



## SPACE APPLICATION/CONTRACT

**INSTRUCTIONS:** All applications must be signed, completed and accompanied by the correct payment. Telephone requests for space are not permitted. Applications that are incomplete, unsigned or not accompanied by proper deposit will be returned for completion and will not be entered into the assignment process. Return the original to the GOVERNMENT FLEET EXPO, 3520 Challenger Street, Torrance, CA 90503. Telephone: (800) 576-8788 Fax: (310) 533-2511

### EXHIBITOR INFORMATION

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

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

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

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

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

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

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

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

**PRODUCTS/SERVICES BEING DISPLAYED** \_\_\_\_\_

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

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

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

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

### AGREEMENT

By signing this contract, we agree to abide by all rules and regulations governing the conference as printed on the reverse side hereof and which are a part of this contract. Acceptance of this application by Bobit Business Media/Government Fleet Expo & Conference constitutes a contract.

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

\_\_\_\_\_  
**PRINT NAME**

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

### 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 GFX Exhibitor Service

### SUBMISSION

Please return the original to Government Fleet Expo & Conference and keep one copy for your records.

**RETURN BY FAX:** (310) 533-2511  
**RETURN BY EMAIL:** EventContracts@bobit.com  
**INCLUDE SUBJECT LINE:** GFX 2019

### EXHIBITOR SPACE PRICING

**OPTION 1: SPACE ONLY** ..... **\$2,595**  
 Includes 10' X 10' booth space, standard booth drape, ID sign and mobile app enhanced listing only. *No electrical, furniture or wastebaskets included. Carpet is mandatory and must be ordered separately.*

**OPTIONAL BOOTH PACKAGE** ..... **\$400**  
 Includes standard booth drape, ID sign, 6' draped table, 2 side chairs, wastebasket and 500 watt electrical. *Carpet is mandatory and must be ordered separately. This package does not cover the electrical labor costs booth larger than 10'x10'.*

**BOOTH QUANTITY** \_\_\_\_\_ **X RATE \$** \_\_\_\_\_ **\$** \_\_\_\_\_

- ADD THE RIDE & DRIVE (1-2) VEHICLES** ..... **\$2,500**
- BLOCK PARTY SOLUTION SPOTLIGHT** ..... **\$1,500**
- ADD THE PASSPORT PROGRAM** ..... **\$995**

**INSERT YOUR TOTAL: \$** \_\_\_\_\_  
 Custom sizes are available. Please contact Eric Bearly at (303) 681-2615 for pricing. Island booths must be accessible from all four sides. 8' drape will not be permitted in island spaces.

**SPACE PREFERENCES**  
 Please select up to four locations. Your preferences are not guaranteed, but Show Management will make a best effort to place you into one of the spaces indicated below.

**#1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

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

### VEHICLE DISPLAY

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

### PAYMENT INFORMATION

- CHECK  AMEX  VISA  DISCOVER  MASTERCARD

A 50% non-refundable deposit may accompany this contract for space confirmation. No space will be held and no contract will be processed without a deposit. Full balance is due March 14, 2019 to maintain your exhibit space. Contracts submitted after March 14, 2019 must be paid in full.

By providing a credit card number below, you are agreeing that the card is approved to be charged for the amount dictated by the terms of this contract, and that you will not dispute the charge directly with your credit provider.

**\$** \_\_\_\_\_  
**DEPOSIT AMOUNT**

**CREDIT CARD NUMBER** \_\_\_\_\_ **EXP** \_\_\_\_\_ **CVV** \_\_\_\_\_

\_\_\_\_\_  
**PRINT NAME**

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

**CANCELLATION:** Payment is refundable, less the 50% deposit if notified in writing prior to March 14, 2019. No refunds or credits will be granted, under any circumstance, after March 14, 2019.

### FOR INTERNAL USE ONLY

CONTRACT REC'D \_\_\_\_\_ GDRIVE \_\_\_\_\_ SPACE ASSIGNMENT \_\_\_\_\_ SIZE \_\_\_\_\_ SQ FT \_\_\_\_\_  
 TO ACCOUNTING \_\_\_\_\_ DEPOSIT \_\_\_\_\_ PACKAGE \_\_\_\_\_ DISCOUNT \_\_\_\_\_  
 LP# \_\_\_\_\_ IO# \_\_\_\_\_ REG PASSES \_\_\_\_\_ SALES PERSON \_\_\_\_\_

# GOVERNMENT FLEET EXPO & CONFERENCE

JUNE 17-20, 2019

ERNEST N. MORIAL CONVENTION CENTER • NEW ORLEANS, LA

## RULES AND REGULATIONS

**PART OF CONTRACT:** These rules and regulations constitute a bona fide part of the contract for Government Fleet Conference & Expo, hereafter called GFX space. 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 GFX with full payment for standard booth spaces and a deposit for vehicle spaces.

