

EXHIBITOR AGREEMENT: ASSOCIATE TRADE SHOW, 2012 - PRESENTED BY:
THE ASSOCIATE COUNCIL OF THE LONG ISLAND BUILDERS INSTITUTE,
HYATT REGENCY WIND WATCH HOTEL • 1717 Motor Pkwy. Hauppauge, N.Y.
"1" DAY SHOW • Wednesday, March 28th 2012 3:00 p.m. - 8:00 p.m.

This EXHIBITOR agreement is made by and between the Long Island Builders Institute, Inc. having offices located at 1757-8 Veterans Memorial Highway, Islandia, NY 11749, and EXHIBITOR) Company Name: _____
Contact Person: _____ Phone: _____ Email: _____
(EXHIBITOR) _____

Print Co. Name as it will appear in advertising with business address at:

WHEREAS, the INSTITUTE is the presenter of THE ASSOCIATES TRADE SHOW, which will be March 28, 2012 at the Hyatt Regency Wind Watch Hotel, 1717 Motor Pkwy. Hauppauge, N. Y.

WHEREAS, the EXHIBITOR desires to exhibit his/her products/services at said trade show under the terms and conditions set out herein;

NOW THEREFORE, the INSTITUTE and the EXHIBITOR agree as follows:

I. The EXHIBITOR will display the following products/services: Specify new product, service or Green Product

II. EXHIBITOR's space is identified as follows: Booths are first come first serve secured by a deposit. See map.

Please check all requested Booths, Table Tops and equipment. (Discounts for multiple booths)

Booths

8x10 booth: \$1,200 2nd - 8x10 booth: \$900 3rd - 8x10 booth or more: \$800

Premium Corner 8x10 booths: \$1500.00

8 X 8 Booths \$1100.00 each

Each booth includes draped booth area, table and chairs if requested, wastebasket, booth sign, free listing in our exhibitors reference guide, flyers and invitations for your use to your customers.

(16) **Table Tops** available at \$600.00 each

(Table Top includes one six-foot decorated table, 1 side chair, wastebasket, booth sign, free listing in our exhibitors reference guide flyers and invitations for your use to your customers. No Back Drop Allowed)

Reservations: (Please fill out)

No. of Booths: _____ **Electric Required:** (\$70) yes no

6' table & 2 chairs: yes no

First choice booth # _____ Second choice booth # _____ Third choice booth # _____ Fourth choice booth # _____

First choice Table Top # _____ Second Choice Table Top # _____ Third Choice Table Top# _____ Fourth Choice Table Top# _____

Grand Total # of Booths _____ Grand Total # of Table Tops _____ Electric: \$70 **Total Amount Due \$** _____

Deposits: _____

III. The EXHIBITOR hereby agrees to pay to the INSTITUTE the sum of \$750. per booth and \$300.00 per Table Top deposit at the time of reservation

Total deposit \$ _____ Balance Due \$ _____

ELECTRIC AND TABLE MUST BE ORDERED ON THIS FORM. NO ON SITE CHANGES

IV. The EXHIBITOR hereby agrees to pay to the INSTITUTE the BALANCE of \$ _____ by: March 19, 2012

V. The EXHIBITOR hereby agrees to the terms and conditions set forth on the reverse side hereof.

Set up: Wed. March 28- 7:00 am to 1:00 p.m. • **Times will be assigned.**

RETURN THIS FORM WITH DEPOSIT TO RESERVE YOUR BOOTH OR TABLE TOP

EXHIBITOR: (Type or print name) _____ Dated: _____

Signed By: _____ Contact: _____

Phone: _____ Fax: _____ Cell: _____

PRESENTER: LIBI: Signed By: _____ Booth #: _____ Date: _____

PLEASE SIGN THE EXHIBITOR AGREEMENT & RETURN TO THE LONG ISLAND BUILDERS INSTITUTE WITH YOUR PAYMENT. KEEP ONE EXHIBITOR AGREEMENT FOR YOUR RECORDS. INSTITUTE WILL INVOICE YOU FOR YOUR BALANCE UPON RECEIPT OF SIGNED CONTRACT & DEPOSIT.

