

REALTOR® ASSOCIATION OF PRINCE WILLIAM
FALL CONFERENCE
EXHIBITORS AGREEMENT

Thursday, October 8, 2009
George Mason Freedom Center
Manassas, Virginia



Please type or print

Section A: Contact Information

Company Name _____ Phone () _____
Street Address _____ City, State, Zip _____
Contact Person _____ Fax () _____
E-mail address _____

E-mail address is required for confirmation information and updates only.

Door Prize _____

Section B: Exhibit Space

Exhibit Space Investment: PWAR member - \$650 for each 10' x 8' booth space. Non-member - \$750

Booth Includes: 3 Lunch Tickets and **Standard Booth Equipment:** 8' Table, Table Cloth, Table Skirt, 2 Chairs, Pipe and Drape.

I will not need standard booth equipment. **No booth equipment will be available the day of the event.

Number of Booths: _____ **Booth #(s) requested** _____. All space is on a first come, first served basis.

Additional Needs:

Wireless Internet - Free (If internet card is not returned after the event

The Freedom Center will charge \$50 per card)

Electricity - \$50 per exhibit space

Additional Lunch Tickets - \$15 each. How many? _____

Additional Needs Total \$ _____

Sponsorship: _____

Sponsorship Total \$ _____

Grand Total from Section B \$ _____

We hereby make application for exhibit space at the 2009 PWAR Fall Conference. We agree to abide by the terms and conditions as set forth by the REALTOR® Association of Prince William (Section C - see reverse)

Signature _____ Title _____ Date _____

I have read and understand the cancellation policy _____ (initials)

Mail this form and your check (made payable to PWAR) to:

Attn: April McMillan

REALTOR® Association of Prince William , 4545 Daisy Reid Avenue, Woodbridge, VA 22192

Or complete credit card information below and fax to 703-565-0039

Visa Master Card Check # _____

Credit Card No.: _____ Exp. Date: _____

Name on Card: _____

Authorized Signature: _____ Date: _____

Payment must accompany agreement for space to be reserved.

For Office Use Only

REALTOR® Association of Prince William

Date Rec'd _____

4545 Daisy Reid Avenue
Woodbridge, VA 22192

Amount Paid _____

Phone: 703-565-0033
Fax: 703-565-0039

Booth #(s) _____

Confirmation Email _____

april@pwar.com

SECTION C

EXHIBITOR AGREEMENT

Agreement to Conditions - Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with REALTOR® Association of Prince William (PWAR)

Assignment of Space - Enclosed is a layout of the floor plan for this year's Fall Conference. Each exhibitor will have an opportunity to choose their space.

Payment - The full fee **must** accompany each request for exhibit space.

Cancellation - Should the exhibitor be unable to occupy and use the exhibit space contracted for notify PWAR 30 days prior to the opening of the Fall Conference, all sums paid by the exhibitor, less the deposit of \$150 per booth, will be refunded. No refund will be made if notice of cancellation is received less than 30 days prior to the opening of the Fall Conference.

Liability - PWAR undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, his officials, agents or employees, or the protection of the property of the exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by PWAR shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor.

The exhibitor agrees to indemnify and hold PWAR harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the property of the exhibitor.

PWAR shall not be liable for the fulfillment of this agreement as to delivery of space, if no delivery is due to any one of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The Association will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by PWAR for advertising, administration, etc.

Insurance - In all cases, exhibitors wishing to insure their goods must do so at their own expense.

Protection of Exhibit Facility - Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention hall exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibits Manager, or convention hall manager.

Booths - Standard booth equipment will be table, table cloth, table skirt and 2 chairs. If any exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, indicate that on the Exhibitors Agreement. No display may exceed a height of 8 feet on the back wall nor be higher than the 3 feet side walls.

Installation and Dismantling - The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor. All displays must be in place and set up by the time of the official opening of the show. The Association may reassign space not occupied or set up by that time for other purposes. Exhibitors will be expected to be set up and tear down according to PWAR's schedule of events. Exhibitors who do not conform to PWAR schedules, especially tear-down times, will not be invited to participate in future PWAR Fall Conferences.

Set-up: 6-8:45 AM

Teardown: 2 PM

Default Occupancy - Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and PWAR shall have the right to use such space as it sees fit to eliminate unused space in the exhibit hall, provided such booth space is not occupied by one hour before the official show opening.

Personnel - All licenses participating in the exhibit area of PWAR conventions are expected to use special care wherever they deem it necessary to hire temporary help to assist in their exhibit or hospitality activities, so that personnel so selected by them will be of a caliber in keeping with the high standards of the exhibition and the meeting.

Use of Space - Exhibits shall be shown only in the official exhibit area as established by the Exhibits Office of PWAR. Neither the exhibitors nor non-exhibitors shall be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment or services in private suites or rooms during the convention.

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to him, nor shall he display articles not manufactured or sold normally by him.

Recruiting - PWAR members may not recruit other PWAR members at this event with respect to licensed agents. PWAR REALTOR® members/brokers and affiliates may purchase booths at the Fall Conference, but may not overtly recruit new agents.

Sponsorships - Only PWAR Affiliate members may purchase sponsorships at the Fall Conference. Affiliate members will be notified of sponsorships via e-mail and print. PWAR Affiliate members will have a 15-day advance purchase period. After the 15-day period, non-members will be solicited and will be offered the opportunity to purchase sponsorships at a higher price. New sponsorships will be offered to PWAR Partners for 30 days and then open to PWAR members.



We're looking forward to seeing you there!