



**I. EXHIBITOR INFORMATION**

Company \_\_\_\_\_  
 Name of Contact \_\_\_\_\_  
 Contact Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail (required) \_\_\_\_\_  
 Web Site Address \_\_\_\_\_

**SHARING WITH (if applicable):**

Company \_\_\_\_\_  
 Name of Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail (required) \_\_\_\_\_  
 Web Site Address \_\_\_\_\_

**II. SPACE REQUEST**

Indicate type of space desired. Please see reverse for full description. Payment in full must be received with this Application and Contract.

SPACE	GWSAE Member Rate	Non-Member Rate
___ 10x10 Booth	\$3,295	\$3,795
___ Shared Booth Space	\$2,100	\$2,600
___ 10x20 Booth	\$6,590	\$7,590

**PROMOTIONAL OPPORTUNITIES**

Indicate opportunity requested. Please see enclosure for full description.	Add to Cost of Space
___ Springtime™ 2004 Signature Sponsorship	\$10,000
___ Full Page Ad in April 2004 Executive Update magazine - Springtime™ Preview Issue	\$6,125
___ Full Page Ad in May 2004 Executive Update magazine - Springtime™ Official Program	\$10,500
___ 2 Page Spread in May 2004 Executive Update magazine - Springtime™ Official Program	\$17,400
___ Hole Sponsor at GWSAE DC Invitational Golf Tournament	\$1,000
___ Beverage Cart Sponsor at GWSAE DC Invitational Golf Tournament	\$1,750
___ Foursome at GWSAE DC Invitational Golf Tournament	\$1,250

**MEMBERSHIP**

	Add to Cost of Space
___ GWSAE Business Partner Membership	\$325

**Rank order of booth desired (visit www.springtimeexpo.com for updated floor plan).**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

Hospitality companies not eligible in Technology and Business Services Showcase.

Please list any specific companies you do not want to be near:

Will you be part of an organized group/block of space? If yes, all contracts must be submitted together.

\_\_\_ NO \_\_\_ YES Name of Group/Block \_\_\_\_\_

*All space assignments will be made by the Greater Washington Society of Association Executives (GWSAE). Full consideration will be given to the exhibitor's choices. GWSAE reserves the right to assign space as equitably as possible.*

**Cancellation Policy:** All cancellations and/or requests for refunds must be made in writing to GWSAE. A 50% refund will be granted upon written notice received by GWSAE no later than January 15, 2004. From January 15 through March 30, 2004, a refund of 25% will be granted. After March 30, no refunds will be made.

**AGREEMENT**

Exhibitor agrees to comply with the rules and regulations outlined on the reverse of this Application and Contract for Space and in the Exhibitor Services & Information Manual, and any additional rules, regulations, and information as may be adopted by GWSAE and Show Management. This completed form is considered binding on both the exhibitor and GWSAE once GWSAE has returned to exhibitor notification of space assigned. Agreed to:

\_\_\_\_\_  
 Signature of Representative of Company Requesting Space Date \_\_\_\_\_

**III. PAYMENT INFORMATION**

TOTAL \$ \_\_\_\_\_  
 \_\_\_ Check enclosed (payable to GWSAE) \_\_\_ Visa \_\_\_ MasterCard \_\_\_ AmericanExpress  
 Card Number \_\_\_\_\_ Exp \_\_\_\_\_  
 Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

Mail with payment by check to: GWSAE • c/o Wachovia • PO Box 75044 • Baltimore MD 21275-5044  
 Fax with payment by credit card to: 202.326.0999

Agreed to by GWSAE \_\_\_\_\_ Space Assigned \_\_\_\_\_

**GREATER WASHINGTON SOCIETY OF ASSOCIATION EXECUTIVES**

**The Greater Washington Society of Association Executives (GWSAE) owns, produces, and manages a trade show known as “Springtime” (herein the “Show”). The rules and regulations outlined here and in the Exhibitor Services & Information Manual are binding on all the exhibitors in the Show, unless waived by GWSAE.**

**1. APPLICATION FOR SPACE:** The receipt by GWSAE of a signed Application and Contract for Space will constitute an application for the right to use space. Any one company may purchase one exhibit space only. GWSAE reserves the right to determine if related entities constitute one or more companies, and further to reject any applications for space. In the event of fire, strikes, or other uncontrollable circumstances which would make it impractical to provide space already committed, GWSAE shall be obligated to refund only the portion of the exhibitor's prepaid fees not expended or committed.

**2. SPACE RENTAL:** Space available for rent is as follows:

**a. Regular Booth** – Booths are 10’ deep and 10’ wide. Includes the use of space; pipe and drape; sign showing booth number and company name; three exhibitor badges; listing in the Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase up to three additional badges.

**b. Shared Booth Space** – Includes shared use of 10’x10’ booth space; pipe and drape; and sign showing booth number and company name. Each company is treated as an individual exhibitor and rates apply to each company separately. Each company shall receive two exhibitor badges; listing in Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase one additional badge. It is the responsibility of the exhibitor to find a sharing partner.

**c. Double Booth** – Booths are 10’ deep and 20’ wide. 10’x20’ booths shall be configured in a linear fashion only. Includes the use of space; pipe and drape; sign showing booth number and company name; six exhibitor badges; listing in the Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase up to six additional badges.