Credit Card Payment: AMEX Discover MasterCard Visa

Name: _____ Card # _____ Exp. Date _____

Sec# _____ Billing Zip _____

TERMS AND CONDITIONS OF EXHIBIT SPACE AGREEMENT

1. **Eligible Exhibits.** The Long Island Builders Institute (INSTITUTE) reserves the right to decline or to prohibit any products, services, giveaways, contests, exhibits, or portions thereof and to permit only such matter or conduct as shall be approved by the INSTITUTE, and further reserves the right to reject any application and/or to limit the space assigned to any one exhibitor or company. The INSTITUTE reserves the right to cancel any space agreement before or after assignment and/or acceptance if at its sole discretion such action is deemed in the best interest of the show. Upon canceling an exhibit space, the INSTITUTE shall refund the funds currently held without interest or penalty as and for the complete discharge of any and all liability to the exhibitor.
2. **Limitation of Liability.** The EXHIBITOR agrees to make no claim for any reason whatsoever against the INSTITUTE and or Trade Show Sponsors or Hosts including claims for loss, theft, damage or destruction of goods, nor for any injury to him/herself or employees while trade show is in progress, set up or move out. EXHIBITOR agrees to indemnify and hold harmless the INSTITUTE, Trade Show Sponsors and Hosts, and the building wherein the trade show is held and their employees against any and all claims of any person, arising out of acts, omissions or negligence of EXHIBITOR, its agents or employees.
3. **General Liability Insurance and Workman's Compensation Insurance.** Throughout the period that the EXHIBITOR shall participate in the Trade Show, the EXHIBITOR shall maintain comprehensive and liability insurance and workman's compensation to protect his/her interests. Upon request the EXHIBITOR shall furnish proof of such insurance by way of a written Certificate of Insurance, Binder, or other writing subscribed by the insurance company or its agent attesting to such coverage.
4. **Cancellation or Withdrawals.** There will be no refunds if EXHIBITOR withdraws from the Trade Show. No money will be refunded. If the payment owed by the EXHIBITOR is not received by March 19th 2012 EXHIBITOR will lose booth space and all rights to his deposit.
5. **Collection Policy.** EXHIBITOR agrees to pay any and all cost incurred by the INSTITUTE to collect all or any portion of unpaid monies due and owing to the INSTITUTE.
6. **Termination of Trade Show.** If the INSTITUTE determines that the premises where the Trade Show is to be held have become unfit for occupancy, or if the premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, any other emergency, or any act or Event, this Agreement may be terminated by the INSTITUTE. In the event of such termination, the EXHIBITOR waives any and all damages and agrees that the INSTITUTE may credit to the EXHIBITOR for a future LIBI Associate Trade Show as and for complete settlement and discharge of said EXHIBITOR'S claim and demands, all sums paid by the EXHIBITOR.
7. **LONG ISLAND BUILDERS INSTITUTE, INC.** without prior notice to exhibitors expressly reserves the right to modify, supplement, and/or to change the OFFICIAL RULES AND REGULATIONS, as they deem necessary, and required for the efficient operation of the Trade Show, and to protect LONG ISLAND BUILDERS INSTITUTE, INC. from any liability whatsoever arising from any acts or conduct or omission or commission by EXHIBITORS, their agents, guests, customers, visitors, etc.
8. **Other Conditions. This Agreement is further subject to the following:**
 - a. EXHIBITOR shall not assign, sublet or apportion the whole or any part of its allotted space, nor display any goods or services other than those manufactured or sold by the EXHIBITOR in the regular course of business, or have been approved prior by the INSTITUTE.
 - b. EXHIBITOR agrees to comply with any and all applicable laws, rules, regulations, ordinances, licensing and copyrights.
 - c. EXHIBITOR agrees that they will be assigned a time and date to set up their exhibit. Times may be picked on a first-come basis.
 - d. EXHIBITOR agrees to the following exhibit set up times: Wed. March 28th 2012 – 7:00 a.m. - 1:00 p.m. as assigned by LIBI.
 - e. **EXHIBITOR agrees not to dismantle nor remove any part of his/her exhibit until after the closing hour of the event: Wednesday, March 28th 2012 at 8:00 p.m. All booths must be taken down and removed at the end of the show.**
_____ **Please initial**
 - f. **EXHIBITOR agrees to man assigned space at all times during Trade Show hours: Wednesday, March 28th 2012 from 3:00 p.m. to 8:00 p.m. _____ Please initial**
 - g. EXHIBITOR agrees to maintain assigned space in good order and surrender such space in the same condition at the commencement of occupancy, ordinary wear and tear accepted.
 - h. EXHIBITOR agrees that its failure or refusal to comply with the INSTITUTE'S instructions will result in forfeiture of monies paid or due, loss of rights to space and application of trespass laws.
 - i. EXHIBITOR agrees to be liable for all further costs and fees caused by non-removal of exhibit at end of move out period.
 - j. EXHIBITOR agrees not to use microphones, amplification or noisemakers without prior permission of the INSTITUTE.
 - k. EXHIBITOR agrees that all exhibit decorations will be fireproofed.
 - l. EXHIBITOR agrees to report to the INSTITUTE desk prior to any exhibit setup.
 - m. EXHIBITOR agrees to pay for any extraordinary trash removal costs resulting from construction and/or removal of EXHIBITOR display.

