

**PRIMARY COMPANY INFORMATION:**

The "Exhibiting As" company name, city, state, toll-free phone and URL listed below will be displayed in the On-Site Event Guide and the online exhibitor list at 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 2019. 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)	Early Rate Through March 4	Early Rate After March 4
Standard Booth	\$38.00	\$40.00
Corner	\$41.75	\$43.00
Peninsula	\$42.75	\$44.50
Island	\$44.50	\$46.50

**UPGRADED PROFILE \$500** — A simple, affordable way to brand your booth by including your logo and company name in bold type in the On-Site Event Guide.

**SPONSORSHIP** Please write in your selections from the Sponsorship Contract below:

\_\_\_\_\_  
 \_\_\_\_\_

**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 18, 2019  
**25% of total balance due**  
 April 18, 2019  
**75% of total balance due**  
 July 18, 2019  
**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\* 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 reverse

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.

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 SUSTAINABILITY TIPS

- Consider building your booth display out of recycled materials
- Use lightweight materials to save on shipping expenses
- Reuse your own flooring for multiple years, or rent carpet through Freeman and select from their sustainable options
- Print all necessary graphics and collateral on 25% – 100% recycled materials and use vegetable-based inks when available
- Opt for eco-friendly swag when choosing attendee swag
- Look for the Energy Star logo on product packaging when selecting appliances
- Replace any incandescent bulbs with LEDs
- Power down all display, monitors and booth lighting each night after show/set-up hours
- Avoid shipping unnecessary items to the convention center and consolidate your booth materials into a single shipment
- Consider your packing materials and avoid packing peanuts, #6 plastics or foam
- Find ways to recycle your booth instead of sending it to the landfill
- Take advantage of the BCEC's donation program, Convention CARE
- Bring your own reusable water bottle to the show every day
- Avoid replacing the sheets and towels in your hotel room during your stay
- Use a ride-share option or public transportation whenever possible