

# 2019 RHA Fall Conference & Exposition Booth Space Contract



**DATE: October 2, 2019 | HYNES CONVENTION CENTER, BOSTON MA**

Company Name (as will appear in promotional materials) \_\_\_\_\_

Primary Contact Name (receives all show information) \_\_\_\_\_

Address (street address only) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (include area code) \_\_\_\_\_

E-Mail Address (For Show Management Use) \_\_\_\_\_

Is Your Company a RHA Member?  Yes  No

Types of Products/Services to be Displayed \_\_\_\_\_

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

**BOOTH FEES**

Booths may be purchased in increments of 8' x 10' (80 s.f. of space). Prices listed are for an 8' x 10' booth. Each booth includes an 8' back drape, 3' side drapes, table, two chairs, wastebasket and five complimentary booth personnel badges. Each exhibitor will receive a complimentary company sign, copy of the attendee list and listing in Conference Program Book.

<b>RHA Member</b>	<b>Before 3/31</b>	<b>After 3/31</b>	<b>Non Member</b>
<input type="radio"/> Center Aisle	\$1,500	\$1,600	<input type="radio"/> Standard Location Add \$700 to Member Price
<input type="radio"/> End of Row	\$1,400	\$1,500	(Center Aisle for Members Only).
<input type="radio"/> Standard Location	\$1,300	\$1,400	

**How did you hear about us?**

Previous Exhibitor  Referred by \_\_\_\_\_  
 RHA E-mail  Other \_\_\_\_\_

**Payment Method**

Check Enclosed (Payable to RHA)  Visa  Mastercard  AmEx  Discover

Amount to Charge (100% payment due) \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**EXHIBIT LOCATION PREFERENCE**

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

• All preferences will be considered but are not guaranteed.  
 Please try not to assign our booth near the following companies:

\_\_\_\_\_

Show Management will notify you of your booth assignment by return e-mail. Booths will not be assigned until payment is received in full. Contracts must be accompanied by 100% payment and completed in full to be processed.

RETURN TO: Rental Housing Association Exposition  
 Three Center Plaza, Mezzanine Level, Boston, MA 02108  
 Fax 617 812 4793

See Rules and Regulations on Reverse.

<p><b>RHA USE ONLY</b>                  Amount Paid \$ _____                  Date Processed _____                  Booth # _____</p>
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# 2019 RHA Fall Conference & Exposition Rules and Regulations

The Booth Space Application, notice of space assignment by The Rental Housing Association (RHA), a division of the Greater Boston Real Estate Board, (GBREB), herein after referred to as Show Management together with these Rules and Regulations constitute a contract for the right to exhibit at the 2019 RHA Fall Conference and Exposition. All matters regarding these Rules and Regulations and exhibitor's compliance therewith shall be determined by Show Management in its sole discretion.

**1. Service Provided.** In exchange for payment in full for the booth(s) contracted by the exhibitor, Show Management will provide the following for each booth. Each booth includes an 8' back drape, 3' side drapes, table, two chairs, wastebasket and five complimentary booth personnel badges. Each exhibitor will receive a complimentary company sign, copy of the attendee list and listing in conference program book. Requests for electric and/or internet connections should be specified on order forms from the Decorator, and the cost of same shall be paid for by the exhibitor.

**2. Payment for Space.** All booth space requires 100% payment to accompany the Booth Space Application. Exhibit space will not be assigned until full payment has been received.

**3. Cancellation of Booth Space.** Failure to occupy booth or cancellation of space are not subject to refunds.

**4. Adjust Booth Assignments.** Show Management reserves the right to adjust booth assignments at its discretion.

**5. Move in – Move out.** Time periods, deadlines, and restrictions for move in and move out of the exhibit hall shall be determined by Show Management, in its sole discretion and all exhibitors shall be given adequate notice thereof. Early move out is not permitted.

## **6. General Restrictions**

(a) Tacking, posting, taping or nailing signs, banners etc to any permanent walls or woodwork will not be permitted. Any damage to the exhibit hall by Exhibitors shall be paid for by the Exhibitor causing such damage.

(b) No visual or audio recording may be made by or on behalf of the Exhibitor without prior consent of RHA and the venue.

(c) Exhibitors shall not perform or play any music during the Exposition without written consent from Show Management and shall indemnify RHA and GBREB and its officers, directors, members and agents from any loss, damage, claim, liability and expense resulting from the Exhibitors performance of music.

(d) Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business in any form, including but not limited to handing out business cards or promotional materials in the exhibition area, meeting space or public event space.

(e) Exhibitor displays may not extend above and/or beyond designated pipe and drape. Exhibitors may not obstruct or hinder the sight lines to adjacent booths

## **7. Booth Personnel and Literature**

(a) Distribution of literature is specifically allowed from the exhibitor's booth space. Exhibitors are prohibited from soliciting customers in other exhibitor's booths, or in other areas of the Show (e.g. front door, meeting space, public event space etc.)

(b) All Exhibitors must wear badges provided by Show Management during the hours of the conference and exposition including move in and move out. Each booth includes five complimentary badges or No Exceptions. Show Management reserves the right to limit the total number of badges issued to individual booths. Booth staff names must be received 14 days before show date.

**8. Drayage** Exhibitor acknowledges that Show Management has arranged for the Decorator to make available drayage services to Exhibitors on a fee basis. RHA encourages the Exhibitor utilize said drayage services, which would be paid for by the Exhibitor. Exhibitor acknowledges that Show Management has no control over access to loading dock and freight elevators and can not assume responsibility for any loss or delay resulting from deliveries and pick ups by privately owned vehicles.

**9. Liability** Exhibitor hereby assumes responsibility for and agrees to indemnify, save and hold harmless RHA and GBREB, the venue and their managers, officers, directors, members, sponsors, employees, agents, successors and assigns, from and against any loss, damage, claim, liability, and expense (including reasonable attorney's fees), including personal injury including death resulting there from, or property damage or loss arising out of or in connection with Exhibitor's participation in the 2019 RHA Fall Conference & Expo. Exhibitor acknowledges that neither RHA nor the venue maintains insurance covering the exhibitor's property. *The individual exhibitor agrees to carry adequate personal property, liability, vehicle and other insurance protecting itself against any and all claims arising from activities conducted in the Hynes Convention Center during the conference and expo.*

**10. Americans With Disabilities Act.** Exhibitor agrees to comply with all applicable provisions of the Americans with Disabilities Act (the ADA) and shall indemnify RHA and GBREB, their officers, directors, members, employees and agents from and against any loss, damage, claim, liability and expense resulting from or arising out of Exhibitor's failure to comply with the provisions of the ADA.

**11. Food and Beverage Service** The Massachusetts Convention Center Authority is the exclusive provider of food and beverage service during the Exposition. Exhibitors may not provide food and/or beverage service without written consent of The Massachusetts Convention Center Authority.