

PRIMARY COMPANY INFORMATION:

The "Exhibiting As" company name, city, state, toll-free phone and URL listed below will be displayed in the on-site Expo Guide and the online exhibitor list at www.abexpo.com.

Legal Company Name: _____
 Exhibiting As: _____
 Mailing Address: _____ City, State, Zip: _____
 Country*: _____ Web Address: _____ Phone: _____

PRIMARY CONTACT INFORMATION:

If show contact is not responsible for the overall health and safety at the event then please email the appropriate contact information to bkeefe@architects.org".

Contact Name: _____ Title: _____
 Phone: _____ Email: _____

INVOICE/ACCOUNTING CONTACT INFORMATION: (For all Invoice and Accounting correspondence. If different address than above, please complete below.)

Contact Name: _____
 Address: _____ City, State, Zip: _____
 Phone: _____ Email: _____

BOOTH CONTACT INFORMATION: (For all booth specific correspondence, if different than primary contact above, please complete below.)

Contact Name: _____ Title: _____
 Phone: _____ Email: _____

EXHIBIT BOOTH SELECTIONS

List all preferred booth space(s). All space is allocated in 100 sq. ft. increments. Please provide 4 options.

1st Choice _____
 2nd Choice _____
 3rd Choice _____
 4th Choice _____

Please reserve exhibit space in ABX 2018. We request the exhibit space(s) listed above. (If our space choice has been allocated, we request that show management assign what it considers to be the best space available.)

List **specific companies** (not product lines) you do not wish to be next to, limit of four companies. (See item #4 on reverse side.)

1. _____
 2. _____
 3. _____
 4. _____

EXHIBIT SPACE COST AND SPONSORSHIP OPPORTUNITIES

RATES (per square foot)	SHOW PROGRAM / ADVERTISING	SHOW PROGRAM ENHANCEMENTS	NEW & GREEN PRODUCTS
Standard Booth \$38.95	<input type="checkbox"/> Full Page, Color \$4,300	<input type="checkbox"/> Bold Face Type / Logo Combo \$385	<input type="checkbox"/> New Product \$500
Corner \$42.65	<input type="checkbox"/> Full Page, Back Cover \$5,418	ATTENDEE BROCHURE ADVERTISING <input type="checkbox"/> Half Page, Back Cover \$5,000 <input type="checkbox"/> Full Page, Color \$4,000	<input type="checkbox"/> Green Product \$500
Peninsula \$44.50	<input type="checkbox"/> Half Page, Color \$2,786		<input type="checkbox"/> Combination of Both \$750
Island \$46.35	<input type="checkbox"/> Quarter Page, Color \$1,597		

INSURANCE (INTERNATIONAL EXHIBITOR REQUIREMENT)\$115**

Insurance coverage will be added for International Exhibitors but any exhibitor can purchase a policy. All exhibitors are required to obtain the coverages outlined in Clause 25. Insurance regardless of geographic location. International insurance policies often are not valid in the United States; Informa negotiated the necessary coverages at a discounted rate to ensure the appropriate coverages are in place. Coverage will be opted in and included when contracting. International is defined as outside the United States or Canada. This fee will be waived/refunded if a valid Certificate of Insurance with the necessary coverages is provided. Coverage is subject to underwriting review; see clause 25. Insurance and your booth confirmation for additional information.

TOTAL SQUARE FEET	EXHIBIT SPACE COST/SQFT	SPONSORSHIP OPPORTUNITY	TOTAL
_____	\$ _____	\$ _____	\$ _____

DEPOSIT PAYMENT SCHEDULE

January 16, 2018
 25% of total balance due
 April 16, 2018
 75% of total balance due
 July 16, 2018
 100% of total balance due

METHOD OF PAYMENT: U.S. funds only, please check one:

Check made payable to: ArchitectureBoston Expo Wire / ACH* Credit Card*

MAILING ADDRESS: 6191 N. HIGHWAY 161, SUITE 500 IRVING, TX 75038

QUESTIONS? Please contact Show Management at 617-391-4029 or bkeefe@architects.org with any questions. All payments should be in USD funds. Exhibitors are responsible for all bank collection fees and/or discounts associated with their payments.

PCI compliance requires credit card information must only be received via our secure fax line 972-550-5390 or through our online contract portal.

