

1. MAILING ADDRESS

Company Name: _____ ("Exhibitor")
Street Address: _____ City: _____
State/Province: _____ Postal Code: _____ Country: _____
Telephone: _____ Fax: _____
Company Email: _____ Website Address: _____
Primary Contact Person: _____ Email: _____
Office Phone: _____ Mobile Phone: _____

INVOICE BILLING ADDRESS (if different from above)

Billing Company Name: _____
Street Address: _____ City: _____
State/Province: _____ Postal Code: _____ Country: _____
A/P Contact: _____ Telephone: _____ A/P Contact's Email: _____

2. AGREEMENT OF RESPONSIBLE PARTIES

The above described Exhibitor hereby agrees with Diversified Communications ("**Diversified**") to pay the below described fees on the below noted dates as consideration for its exhibition at AEC NEXT Technology Expo & Conference ("**Event**") and to comply with the Conditions Rules and Regulations as set forth in [Exhibit A](#) below.

3. DEPOSIT

A deposit equaling 50% of the total cost of Exhibition Rate is due upon receipt of invoice in order to reserve your space. Contracts received on or after February 1, 2019 must be accompanied by full payment or paid in full upon receipt of the invoice.

4. PAYMENT TERMS/METHODS

- 1.) 50% deposit due upon receipt of invoice. All payments must be made in U.S. dollars.
2.) Balance due on or before February 1, 2019

PAYMENT METHODS

- **Check or Money Order** *DRAWN on a US Bank* made payable to AEC, P.O. Box 79365, Baltimore, MD 21279-0365
- **Wire Transfer and Credit Card:** Instructions will be included on your invoice and statements

Follow the instructions on invoices and statements carefully to ensure your payment is applied to your account.

CAUTION: Any updates to payment details will ALWAYS be reflected on an official Diversified Communications invoice

5. CANCELLATION POLICY

No cancellation is effective unless given in writing by mail to Diversified Communications, 121 Free Street, Portland, ME USA 04101 or by email to csalmon@divcom.com.

Cancellations received by Diversified on or before February 1, 2019 shall be subject to a cancellation fee equal to 50% of the total cost of cancelled space. Cancellations received by Diversified after February 1, 2019 are subject to a cancellation fee equal to 100% of the total cost of cancelled space.

All outstanding fees are payable immediately upon cancellation.

6. EXHIBITOR RATES (RATES ARE IN \$US)

EXHIBITOR BOOTH RATE

Cost per Square Foot \$42.00

INCLUDED WITH EACH BOOTH:

- ✓ Back (8' high) and side (3' high) rail, draped
- ✓ Booth identification sign (7" x 44")
- ✓ Basic listing in the Show Directory
- ✓ Promotions in our advertising and marketing materials

Total requested square footage: _____

Grand Total Exhibit Space Rate: \$ _____

For further details on what is included for all booths beyond basic show guide listing and exhibitor badge allotment go to <https://www.aecnext.com/exhibitor-booth-includes/> or contact your sales representative.

7. AUTHORIZATION

Undersigned on behalf of Exhibitor has reviewed and affirms that Exhibitor shall abide by all Conditions, Rules and Regulations governing the Event as set forth in [Exhibit A](#) located at www.divcom.com/exa-space-contract/ which are included with this Exhibit Space Contract and incorporated by reference. Exhibitor further affirms that acceptance of this Contract by Diversified constitutes a legal and binding contract and that undersigned is authorized to bind Exhibitor regarding same.

Contract must be signed & deposit received to secure booth.

Signature: _____ Title: _____

Print Name: _____ Date: _____

8. EXHIBITOR REQUESTS TO SHOW ADMINISTRATION – Diversified may grant or not in its sole discretion

BOOTH PREFERENCES

We do **not** wish to be located adjacent to or directly across from these companies:

List company name(s) _____

BOOTH LOCATION PREFERENCE: List Booth Numbers

1st choice: 2nd choice: 3rd choice:

9. SHOW ADMINISTRATION USE ONLY

Booth Assigned _____ Dimensions _____ Open Corners _____ Total Square Feet _____