



# 2019 EXHIBIT SPACE APPLICATION & CONTRACT

INDIANA CONVENTION CENTER • INDIANAPOLIS, IN  
SEPTEMBER 23-25, 2019 • EXHIBIT HALL OPEN: SEPTEMBER 24-25 2019

**INSTRUCTIONS:** All applications must be signed, completed and accompanied by correct deposit. Applications that are incomplete, unsigned, or not accompanied by deposit will not be entered into the assignment process. **Please read and initial the rules and regulations on the next page.**

**BOOTH ASSIGNMENT PROCESS:** Initial exhibit assignments will be made based on a priority system. The priority deadline is December 7, 2018. Assignments are based on past exhibiting participation at BusCon. After the December 7, 2018 deadline, exhibit assignments will be made on a first-come first-served basis.

## IMPORTANT VEHICLE DISPLAY REGULATIONS

**PLEASE NOTE:** If you are displaying a vehicle you must purchase space that allows for a minimum 2' margin on all four sides of the vehicle. Doors may not open into the aisle or breach the border of your contracted space when fully extended. Exhibitors must place all vehicles at least 5' in from the perimeter of your booth. Please do not position any vehicle on the border of your booth space. These restrictions are designed to prevent blocking and obstructing the sightline of your neighbor. Please refer to the Vehicle Specification Form in the BusCon Exhibitor Service Kit for additional important regulations.

## EXHIBITOR INFORMATION

Exhibiting company will be listed on the website, mobile app, other promotional pieces and submitted to all contractors as it appears below:

**COMPANY NAME** \_\_\_\_\_

**COMPANY CONTACT** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**WEBSITE** \_\_\_\_\_

**BILLING CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**BOOTH LOGISTICS CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**COMPANIES YOU DO NOT WISH TO BE NEAR** \_\_\_\_\_

## EXHIBITOR SPACE PRICING

Exhibit space comes standard with drape, a 7"x44" company ID sign and 2 exhibitor badges per 10'x10' (10 max).  
**Carpet is Mandatory! Carpet fee is 1.25 per sq foot**

Booth Size	Booth Prices
100' - 200'	\$22.25 per sqf
201' - 400'	\$18.44 per sqf
401' - 1000'	\$17.00 per sqf
1001' - 2400'	\$15.14 per sqf
2401'+	\$14.00 per sqf

Booth Size	Carpet Fees
10x10	\$125
10x20	\$250
20x20	\$500
Larger Booths	\$1.25 per sqf

1st booth choice \_\_\_\_\_ 2nd booth choice \_\_\_\_\_

3rd booth choice \_\_\_\_\_ 4th booth choice \_\_\_\_\_

## VEHICLE DISPLAY

- I will be displaying a vehicle in my booth.  YES  NO  
 I have read the vehicle display regulations above.  
 I will be bringing a total of \_\_\_\_\_ vehicles.

## PAYMENT INFORMATION

Please assign our company \_\_\_\_\_ square feet of exhibit space.

- A. Total Charge for Exhibit Space: \$ \_\_\_\_\_  
 B. Exhibitor Entertainment Fee (Mandatory) \$ 295.00  
 C. Carpet Fee (Mandatory) \$1.25 per sq ft \$ \_\_\_\_\_  
 D. Total Space Fee: \$ \_\_\_\_\_  
 E. Ride & Drive (\$1,500 per vehicle) \$ \_\_\_\_\_  
 F. BusCon Connect Hosted Buyer Program (\$975) \$ \_\_\_\_\_  
 G. Final Balance \$ \_\_\_\_\_  
 H. Deposit Due: (Min.50%) \$ \_\_\_\_\_  
 I. Balance Due (deadline: June 21, 2019): \$ \_\_\_\_\_

I will be invoiced the balance based on the actual booth size assigned and agree to pay immediately upon receipt. Included with this contract is my:

- CHECK (payable to BusCon)  CREDIT CARD

Credit Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name \_\_\_\_\_ CVV \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## SUBMISSION

Please return to BusCon and keep a copy for your records.