* Refer to Clause 7 on page 2

FOR SHOW MANAGEMENT USE ONLY

Date Received: _____
 Booths Assigned: _____
 TSF: _____
 Deposit Received: _____
 AE: _____
 CO ID#: _____

We understand this application becomes a binding contract when accepted by Informa Exhibitions U.S. Construction & Real Estate, Inc. We agree to abide by the General Information, Exhibitor Contract Terms and Conditions, rules listed in the Exhibitor Service Manual and regulations adopted by Informa Exhibitions U.S. Construction & Real Estate, Inc. in accordance with the terms herein. We understand that all deposits/final payments are non-refundable.

Required

Signature: x _____ Printed Name: _____ Date: _____

By providing your contact information and signature, you are authorizing Informa Exhibitions U.S. Construction & Real Estate, Inc. to send you promotional materials via mail, fax, SMS or email.

ABX SUGGESTED EXHIBITION GREEN GUIDELINES



ENERGY CONSERVATION

Booth Lighting

- Incandescent bulbs are strongly discouraged for use in any medium screw-based lighting applications. LEDs or compact fluorescent light bulbs (CFLs) should be used instead.

Booth lighting should meet one or more of the following additional requirements:

- Exhibitor should not purchase new bulbs; bulbs should be reused from prior exhibitions. The organization should create a policy that would only replace bulbs upon burnout.
- LED, CFL, T-5 or T-8 tubular fluorescent lighting should be used exclusively in at least one of the following:
 - Accent lighting
 - Backlighting
 - Overhead signage

- General lighting
- Booth Lighting is not used.

Electronic Display

- All displays, monitors and booth lighting should be completely powered down each night after show/set-up hours. Any equipment that cannot be shut down should be put into sleep mode during non-expo hours.

Electronic display equipment (i.e. flat screen displays) should meet one of the following requirements:

- Display is reused from previous shows.
- Display meets criteria for ENERGY STAR qualification or equivalent energy efficiency program.



BOOTH MATERIALS

Flooring

Flooring should meet one or more of the suggested following requirements. Flooring that is utilized to demonstrate products that the booth is marketing are exempt from these suggestions.

- All flooring is reused and has been in use for at least one year.
- New flooring should be comprised of one or more of the following:
 - Carpet and Rug Institute (CRI) Green Label Plus Certified Carpet
 - 25% post-consumer recycled material
 - 100% recyclable material
 - 100% rapidly renewable material(s). Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle.
 - Forest Stewardship Council certified wood flooring.

Booth Graphics and Signage

Graphics and signage should meet one or more of the following requirements:

- Exhibitor should use graphics and signage that have been used or will be used multiple times.
- New graphics and signage should be produced on 100% recyclable substrate and will not be foam core or PVC materials.
- New graphics and signage should contain a minimum of 25% recycled material
- Graphics should be printed on fabric material and should be used at other shows (fabric should contain a minimum of at least 25% recycled content).

Booth Structure

Pop-up displays and booth structural support materials should meet one or more of the following requirements.

- Display elements are reused from past exhibitions or the company has created a plan for reuse through future exhibitions for at least one year.
- New display elements should be 100% recyclable.
- New display elements should contain a minimum 25% recycled content.
- Booth structure is rented from the ABX general service contractor, using standard inventory materials used throughout the year.

Communications & Collateral

The exhibitor should meet the following suggested requirement:

- All printed collateral, if used, should be on 100% recyclable paper and should contain 100% post-consumer recycled content or FSC-Certified content. Paper should be recyclable in a standard municipal recycling stream. Many laminated and coated papers are not recyclable and are strongly discouraged.

In addition, exhibitor should meet one of the following requirements:

- Exhibitor should eliminate print and promotional giveaways used for attendee distribution.
- Exhibitor should limit the quantity to less than 1,000 handouts and giveaways combined.
- Exhibitor should distribute handouts and giveaways that match the sustainability criteria below and quantity is limited to 2,000 pieces combined.
 - Paper Handouts: all paper handouts should contain 100% post-consumer recycled content or FSC-Certified content.
- Promotional giveaways should match one of the following options:
 - Giveaway material contains 30% post-consumer recycled content.
 - Giveaways are made from rapidly renewable materials (*Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle. -ie. Forest Stewardship Council certified wood flooring.*)
 - Promotional giveaways should be 100% compostable.

