

EXHIBIT SPACE APPLICATION

2018 Association of Professional Dog Trainers
Annual Educational Conference and Trade Show
October 17–20, 2018
Memphis Cook Convention Center • Memphis, Tennessee



INSTRUCTIONS: Type or print this application. To type and save, use the free [Adobe Reader](#) application. Complete all sections. **Sign first and third pages and return along with payment to APDT, 2365 Harrodsburg Road, Suite A325, Lexington, KY 40504** or fax all three pages to **864-331-0767** or email to nita.briscoe@apdt.com. Applications received before August 15, 2018 must include a 50% booth deposit payable in U.S. funds. **Applications received after August 15, 2018, must include full payment.** Upon assignment of space by Show Management, a booth space confirmation will be emailed to you.

(For the digital signatures below and on the following page, you will be prompted in Adobe Reader or Acrobat to choose a signature option. If you do not already have a digital signature ID, when prompted select the third option, "Create a new Digital ID" and follow the steps.)

1. Company Information

INDICATE WHICH LETTER OF THE ALPHABET YOUR COMPANY NAME SHOULD APPEAR

The **KEY CONTACT PERSON** listed below will receive **ALL exhibitor communications**. The info below will be printed in the program exactly as entered; please proofread.

COMPANY NAME

KEY CONTACT PERSON

KEY CONTACT PHONE NUMBER

KEY CONTACT EMAIL ADDRESS

STREET ADDRESS

CITY/STATE/ZIP

COMPANY PHONE NUMBER

COMPANY WEB ADDRESS

2. Select Exhibit Space Rental Type

- Commercial:** \$1,325.00 per 10'x10' booth
- Non-Profit:** \$500.00 for first 10'x10' booth and commercial rate for additional booths

There is a \$100 charge for each exposed booth corner.

A deposit equaling 50% of the total cost of space requested must accompany this application. An invoice will be included as part of space confirmation. The balance is due Sept. 20, 2018. Applications received after Aug. 15, 2018, must include full payment. There is a \$100 charge for returned checks.

CANCELLATION POLICY: All requests for cancellation of space must be in writing. If space is reduced, the net reduction of space will be treated as a cancellation of space. If Show Management receives a written request for cancellation of space on or before Aug. 15, 2018, the exhibitor will be liable for a \$250 administrative fee per booth. There are no refunds for cancellations requested after Aug. 15, 2018.

FOR OFFICE USE ONLY

Exhibitor Relations Manager: Nita Briscoe | nita.briscoe@apdt.com
Phone: 859-226-4270 | Fax: 864-331-0767

3. Booth Selection

Please indicate the booth location and configuration of the space requested. Applications received without payment will not be processed.

1st Choice _____ 2nd Choice _____

No. of Booths	X	Cost per Booth	Booth Charge \$
No. of Corners	X	\$100	Corner Charge \$
Tote Bag Insert		\$300	\$
Total Amount Due = Booth Charge + Corner Charge			\$
50% Deposit Due (for contracts received by Aug. 15, 2018)			\$

We DESIRE to be NEXT TO or ACROSS FROM:

We DESIRE to be SEPARATED FROM:

4. Company Logo

Please email a file of your company logo for publication in the Conference Program. Preferable format is vector (.ai or .eps). If you do not have a vector version of your logo, please provide a high-resolution .jpg or .png. Typically, logos taken from web pages are low-resolution and won't result in a quality reproduction in print.

5. Method of Payment

APDT Federal Tax ID # 77-0415693

- Check:** The enclosed check payable to APDT is in the amount of \$ _____
- Credit card:** American Express MasterCard Visa Discover

NAME ON CARD

CREDIT CARD #

EXP. DATE

SIGNATURE

6. Company Description for Program

Please write a 30- to 50-word description of your company or organization below. This will be entered in the Conference Program exactly as entered here; please proofread.

7. Prize Donation

In honor of APDT's 25th Anniversary, we are asking each exhibitor to donate a prize in the value of \$25. Gift cards are an option if your product/service is a much higher value. Exhibitor prizes/gifts will be combined into two prize giveaways: one gift basket will be given away during the Opening Reception, and one gift basket will be given away during the Closing Reception. There will be at least 25 prizes in each gift basket. Winner must be present to win. Exhibitors and booth staff are not eligible to win. Prizes must be received by September 21st to:

Nita Briscoe
APDT
2365 Harrodsburg Road, Ste A325
Lexington, KY 40504

Please write a brief description of your donated prize/gift here:

APDT Annual Educational Conference and Trade Show • October 17–20, 2018

General Rules and Regulations

1. Payment and Refunds

Applications must be accompanied by a 50% deposit payment of the space rental charge until August 15, 2018 and full payment after August 15, 2018. Applications received without such payment will not be processed nor will space assignment be made. All requests for cancellation of space must be in writing. If space is reduced, the net reduction of space will be treated as a cancellation of space. Cancellation requests received before Aug. 15, 2018 will be liable for a \$250 administrative fee per 100 sq. ft. of space. There are no refunds for cancellations after Aug. 15, 2018. It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not the Show Management enters into a further lease for the space involved. In case the trade show shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the prorated amount already paid for this specific event.