**d. Plazas** – Includes the use of space; carpet; décor, including identification signage, as determined by show management; nine exhibitor badges; listing in Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase up to three additional badges.

**e. Pavilions** – Includes the use of space; carpet, décor, furnishings, and identification signage as determined by show management; twelve exhibitor badges; listing in Official Show Program; on-line virtual booth; and post-show attendee list. At the time of booth personnel registration, the exhibitor may purchase up to three additional badges.

**3. SPACE ASSIGNMENT:** Space will initially be assigned through a lottery system. Lessees of Plaza and Pavilion areas in the previous year's Show shall have first right of refusal to rent Plaza and Pavilions areas. Following the lottery, space will be assigned on a first-come, first-served basis. No exhibitor shall transfer, assign, sell, or barter assigned space without the prior written permission of GWSAE. GWSAE reserves the right to change the floor plan or to move an exhibitor to another location prior to or during the Show if GWSAE determines it is in the best interest of the Show.

**4. EXHIBITOR REGISTRATION:** Exhibitor badges include admission to all education sessions, the general session, and the trade show. Exhibitor badges must be worn at all times. Once all available badges have been used, no additional personnel with the exhibitor shall be permitted on the show floor.

**5. EXHIBIT REGULATIONS:** Exhibitor agrees to abide by exhibit display guidelines included in the Exhibitor Services & Information Manual. All exhibitors must remain within the confines of their own space, and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors.

**6. CANCELLATION OF EXHIBIT SPACE BY GWSAE:** If an exhibitor fails to make required payments as described in the exhibit space contract, GWSAE may terminate the exhibitor's participation in the event without further notice and without obligation to refund previously paid monies. Exhibitors may not move-in to their exhibit space until payment in full is received.

**7. NO SHOW:** Any exhibitor failing to occupy its exhibit space one hour prior to the Show's opening may forfeit their priority/eligibility status for the following year's Show. GWSAE reserves the right to re-sell any exhibit space that is unoccupied one hour prior to Show opening. All exhibits must be open for business during show hours.

**8. SALE OF/MANAGEMENT CHANGE OF EXHIBITING COMPANY:** If any exhibitor's property or organization changes management or is purchased by another company/organization, the leased space becomes the asset of the new management or owner.

**9. PAYMENT OF PAST DEBTS:** Exhibitors are responsible for ensuring that there are no outstanding debts owed by them to GWSAE. If GWSAE determines that an applicant or exhibitor has an outstanding debt, the applicant or exhibitor shall be notified and if after thirty days the debt has not been paid in full, GWSAE may retain the exhibit fee for payment toward such debts and to re-sell any exhibit space assigned.

**10. PROTECTION OF EXHIBIT FACILITY:** Exhibitors are expressly bound, at their expense, to pay for or repair any and all damage to the exhibit facility where the Show is being held, booth equipment, or the property of others caused by the exhibitor or any of its employees, agents, contractors, or representatives.

**11. LIABILITY:** The exhibitor agrees to assume all risks of loss, injury, theft, or damage of any kind or nature whatsoever to any exhibit or component thereof, including any goods, merchandise, papers, and business records or other property which may be in or come into the exhibitor's possession during the course of the Show, or in the course of assembling or disassembling the exhibit and to assume all liability for damage to any person arising from the movement and operation of the exhibit and hereby releases GWSAE, its contractors, and the owners and managers of the exhibit facility from any liability whatsoever in respect thereto.

**12. LISTING AND PROMOTIONAL MATERIALS:** By exhibiting at the Show, exhibitors grant GWSAE a fully-paid, perpetual, non-exclusive license to use, display, and reproduce the name of exhibitors in any directory or listing of the exhibitors and to use such names in promotional materials. GWSAE shall not be liable for any errors in any listing or for omitting any exhibitor from any directory or listing pertaining to the Show.

**13. OBSERVANCE OF LAWS AND CONTRACTS:** Exhibitors are required to abide by and observe all Federal, State, and local laws, codes, ordinances, and regulations, and those contracts and rules and regulations in effect among or between service contractors, the owners and managers of the exhibit facility, and GWSAE. Without limiting the forgoing, exhibitor shall construct its displays to comply with the Americans with Disabilities Act.

**14. RIGHT OF ENTRY AND INSPECTION:** GWSAE in its absolute discretion shall have the right at any time to enter the area occupied by exhibitors or otherwise inspect the exhibitor's material.

**15. REGULATION ENFORCEMENT:** GWSAE has full power to interpret and enforce all regulations for the Show and the power to make amendments and/or further regulations that are considered necessary for the proper conduct of the Show. Such decisions shall be binding on exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for GWSAE to require the immediate removal of the offending exhibitor. This may result in forfeiture of all further rights to exhibit at future Shows sponsored by GWSAE together with all fees paid. GWSAE may lease any space so forfeited to another exhibitor.

**16. EXHIBITOR SERVICES & INFORMATION MANUAL:** An Exhibitor Services Manual (“the Kit”) will be sent to the exhibitor. The Kit will contain pertinent information regarding the Show including, but not limited to, additional rules and regulations, display rules, move-in/move-out schedules, registration information, contractor order forms and pricing, shipping and labor, utilities and building services, decoration, audio/visual, and promotional opportunities.