**2. SPACE ASSIGNMENT:** Space for all valid contracts in hand will be assigned on a first-come first-served basis. In all cases, efforts will be made to assign space in as close compliance as possible with applicant's choices.

**3. PAYMENT FOR SPACE:** A non refundable deposit of 50% MUST accompany submission of this contract. The balance is due in full on or before March 14, 2019. All contracts submitted after March 14, 2019 must include payment in full. Payment made after March 14 is non-refundable.

Failure to comply will result in the forfeiture of reserved space assignments. EXHIBITORS WILL NOT BE PERMITTED TO MOVE INTO THE EXHIBIT HALL OR RECEIVE CREDENTIALS WITHOUT FULL PAYMENT.

**4. CANCELLATION:** Payment is refundable, less the 50% deposit if notified in writing prior to March 14, 2019. No refunds or credits will be granted, under any circumstance, after March 14, 2019. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

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

**6. EXHIBIT CONTRACTORS:** GFX will furnish each participating exhibitor with a Service Kit that will specify the Official Exhibit Contractors and will contain exhibit instructions, shipping labels, and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, 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. Exhibitors are required to settle all balances due with the Official Exhibit Contractors to maintain good standing.

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

**8. DISPLAY CONSTRUCTION AND LIMITATIONS:** A complete kit will be forwarded to exhibitor upon receipt by GFX of an executed Application/Contract with payment. Regulations regarding exhibit specification will be included with the service kit.

**9. EXHIBIT HOURS, INSTALLATION AND DISMANTLING:** See the Service Kit for complete details.

**10. EXHIBITORS' ADMISSION CREDENTIALS:** Show management will furnish exhibitors with an allotment of complimentary exhibitor passes based on the amount of space purchased.

No complimentary passes will be awarded above the allotment; however additional exhibitor passes will be available for purchase. Exhibitors are not permitted to purchase attendee-rated passes for exhibit staff. Registrations will be audited for compliance. Badges may not be shared or split. Complete details will be included in the official exhibitor Service Kit.

Representatives must register/check-in 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 by show management and which entitle wearers to attend convention sessions. A full registration fee will be assessed for any badge replacement. No one under 18 years of age admitted.

**11. 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 any pillars, walls, doors or other parts of the building. Combustible decorating 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.

Additional regulations will be included in the official service kit for which exhibitors must comply.

**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 GFX 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 GFX, 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 hereby waives and releases any rights of subrogation it or its insurers may have against GFX and Bobit Business Media.

**15. INSURANCE CERTIFICATE:** It is the responsibility of the exhibitor to provide GFX and/or Bobit Business Media or their appointed representatives, a certificate of insurance no later than 21 days before the start date of the event, 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.

**16. 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 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.

**17.** GFX reserves the right to make such additional conditions, rules and regulations as Show 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.

### **18: FORCE MAJEURE AND CANCELLATION OR POST-PONEMENT 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 GFX at GFX's option, the contract will be terminated or the parties shall mutually amend it. The Exhibitor hereby waives any claim against GFX for damages or compensation in such event. In the event that the exhibits are cancelled, the liability of ICRS shall be limited to the money paid by Exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by GFX as related to the exhibits. No refund shall be made should the dates or location of the exhibit change by GFX, but Exhibitor will be assigned space that the Exhibitor agrees to use under these same rules, regulations, terms, and conditions. GFX 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 GFX's marketing materials is preliminary and is subject to change.

**19. PHOTO & VIDEO RELEASE:** By attending GFX, 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 GFX. You also authorize the GFX to use such images and recordings with or without your name, and for any lawful purpose, including but not limited to publicity, illustration, print advertising, session recording and Web content.

**20. CODE OF CONDUCT:** GFX is dedicated to providing a professional, safe, collaborative and productive environment for all event participants.

GFX has a zero-tolerance harassment policy and discrimination based on gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion will not be tolerated. Examples of harassment include offensive comments, verbal threats or demands, sexualized images in public spaces, intimidation, stalking, harassing photography or recording, sustained disruption of sessions or events, and unwelcome physical contact or sexual attention.

Participants violating these rules and expectations will be sanctioned or expelled from the event without a refund at the discretion of the organizers. Physical violence will result in lifetime banishment from GFX/Bobit Business Media events regardless of fault.

Please report any harassment to SHOW MANAGEMENT immediately.