhibitor's contract obligation. If space is cancelled for any reason on or after July 1, 2020, but before January 1, 2021, ET is entitled to retain or collect 60% of the Exhibitor's contract obligation. If space is cancelled for any reason on or after January 1, 2021, but before April 19, 2021, ET is entitled to retain or collect 80% of the Exhibitor's contract obligation. If space is cancelled for any reason on or after April 19, 2021, ET is entitled to retain or collect 100% of the Exhibitor's contract obligation. These provisions shall also apply if an Exhibitor cancels only a portion of its assigned space. ET EXPO reserves the right to cancel any contract with any Exhibitor at any time prior to or during the show. In the event of cancellation of the show, space rental fees and deposits made to ET EXPO shall be returned on a pro-rata basis after payment of any expenses or costs incurred by ET EXPO.

SERVICES

- 9. Booth Space, Furnishings and Installation:** “Bulk” booth space shall consist of floor area and one standard sign, 7” high by 44” long. A booth furnishings “Package” shall consist of a semi-permanent back wall eight feet high with three-foot high side walls. One standard sign, 7” high by 44” long, one 6’ skirted 42” counter high table, two high stools, and one waste basket will be supplied by ET EXPO as part of the booth furnishings “Package” upon request. The standard booth sign for “Bulk” and “Package” booth space will include Exhibitor's Name, City, State or Province, Country and booth number(s). Exhibitors may provide their own carpet and booth furnishings, and may specify their own independent service contractor for the erection and dismantling of display components. Local regulations, licensing and labor agreements must be followed. For convenience, the official contractor will rent, on advance order, appropriate furniture and other accessories, and also will supply signs (other than standard booth identification) at Exhibitor's expense. An Exhibitor Manual, to be supplied, will contain order forms and additional information. Exhibits must be arranged so as not to obstruct the general view of other exhibits, and shall be limited to eight feet in height except where specially authorized.

- 10. Labor:** Exhibitors will be responsible for labor charges incurred in connection with the drayage, assembly, draping, repairs, and dismantling of their own booths.
- 11. Badges:** Each exhibitor representative must be officially registered with ET EXPO to attend the **12th International Aluminum Extrusion Technology Seminar & Exposition** and may not wear an identification badge issued to another person.

RESTRICTIONS

- 12. Fire Safety:** All construction material must conform to standard safety practices. Table and back wall drapes supplied by the official decorator, and those supplied by the Exhibitor, together with textile or paper displays and decorations, must be flameproofed. No combustible decorations, such as crepe or tissue paper, cardboard, or corrugated paper, may be used at any time. All packaging containers and materials are to be removed from the floor and may not be stored under tables or behind displays. Displays are subject to inspection and approval for safety by the Fire Department of the City of Orlando, Florida.
- 13. Meetings:** No exhibitor shall hold any meetings or events that conflict with official ET EXPO show or seminar hours.
- 14. Irregular Activities:** No person, firm or organization which has not regularly contracted with ET EXPO for occupancy of space in the show will be permitted to display or demonstrate any products, processes or services, to solicit orders, wear any identification other than that of the contracting exhibitor, or to distribute advertising or other materials at ET EXPO. Any infringement from this regulation will result in prompt removal of the offending person from the Facility. Exhibitors may not enter the booths of other Exhibitors without invitation; no Exhibitor may call or invite a visitor out of one exhibit and into his own. Exhibitor must remain within its own exhibit space in distributing literature, product samples, or other materials; the aisles and other common areas may not be used for this purpose.
- 15. Food and Beverage:** Exhibitors may not serve or dispense food or beverages of any type from their booths.
- 16. Music Licensing:** Exhibitors will obtain any and all licenses or grants of authority required of exhibitors under the copyright laws, including, but not limited to, those relating to the performance of music, and present SHOW MANAGEMENT with a copy of such license or grant no less than thirty (30) days prior to the start of the ET EXPO.
- 17. Printed Matter:** Circulars or advertising matter of any description may be used or distributed only within the booth assigned to the Exhibitor presenting such material.
- 18. Objectionable Practices or Displays:** Use of noisemakers, huckster-type promotion, and presentations that may be judged not in good taste, lacking in dignity, or not in keeping with the purpose of ET EXPO are prohibited.
- 19. Sound Level:** Use of sound motion pictures and tape recorders will be permitted, where appropriate to the display, provided sound is maintained at not more than a “conversational” level. SHOW MANAGEMENT reserves the right to restrict Exhibitors' use of sound and other devices that may interfere with the best interest of ET EXPO as a whole.
- 20. Product Limitations:** Only those products and/or services considered by SHOW MANAGEMENT as relating directly to the aluminum extrusion industry, including the business management of aluminum extrusion enterprises, may be exhibited at ET EXPO. Products containing hazardous elements, chemicals or compounds may not be exhibited at ET EXPO.
- 21. Violations:** Complaints of any violation of rules and regulations are to be made promptly to SHOW MANAGEMENT, and Exhibitors and their personnel agree to abide by the decision of SHOW MANAGEMENT.
- 22. Amendments:** Any and all matters not specifically covered by the preceding rules and regulations and the rules and regulations contained in the Exhibitor Manual shall be subject to the decision of SHOW MANAGEMENT. SHOW MANAGEMENT shall have the full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.
- 23. Default:** Exhibitors will not be permitted to set up their exhibits, or will be subject to eviction without refund, if this contract is violated.



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