



## EXHIBITOR AGREEMENT

*FIA appreciates your interest in participating as an Exhibitor at the Annual Futures & Options Expo. Please carefully review the Exhibitor Agreement below as well as the General Terms and Conditions. Compliance with all such provisions and terms is required and will help to ensure the success of event. Thank you for your cooperation.*

### EXHIBITOR AGREEMENT

#### EXHIBITOR BENEFITS

1. **Exhibit Space, Furnishings and Additional Benefits.** FIA agrees to make available to each Exhibiting Company the following:
  - A. One (1) complimentary Full Conference Pass (per 10'x10' Exhibit Space)
  - B. Twenty (20) Exhibits Plus Passes (per 10'x10' Exhibit Space)
  - C. A 10' x10' (or larger size as contracted) exhibit space draped booth with 8' high back drape and 3' high side drape in show colors
  - D. One (1) booth ID sign using the firm name
  - E. Existing hotel carpeting
  - F. Recognition in the Mobile App, including Logo, Company URL, Company Description (Max. 55 words; FIA reserves the right to edit for length)
  - G. Company profile page hyperlinked on the Sponsor and Exhibitor page
  - H. Attendee List (including Company, Attendee Name, Title, City, State, Country)

Exhibitors may contract separately for graphics, booth furnishings and additional services with the official services contractor. Each Exhibitor will receive a standard Exhibitor Services Manual (ESM), which should be carefully read. The ESM quotes prices for equipment and services, such as: a) tables, chairs and other furniture, b) carpeting, c) labor, d) drayage, e) telephones, f) computer rental, g) signs, h) cleaning and i) special electrical services. FIA assumes no responsibility for the availability of Internet access/telephone service for Exhibitors. Inquiries for high-speed Internet access via a T1 line should be directed to the Venue. No discounts will be made for items/services not utilized. Raw space may be utilized in lieu of a shell scheme; however, it is Exhibitor's responsibility to be mindful of the outlined footprint and not extend past the Exhibitor's parameters in any way. Plans for utilizing raw space must be approved by GES and FIA by the deadline listed in the ESM. Failure to do so may result in forfeiture of exhibit space.

Although FIA makes its best effort to assign booth space based on exhibitors' preferences, booth assignments are subject to availability and venue constraints. FIA does not represent or warrant that booth assignment preferences can be met in all cases.

2. **Registration & Badges.** Each Exhibiting Company is entitled to receive:
  - A. One (1) complimentary Full Conference Pass (per 10x10 Exhibit Space) (this pass includes access to all sessions, networking events and food functions and access to the exhibit hall)
  - B. Twenty (20) Exhibits Plus Passes (per 10x10 Exhibit Space) (these passes include access to all networking events and food functions, sponsored sessions, and access to the exhibit hall)

All other personnel and/or delegates must register at the current registration rate, no other discounts apply. ALL persons must be registered for the event. Exhibitors and their personnel must WEAR A BADGE AT ALL TIMES WITHIN THE VENUE. This is to protect against unauthorized persons on the exhibit floor and within the Venue.

Use of the badge by any other person poses serious security problems and will result in forfeiture of the badge by Exhibitor. Exhibitor agrees to ensure personnel WEAR BADGES in a manner that is CLEARLY VISIBLE.



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### 3. Exhibit Booth Rules

- A. **Booth Floor Plan.** All those exhibiting in 200 square feet, a 10x20 booth, or more are required to submit a booth floor plan, outlining requested placement of electrical & internet/telephone lines (as applicable), to GES Decorating and FIA for approval.
- B. **Booth Height.** No booth shall exceed a back-wall height of 8 feet and sidewalls of 3.5 feet without prior written permission from FIA.
- C. **Line of Sight.** Standard In-Line Booths must not block the line of sight of neighboring booths. Exhibits must be kept inside their allotted space. All display fixtures over 4 feet in height (to include tv monitors, newsstands, counter tops with displays on top), that's placed within 10 lineal feet of an adjoining booth, must be confined to the back half of the booth (no closer than 5 feet to the aisle line).

### 4. Exhibit Booth Install & Dismantling/Display Times

- A. **Set-up.** Installation of exhibits Sunday, November 13th, 1:00pm-6:00pm and Monday, November 14th, 7:00am-11:00am. Exhibitors needing extra time must alert GES Show Decorator and FIA no later than 3 weeks prior to the event. All exhibits must be completed by 11:00am, Monday, November 14th.
- B. **Teardown.** Dismantling of displays may begin at, but not before, 5:00pm, Tuesday, November 15th. All Exhibitor materials must be packed and removed no later than 11:00pm on Tuesday, November 15th. Any Exhibitor material remaining at the Venue after 11:00pm on Tuesday, November 15th will be disposed of without additional notice. These dates and times may be modified upon notice to Exhibitor. Exhibitor should reference the ESM before scheduling its shipment, travel and install and dismantling its exhibit.

***Exhibitor understands that late set-up and early tear-down of exhibits damages FIA in ways that are inherently difficult to quantify (e.g., disruption of use and enjoyment of the exhibit hall, additional administrative expenses, public safety concerns, harm to FIA's brand and reputation) and therefore agrees to pay liquidated damages of \$500 to FIA for each violation of these provisions.***

### 5. Deliveries & International Shipments

Exhibitors should note that neither FIA nor the Venue will accept delivery of/or store shipments of displays and related material. Exhibitor should reference the ESM before scheduling their shipment. All international shipments should be sent early to allow for additional transit time. All customs declarations, bills of lading and pertinent documentation must be written in English. Exhibitors are responsible for clearing customs. FIA is not responsible for packages with incorrect shipping labels that do not make it to the correct area. All shipping/tracking information (quantity, courier name and tracking numbers) must be sent to FIA in advance to ensure FIA can locate the items onsite. Failure to forward this information or delivery with the specified times may result in the delay or forfeiture of your distribution.

### FIA APPROVALS

Where FIA approval is required under these terms or the General Exhibitor Terms and Conditions, Exhibitor must seek approval from FIA sufficiently in advance of the event to allow FIA reasonable time to review and act on the approval request.

[ ] I have read and agree to the Exhibitor Agreement set forth above and the [General Terms & Conditions](#)

Authorized Signature \_\_\_\_\_