2. Space Rental and Assignment of Location

The APDT trade show is a closed event designed to provide a showcase for goods and services either specifically designed for or customarily used by industry professionals. APDT reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of APDT, likely to be compatible with the general character and objectives of the event. Whenever possible, space assignments will be made by APDT in keeping with the preferences as to location, requested by the exhibitor. Generally the criteria for assignment include but are not limited to deadline adherence, date of receipt of application, sequence number assigned, booth configuration, and proximity to competitors. **APDT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE TRADE SHOW.**

3. Use of Space, Subletting of Space

No exhibitor shall assign, sublet, or share the space allotted with another business or company. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Show Management reserves the right to determine eligibility of any product and/or exhibit for inclusion in the event. No company or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

4. Badges and Exhibit Personnel

Admission will be by badge only. Identification badges are not transferable. The exhibitor shall have an authorized representative present at the Event through all exhibit periods and during the installation and dismantling of the exhibit. The name of the authorized representative shall be furnished to Show Management not less than 60 days before the opening date of the Event. Refer to the exhibit sales brochure and/or the Exhibitor Service Kit for the allotment of exhibitor badges.

5. Installation and Removal

Show Management reserves the right to fix the time for the installation of a booth prior to the Event opening and for its removal after the conclusion of the Event. Installation of all exhibits must be fully completed by the opening time of the exposition. Any space not claimed and occupied three hours prior to opening, may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Event.

6. Exhibitor Plan Review

Each exhibitor is provided an Official Exhibitors Kit. The Exhibitors Kit describes the type and arrangement of exhibit space and the standard equipment provided by APDT for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitors Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitors Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the event. Booth construction plans and layout arrangements for first-time exhibitors, or involving other unusual construction features, must be submitted to APDT, 2365 Harrodsburg Road, Ste A325, Lexington, KY 40504 or nita.briscoe@apdt.com for approval at least forty-five (45) days prior to the opening of the event. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. The operation of phonographs, radios or other sound devices operated in an objectionable manner in the opinion of Show Management shall be prohibited.

7. Laws Applicable

Each exhibitor shall comply with all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this event. Show Management and the Official Show Contractor shall have no responsibility pertaining to exhibitors compliance with such laws. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules and the Electrical Code of the city and state of the trade show location. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, Show Management reserves the right to cancel all or such part of his exhibit as may be in noncompliance and effect the removal of same at exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations. Use of fire or anything hazardous is prohibited by the Memphis Fire Department. This contract shall be governed by the laws of the state of Tennessee. Exhibitors agree to abide by the rules and regulations of trade show location as well as to these general rules and regulations.

8. Storage of Packing Crates and Boxes

Exhibitors are welcome to store boxes/extra cases in their booth, if they are able to conceal them (often under their table, or behind their back drop display).

9. Operation of Displays

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the event as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the event as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. No sales activity, demonstrations, sampling, giveaways, solicitation, etc. will be permitted in the aisles.

Contests, Drawings & Lotteries. Raffles, donations or other promotional measures that require guests to be present at a specified location and time are prohibited. Exhibitor represents and

warrants that any contests, drawings or lotteries it conducts meet the requirements of all federal, state and local laws regarding such activities. All unusual promotional activities must be approved in writing by Show Management no later than 60 days prior to the opening of the event.

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's booth space and are not permitted in the building's public areas.

Live Animals. Live animals must be approved by Nita Briscoe of APDT.

Models. Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

Food and/or Beverage Samples. Exhibitor may not serve food or beverages to attendees.

Sound. Exhibits which include the operation of musical instruments, radios, sound and/or public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not disturb or disrupt adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Loudspeakers must be positioned to direct sound toward the center of the exhibit booth or display area; NOT pointed toward the aisles.

The 80/80 Sound Rule: Any sound which consistently exceeds 80 decibels measured at the edge of an exhibitor's booth is clearly identifiable more than 80 feet from that booth, or is in the opinion of Show Management, objectionable or interfering with neighboring exhibits is considered in violation of APDT Show regulations.

Copyright Licensing. Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless Show Management and facility against cost, expense, or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

10. Liability and Insurance

All property of the exhibitor is understood to remain under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither APDT, the Official Show Contractor, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. Show Management does not maintain insurance covering exhibitor's property. **It is required that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.**

11. Indemnification

Exhibitor agrees to protect and hold Show Management, the Official Show Contractor, the management of the exhibit hall or any of the officers, staff members of any of the same forever harmless from any damage or charges imposed by any violation of any law or ordinance whether occasioned by the negligence of Exhibitor or those holding under the Exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the trade show facility and Show Management regarding the exhibition premises; and further Exhibitor shall at all times protect, indemnify and hold harmless Show Management, the Official Show Contractor and the trade show facility against and from any and all loss, costs, damages, liability, or expense arising from or out of any accident or other occurrence to anyone, including Exhibitor, its agents, employees and business invitees, which arise from or out of or by reason of Exhibitor's occupancy and use of the exhibition premises or any part thereof. By exhibiting, Exhibitor for and on behalf of itself, its employees, agents and invitees, releases and waives any and all claims, demands or actions against Show Management, the Official Show Contractor and the trade show facility and their respective officers, directors, employees and agents resulting from any act or omission of Exhibitor, its employees, agents and invitees.

12. Age Requirement

No one under 16 years of age will be permitted on the Event floor during setup and breakdown times, regardless of affiliation or circumstances. Proof of age will be required. Children under 16 are only allowed on the exhibit floor when accompanied by an adult.

13. Union Labor

Exhibitors are required to observe all contracts in effect between Show Management, service contractors, the trade show facility and the labor organizations involved.

14. Care of Buildings and Equipment

Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and decor. If Exhibitor does such damage, it shall be liable to the owner of the property so damaged.

15. Other Regulations

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. **THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREE TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.**

APDT SUPPORTS A LEAST INTRUSIVE, MINIMALLY AVERSIVE (LIMA) APPROACH TO BEHAVIOR MODIFICATION AND TRAINING. APDT RESERVES THE RIGHT TO ASK ANY VENDOR TO REMOVE ITEMS THAT DO NOT SUPPORT OUR CREED.

WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION, AS SHOWN ABOVE.

SIGNATURE

DATE

TITLE