



2024 Trade Show Contract

2024 Indiana Auctioneers Association Annual Convention
Embassy Suites— Noblesville, IN - October 31—November 2
Phone: 1-317-674-1900

Type or Print

Company _____
Address _____
City _____ State _____ Zip _____ County _____
Contact Name _____ Title _____
Phone _____ Fax _____ Email _____
Web address _____ Additional Information _____

EXHIBITOR BADGE REQUEST (a maximum of two complimentary badges per booth purchase)

Representative 1 _____ Representative 2 _____

PAYMENT OF EXHIBIT SPACE

Booth space \$350.00 per booth *(includes 1 covered table, 2 chairs, trash can, 2 tickets - Thursday Dinner, 2 tickets—Friday Awards Lunch)*# of spaces _____ x \$350/each = _____

Booth locations will be based on a first come first serve basis. The exhibit space is not secured in the evening, you will be responsible for securing your items.

NOTES: Please note that electrical outlets are limited so please indicate if you need electric for your booth. Please bring your own extension cord (s), as these will not be provided.

LAYOUT BASICS Each booth area contains one covered table and two chairs with a trash can. If your display varies from this standard please describe what is needed as space may be limited:

REGISTRATION AND ROOM RESERVATIONS A block of rooms at Embassy Suites Noblesville are available for a special rate of \$164/night. Call early for reservations 317-674-1900 and specify Indiana Auctioneers Association room block. Booth fees and event tickets may be paid with a single check. We encourage your participation as time allows.

SOCIAL EVENT TICKETS (Booth rental includes 2 tickets –Thursday Reception and Friday Lunch). The list below is for additional tickets.

Thursday Networking Dinner.....	\$50.00 x # of persons	= \$
Friday Awards Lunch	\$50.00 x # of persons	= \$
Friday / Hall of Fame and Fun Auction.....	\$70.00 x # of persons	= \$
Saturday Presidential Luncheon	\$55.00 x # of persons	= \$
Championship / Dinner (Saturday).....	\$75.00 x # of persons	= \$

TOTAL COST (booth rental and event tickets).....= \$ _____

COMPLETE & RETURN THIS FORM:

MAIL: IAA
48 N. Emerson Avenue, Ste 300
Greenwood, IN 46143

IF YOU HAVE ANY QUESTIONS, CALL :

Kathy Baber, Executive Director
317-859-8990

PAYMENT OPTIONS

Check enclosed (Remit in U.S. funds only)

Charge my Credit Card

I authorize IAA to charge this credit card for the balance due. Please circle one.

MasterCard

VISA

Credit Card Number _____

Exp. Date _____ **3 digit security** _____ **billing zip code** _____

Print Cardholder's name _____

Signature _____

Exhibitor Agrees:

Upon Execution of this contract to pay the total cost of booth space. No space allocations will be made, nor will this contract be processed until payment is made for debts and obligations to the IAA that are in excess of 45 days due and owing. IAA reserves the right to offset any debt 45 days past due with payments received under this contract, and in the event such exhibitor fails to submit payment for such past due indebtedness and its proportional payment due and owing pertaining to the exhibit contract, IAA reserves the right to prohibit the exhibitor from participating in the IAA Annual Convention and if monies due are not fully paid in addition to the above referenced indebtedness 30 days prior to the opening of the convention, the Association may, at its option, terminate and reassign this space to another exhibitor.

That the terms and conditions are hereby incorporated in and made a part of this contract, and shall be binding on the parties hereto.

As always, the IAA makes every attempt to increase traffic to your booth. Even if you are in an exhibitor room, please be sure to secure your items and take any valuables with you when you are not at your booth. By Exhibiting at the IAA Annual convention you agree to hold harmless the Indiana Auctioneers Association and Embassy Suites from any and all damages or destruction, including theft or mysterious disappearance to any and all equipment owned and/or leased by your group.

That IAA will have the right to make all space assignments in accordance with a first-come first-served rule. IAA reserves the right to shift space assignment after the contract has been signed if it is necessary.

The IAA will have the right of interpretation and approval of all matter pertaining to the contract, rules and regulations.

That NO Exhibitor shall reassign, sublet or share the whole or any part of exhibit space allotted to the contracting firm without the express written consent of the IAA.

That space will be considered cancelled by exhibitor upon the date that written notice of cancellation is received by IAA and refunds for cancelled space will be given as follows:

- If space is cancelled before October 1, 2024, IAA will refund 100% of the space less a \$25.00 processing fee.
- If space is cancelled before October 15, 2024 IAA will refund 50% of the space cost less a \$25.00 processing fee.
- If space is cancelled after October 15, 2024, the IAA will retain 100% of the space cost. **No refunds after October 15, 2024.**

In the event the show is cancelled because of reasons beyond the control of the IAA, space fees already made will be returned to exhibitors on a pro rata basis, after all related Show expenses incurred by the IAA, through the date of cancellation, have been met and such refund shall be accepted by exhibitor in full settlement of all loss of damage suffered by exhibitor.