Indoor Air Quality

The booth construction and maintenance should meet one or more of the following requirements:

- No paints, sealants, coatings or adhesives should be used to maintain the booth.
- All booth flooring, counters, and paneling should be reused from previous shows
- Booth materials are new and meet one of the following criteria:
 - Materials contain third-party certified low- or zero VOC paints, sealants, coatings or adhesives.
 - New flooring, counters and paneling is third-party certified low or zero VOC.

ABX SUGGESTED EXHIBITION GREEN GUIDELINES, CONT.



SHIPPING PRACTICES

Energy Conservation Shipping Methods

Exhibitor should meet one or more of the following requirements:

- If the exhibitor ships booth materials, the exhibitor should choose a logistics partner that participates in the U.S. EPA's SmartWay Partnership Program or an equivalent program.
- Shipments should be consolidated into only one shipment
- The exhibitor should purchase carbon offsets to cover all emissions resulting from shipping booth materials to and from ABX.

Shipping Materials

Exhibitor should meet the following requirements:

- No polystyrene should be used in booth shipment (i.e. packing peanuts, #6 or foam plastic).
- Exhibitor should meet one or more of the following:
- All padding materials and exhibit crate(s) should be reused for all exhibition shipping.
 - Exhibit crate(s) should meet one of the following options:
 - Made from rapidly renewable materials (*Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle.* - Forest Stewardship Council certified wood flooring.)
 - Contain 50% recycled content and can be easily recycled in the conference city.
 - Be comprised of FSC-certified wood



WATER RECLAMATION

If using water for display purposes, the exhibitor should use water reclamation/recycling (i.e. holding tanks). After show, water should be recycled and not dumped down drain.



ON-SITE OPERATIONS

Exhibitor Responsibility

Each booth is responsible for all materials brought into their booth at ABX. It is the responsibility of the exhibitor to convey all Suggested Green Guidelines and the exhibitor's sustainable practices to all third-party vendors hired by the exhibitor for show set-up, tear-down and staffing.

Staff Training

The exhibitor should discuss and make all on-site booth staff aware of the following, prior to the show opening:

- How the booth complied with each Suggested Green Guidelines category (including a printed or electronic copy of the booth's unique responses).
- Baseline knowledge of any other sustainable practices to be conducted within the exhibit booth, including plans for responsible waste management, food & beverage service, nightly shutdown and transportation.

On-Site Transportation

The exhibitor should ask booth staff to do at least one of the following:

- Take the provided conference shuttles or public transit to/from the convention center
- Walk or bicycle to/from the convention center
- If cabs are absolutely necessary, use of shared cabs: no individual cab trips should be taken
- If public transit and/or walking are not an option, the exhibitor should offset travel to and from the convention center by purchasing carbon offsets.

Waste Management

The Exhibitor will participate in ABX's Waste Management program, by properly disposing of all waste and utilizing all available recycling opportunities throughout the show, including set-up and move-out. Additional waste streams will be provided for special exhibition-related materials.

The exhibitor should not use individual waste containers in exhibit booths. The venue and show management will provide recycling stations throughout the exhibit area for attendee and exhibitor use during show hours. Each exhibitor is responsible for disposing of waste and recyclables at these stations.

Waste Management, cont.

The exhibitor should meet one of the following requirements:

- If the exhibitor plans on leaving any items after the show, the exhibitor should donate material through the Exhibitor Donation Program using the appropriate forms and labels.
- The exhibitor should have in place a "pack in/pack out" policy to minimize any waste left behind at the end of the show. All materials brought to ABX, including booth components, giveaways and reusable packing materials will be shipped back to the exhibiting company after the event.
- The exhibitor should return materials back to local offices or partners after the show.

Food and Beverage Service

Any food and beverage service conducted within the booth should be ordered to minimize disposable material use and properly handle waste in accordance of the requirements of the ABX Waste Management Program.

The exhibitor should meet the following mandatory requirement:

- The only food service ware used in the booth will be China service, compostable service ware, or recyclable service ware. The exhibitor should inform attendees of the compostability/recyclability of the products (if applicable), directing them to the proper disposal stream onsite.