- RETURN BY FAX:** (310) 533-2511  
**MAKE PAYABLE TO:** BusCon  
**RETURN BY MAIL:** 3520 Challenger Street  
 Torrance, CA 90503  
**RETURN BY EMAIL:** EventContracts@bobit.com  
**INCLUDE SUBJECT LINE:** BusCon 2019  
**QUESTIONS:** (800) 576-8788 or www.BusConExpo.com

## AGREEMENT (PLEASE READ AND INITIAL REVERSE SIDE)

**PAYMENT SCHEDULE:** A 50% non-refundable deposit may accompany this contract for space confirmation. All invoices received must be paid upon receipt. No space will be held and no contract will be processed without a deposit. Full balance is due June 21, 2019 to maintain your exhibit space. Contracts submitted after June 21, 2019 must be paid in full.

**CANCELLATIONS:** Payment is refundable, less the 50% deposit if notified in writing prior to June 21, 2019. No refunds or credits will be granted, under any circumstance, after June 21, 2019.

By signing this contract, I agree to abide by the terms stated above and the rules and regulations outlined on page two of this document.

**AUTHORIZED SIGNATURE** \_\_\_\_\_

## FOR INTERNAL USE ONLY

**CONTRACT RECEIVED** \_\_\_\_\_

**TO ACCOUNTING** \_\_\_\_\_ **DEPOSIT** \_\_\_\_\_

**LP#** \_\_\_\_\_

**SPACE ASSIGNMENT** \_\_\_\_\_ **SIZE** \_\_\_\_\_ **SQ FT** \_\_\_\_\_

**PACKAGE** \_\_\_\_\_ **DISCOUNT** \_\_\_\_\_

**REG PASSES** \_\_\_\_\_ **SALES PERSON** \_\_\_\_\_

# BUSCON 2019

## RULES AND REGULATIONS

**PLEASE READ CAREFULLY, INITIAL AT THE BOTTOM AND SUBMIT ALONG WITH THE FRONT PAGE OF THIS**

**PART OF CONTRACT:** These rules and regulations constitute a bona fide part of the contract for BusCon, hereafter called BCS. Exhibit Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. Exhibit Management's decisions and interpretations shall be accepted as final in all cases.

**1. CONTRACT FOR SPACE:** Applicants for exhibit space are required to execute and forward an Application/Contract to BCS with deposit.

**2. SPACE ASSIGNMENT:** Assignment of space for all valid contracts in hand will be based on a first-come, first-served basis. BCS reserves the right to modify and change space assignments as necessary to meet the needs of show management.

**3. PAYMENT FOR SPACE:** A 50% non-refundable deposit may accompany this contract for space confirmation. All invoices received must be paid upon receipt. No space will be held and no contract will be processed without a deposit. Full balance is due June 21, 2019 to maintain your exhibit space. Contracts submitted after June 21, 2019 must be paid in full.

**4. CANCELLATION:** Payment is refundable, less the 50% deposit if notified in writing prior to June 21, 2019. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented. No refunds or credits will be granted, under any circumstance, after June 21, 2019

**5. SUBLETTING SPACE:** No exhibitor may assign, sublet or apportion space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.

**6. EXHIBIT CONTRACTOR:** BCS will furnish each exhibitor with access to an electronic version of the Service Manual that will specify the Exhibit Contractor and will contain exhibit instructions, shipping labels, and order forms for all booth services. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk which will be maintained in the exhibit hall. All participating exhibitors must abide by union jurisdiction in force at the time of exposition.

**7. ARRANGEMENT OF EXHIBITS:** BCS will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make changes necessary in the interests of an exhibitor.

**8. EXHIBIT HOURS, INSTALLATION & DISMANTLING:** See Exhibitor Kit for full details.

**9. EXHIBITORS' ADMISSION CREDENTIALS:** Show management will furnish exhibitors with two complimentary exhibitor passes. The number of exhibitor passes an exhibitor receives is dependent on the amount of space taken (10 max per booth). Complete details will be included in the official exhibitor service kit. Representatives must register upon arrival at the exhibit area and at all times wear identification badges, containing the name of the firm that contracted space, which will be furnished

without charge and which entitle wearers to attend convention sessions. A full registration fee will be assessed for any badge replacement. **No one under 16 admitted. No Exceptions.**

**10. GENERAL REGULATIONS:** No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed or otherwise affixed to pillars, walls, doors or other parts of the building. Combustible material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. Cloth and other decorating materials must pass any flame-proofing and fire codes and ordinances prevailing in the convention city. All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Convention Center during installation and dismantling.