The Long Island Builders Institute
1757-8 Veterans Memorial Highway, Islandia, New York 11749
P: 631-232-2345 • Fax: 631-232-2349 • E-Mail lois@libi.org

Long Island Builders Institute Associate Trade Show | March 28, 2012

Pricing

8x10 - \$1200

8x8 - \$1100

8x10 Premium Corner - \$1500

Table Top (TT) - \$600

See contract for multiple booth discounts

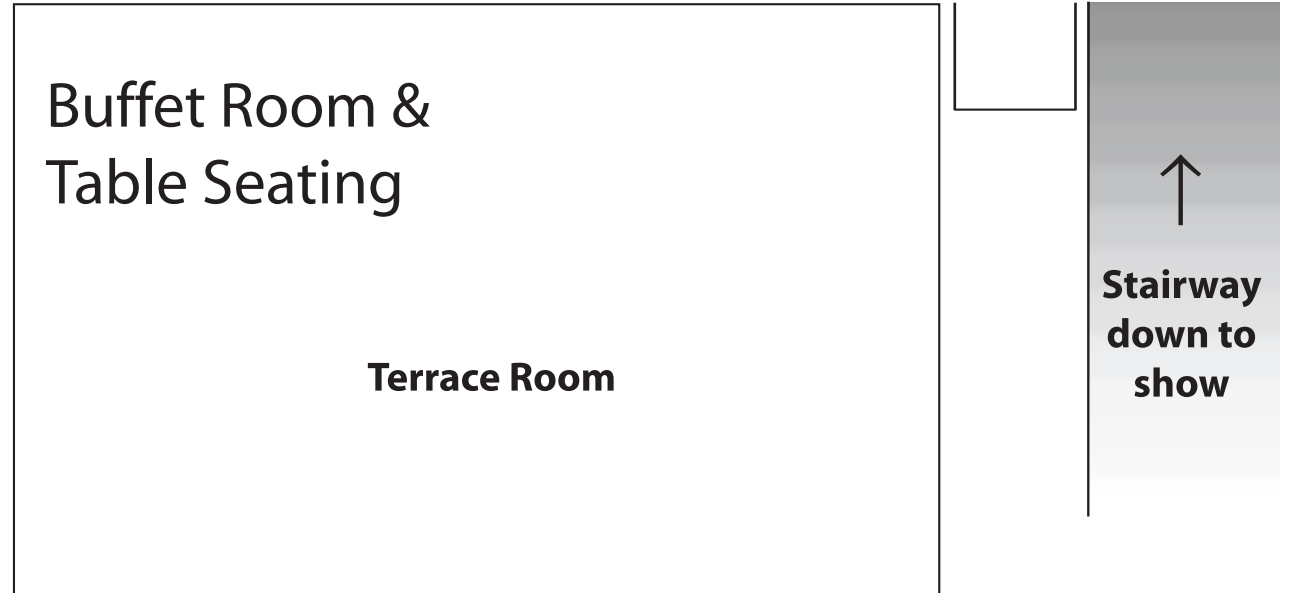
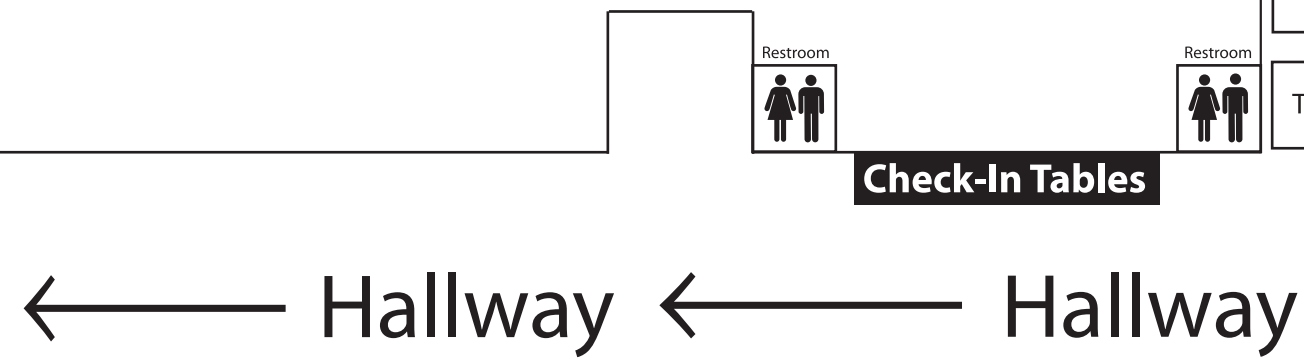
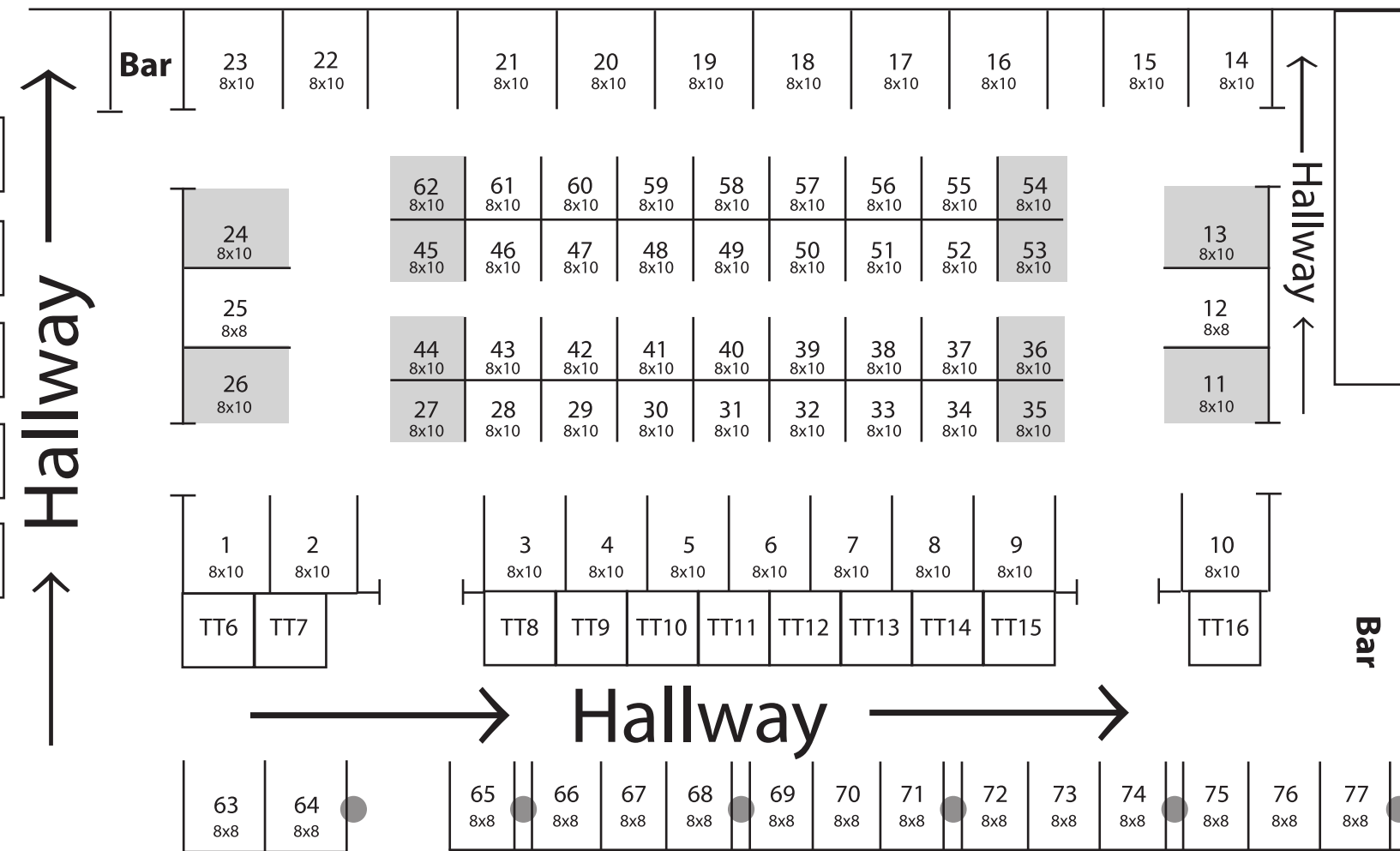
See contract for more details



= Column



= Premium Corner



Seminar Room

1. All booths 8' deep.
2. Table tops are 6' - NO BACKDROP ALLOWED.