If, by reason of fire, hurricane, earthquake, or another cause or condition beyond the control of the IAA, convention center becomes unavailable, exhibitor hereby authorizes IAA to assign to exhibitor, in lieu of the space described herein, such space, regardless of size or location, in such other buildings as IAA may be able to procure of the holding of such exhibition, regardless of the location thereof. Exhibitor shall use and occupy such substituted space at the same rent and under the same terms and conditions as are set forth in this contract, and IAA shall not be liable to the Exhibitor for any loss or damage suffered by exhibitor by reason of such unavoidable postponement and relocation of the Exhibitors.

Exhibit Installation and Dismantling:

Booth Setup:

Thursday, October 31 2:00pm - 3:00pm
(Please be completely setup prior to 3:00pm)

Teardown:

Saturday, November 2, 2024 after 3:00pm

Exhibition Hours:

Thursday, Oct. 31 3:00pm—5:00pm
Friday, Nov. 1 9:00am—5:00pm
Saturday, Nov. 2 9:00 am—3:00pm

Standard Booth Equipment Provided:

Included in the price of each booth will be a 6 or 8 foot covered table & two chairs. Electrical and Internet needs may be ordered on the front page of this agreement. Exhibitor must provide their own electrical cords. Any additional requirements are the responsibility of the exhibitor. All other furnishings will be provided by the exhibitor at his/her own expense and responsibility. The Conference Center also has services and rentals available if needed. Contact the IAA for more info. Questions regarding rules and regulations of IAA exhibit policies should be directed to the IAA.

Box Delivery:

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the conference center. The conference center is not responsible for damage or loss of any items left in the Inn prior to or following any function. The conference center accepts no responsibility for goods shipped to the hotel prior to scheduled functions or left after a function is completed. The hotel will **NOT** accept packages 72 hours prior to the function, and not between 11 am and 1 pm daily. Parcels will not be accepted on pallets or skids, and the shipper will be responsible for the loading and unloading of packages into the conference center. Packages must be marked appropriately with:

Embassy Suites– Noblesville
Attn: Banquet Manager– 2024 IAA Convention
13700 Conference Center Drive South
Noblesville, IN 46060
Indiana Auctioneers Association
Meeting Date: October 31-November 2

The hotel may request the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the center.

Space Regulations:

All demonstrations, advertising and promotional activities of any exhibitor must be confined to the limits of the assigned exhibit space. No outside demonstrations, meetings, product, exhibits, displays or group product discussions may be conducted anywhere without the express written consent of the IAA. The distribution of magazines, newspapers and other literature outside the exhibitor's space is prohibited.

Annoyance: Exhibitors will take every reasonable precaution to minimize the noise of operating exhibits. In the event that any other exhibitor objects or protests to the noise level, the IAA shall reserve the right to require the exhibitor to cease operation of the exhibit or take measures to reduce the noise level. Exhibitors are prohibited from using objectionable amplify or special lighting equipment. IAA also reserves the right to require exhibitors (at exhibitors expense) to change, alter, modify or remove all or part of its exhibit due to any objectionable odors emanating from the display booth.

Floor Safety: IAA reserves the right to stop any product demonstration on the show floor which is determined by the IAA to be a hazard or not consistent with the rules and regulations of the IAA exhibit policies or disrupt the show. Photography, video production and/or graphic reproduction of other exhibitors' booths and products displayed therein is strictly prohibited. Serving of alcoholic beverages, beverages of any kind or food from exhibitors' booths is prohibited, unless approved by the IAA. All exhibits are centrally located and surrounded by the convention activities. Exhibit locations will be assigned by the IAA and may not be rearranged by the exhibitor.

Care of Buildings & Equipment: Exhibitors are cautioned that they are directly responsible for any damage to the convention center. Nothing may be affixed to any wall, ceiling or floor with express written permission from the convention center. Any damage to floors caused by leaking equipment will be the direct responsibility of the exhibitor. Skids must be used on all pieces of heavy equipment not on wheels. Bolts, fasteners or other objects on skids must be countersunk to avoid damage to the floor.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the hotel, its owners or manager which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damage or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees with arise from or out of exhibitor's occupancy and/or use of the exhibition premises, the hotel or any part thereof. The exhibitor understands that the hotel and the IAA do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such insurance.

Liability: The exhibitor agrees to make no claim against the Indiana Auctioneers Association (IAA), its members, any related companies, its agents or employees for any injury to any exhibitors, his employees, agents or property or for any loss by fire, water, theft, damage, delay, mechanical failure, labor trouble or any cause whatsoever while exhibitors and merchandise are in transit, or within the exhibit hall, nor for any damage to his business, for failure to provide space in the exhibit hall, nor for any action of the Association, its members, or agents for failure to hold the show as scheduled. The Indiana Auctioneers Association reserves the right to restrict, close and remove the exhibits which because of noise, method of operation, uncooperative personnel, discord in advertising or for any other reason becomes objectionable to the overall conduct, success and high standards established by the IAA Convention. The exhibitor further agrees to indemnify and hold harmless the IAA from any liability resulting from acts of omissions of the exhibitor, its agents, servants or employees.