PowerfulConnections

APCO International 78th Annual Conference & Expo | August 19–22, 2012 | Minneapolis, Minnesota

EXHIBIT SPACE APPLICATION AND CONTRACT

August 19–22, 2012 Minneapolis Convention Center

COMPANY INFORMATION

Company Name: _____

Exhibiting As: _____

Street: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Key Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Website URL: _____

Tradeshow Manager/Coordinator Name: _____

Phone: _____ Fax: _____ Email: _____

ATTN: THIS IS **NOT** A CONSUMER SHOW. CASH (OR CREDIT) AND CARRY TRANSACTIONS ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.

EXHIBIT SPACE REQUIREMENTS

Minimum booth size 10 ft. X 10 ft. = 100 sq. ft. (3.05m x 3.05m = 9.3m^2 approx.)
All in-line booths come with pipe & drape and a one line ID sign. All other booth furnishing are the responsibility of the exhibitor.
NOTE: COST = Rate x Total Square Feet of Booth Space

☐ $23 per sq. ft.: **Ends December 31, 2011** ☐ $24.50 per sq. ft.: **January 1, 2012 thru April 14, 2012** ☐ $26 per sq. ft.: **Begins April 15, 2012**

☐ **Open Corner Premium:** $75 per open corner: Number of Corners: _____ ☐ **Island (all sides open) Premium:** $300

Desired exhibit size: _____ ft. deep by _____ ft. frontage for a total of _____ sq. ft.

U.S. $ per sq. ft. _____ x _____ total sq. ft. = $ _____ + corner/island premium $ _____ = $ _____

Space preference: 1st _____ 2nd _____ 3rd _____

Will you be displaying a vehicle? ☐ Yes ☐ No If yes —Size/Type of vehicle: _____

* APCO RESERVES THE RIGHT TO REASSIGN BOOTH NUMBERS AND BOOTH PLACEMENT TO MAINTAIN THE INTEGRITY OF THE EXHIBITION.

PAYMENT INFORMATION AND PAYMENT TERMS AND CONDITIONS

Method of Payment: ☐ Check #_____ Enclosed (Payable In U.S. Funds Only) ☐ AMEX/OPTIMA ☐ VISA ☐ MASTERCARD

Amount: $ _____ Card Number: _____ Exp. Date: _____

Address of Cardholder (if different from above): _____

Street: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Authorized Card Holder Name: _____ Signature: _____

Wire Transfer Information:
For wire transfer information, please contact us at gearyd@apcointl.org or 888.APCO.911 (272-6911).

50% of the total cost is due at time contract is received. 100% due for contracts received after April 15, 2012. All remaining balances are due April 15, 2012.
ALL PAYMENTS MUST BE IN U.S. FUNDS.
MAKE CHECKS PAYABLE TO APCO INTERNATIONAL, 351 N. WILLIAMSON BLVD., DAYTONA BEACH, FL 32114.

PLEASE READ THE EXHIBITOR RULES AND REGULATIONS

Cancellation/Reduction/Withdrawal and Default of Exhibit Space
Cancellation of contract or reduction of exhibit space must be in writing, except that APCO International may unilaterally cancel this contract for non-payment of any balance due by the dates specified. **All monies paid toward exhibit space are non-refundable and non-transferable.** These fees are retained to recover the administrative costs incurred in preparing for the participation of the cancelling exhibitor and which it will incur in attempting to resell the space. _____ Initials

I understand that by signing this document, my firm contracts to rent and occupy exhibit space, and will submit payment according to the terms stated above. I also understand that my signature attests that I have read and agreed to the APCO International Exposition Rules & Regulations. Booth space will not be confirmed without a valid and fully executed contract.

Name (please print): _____ Title: _____

Authorized Signature: _____ Date: _____

Please fax to **770-874-1968** or email to **exhibits@apcointl.org** when complete