**11. VEHICLE REGULATIONS:** You must purchase space that allows for a minimum 2' margin on all four sides of the vehicle. Doors may not open into the aisle or breach the border of your contracted space when fully extended. Exhibitors must place all vehicles at least 5' in from the perimeter of your booth. You must leave enough clearance (3-5 ft.) between vehicles for pedestrians to walk through in case of an emergency. Bumpers and Grills are considered part of your vehicle and may not extend beyond the perimeter of your space. When fully extended, doors must not open beyond the perimeter of your space into the aisles. Please do not plan to position any vehicle on the border of your booth space. All exhibit properties including wheel stands, banners, plants and tables must be placed within the borders of your contracted space.

**12. CONTRACTED LABOR:** Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors.

**13. NON-LIABILITY:** It is expressly agreed by each and every contracting exhibitor, his agents and his guests, that neither BCS nor Bobit Business Media, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and responsibility and custody of each exhibitor. On signing the Application/Contract, exhibitor releases and agrees to indemnify the BCS, Bobit Business Media, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

**14. WAIVER OF SUBROGATION:** Exhibitor releases any rights of subrogation it or its insurers may have against BCS and Bobit Business Media.

**15. PHOTO AND VIDEO RELEASE:** By attending BusCon, you hereby grant Bobit Business Media, its representatives, and employees the right to take photographs and multimedia of you and your property in relation to BusCon. You also authorize BusCon to use such images with or without your

name, and for any lawful purpose, including but not limited to publicity, illustration, print advertising, and web content.

**16. INSURANCE CERTIFICATE:** Exhibitors shall deliver to BCS and/or Bobit Business Media or their appointed representatives, a certificate of insurance within 45 days before the show, showing evidence of insurance as follows: Comprehensive General Liability which includes Premises & Operations, Blanket Contractual, Personal Injury Independent Contractors and Products/ Completed Operation Liability at limits of Bodily Injury and Property Damage not less than \$2,000,000 Combined Single Limit of Liability.

**17. NO WAIVER:** The failure on the part of either party to insist upon a strict performance by the other party of any of the terms, covenants and conditions herein contained shall not be deemed to be a waiver by him of any breach of any term, covenant or condition herein contained. Waiver by either party of any breach by the other shall not operate to extinguish the term, covenant or condition the breach whereof has been waived nor be deemed to be a waiver of the right to declare a forfeiture for any other breach thereof. The waiver by one party of the performance of any covenant, condition or promise shall not invalidate this contract nor shall it be considered a waiver of any other terms, covenants and/or conditions.

**18. BCS** reserves the right to make such additional conditions, rules and regulations as Exhibit Management deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.

**19. EXHIBITOR PARTY SPONSOR FEE:** A \$295 per company flat fee is assessed to each exhibitor and allocated to the Exhibitor Sponsored Official Party. All exhibiting company personnel are invited. A hosted bar and entertainment are included.

**20. FORCE MAJEURE AND CANCELLATION OR POSTPONEMENT OF EXHIBITS**

In the event of fire, disaster, terrorism, threat of terrorism, civil disturbance, government or travel advisories, hazardous weather, act of God, infectious disease, strike, or any unforeseen occurrence that renders the fulfillment of this contract impossible by BusCon, at BusCon's option, the contract will be terminated or the parties shall mutually amend it. The Exhibitor hereby waives any claim against BusCon for damages or compensation in such event. In the event that the exhibits are cancelled, the liability of BusCon shall be limited to the money paid by Exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by BusCon as related to the exhibits. No refund shall be made should the dates or location of the exhibit change by BusCon, but Exhibitor will be assigned space that the Exhibitor agrees to use under these same rules, regulations, terms, and conditions. BusCon shall not be financially liable in the event the exhibit is interrupted, canceled, moved, or dates changed except as provided herein. The information contained in BusCon's marketing materials is preliminary and is subject to change.



Initials \_\_\_\_\_ Date \_\_\_\_\_