



Exhibit Booth Application

Rainbow Alliance of the Deaf Conference 2019
July 17 - 20, 2019

DoubleTree by Hilton Austin
6505 N. Interstate Hwy 35, Austin, TX 78752

Deadline: June 1, 2019

**** PLEASE PRINT CLEARLY, Thank You ****

Name of Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

(Check the box:)

- | | | |
|-------------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Videophone | <input type="checkbox"/> Cell | <input type="checkbox"/> Other |
| <input type="checkbox"/> Voice | <input type="checkbox"/> Text | |

Fax: _____ Email: _____

Name(s) of person(s) working in booth:

Please check how many Exhibit booth Attendant Badge(s) ___ One ___ Two
(This badge will not entitle you to attend any other RAD functions)
Do you need electrical outlet for your booth? ___ Yes (additional \$50.00) ___ No
Do you need internet access? ___ Yes ___ No

● **Conference Program Book/Booth Identification Sign**

Print the following information exactly as you wish it to appear in the Conference program book and booth identification sign.

Exhibitor: _____ City/State: _____

(Past deadline/last minute signs will be handwritten)

Exhibit Fees	Non-Profit	Profit
One 6'x 30" table & 2 chairs	\$150	\$200
Two 6'x 30" tables & 4 chairs	\$300	\$350
Electrical outlet	\$50	\$50
WiFi Needs: 5mbps of bandwidth per day	\$70 per day	\$70 per day
WiFi Needs: 10mbps of bandwidth per day	\$135 per day	\$135 per day
WiFi Needs: 20mbps of bandwidth per day	\$265 per day	\$265 per day

RAD 2019 Host Conference is currently accepting applications for exhibition space.

● Exhibits will be held in specified rooms, which are carpeted at the DoubleTree by Hilton Austin, 6505 N Interstate Hwy 35, Austin, TX 78752. Each booth will include a 6' table and two chairs. Exhibitors will be listed and receive one copy of the conference program book and two personnel badges for the exhibits area.

Exhibits Date and Times & Set up/ Tear down

Set-Up		Exhibit Showcase	
Wednesday July 17, 2019	8:00 am to 9:00 am	Wednesday July 17, 2019	9:00 am to 5:00 pm
Teardown		Thursday July 18, 2019	9:00 am to 5:00 pm
Saturday July 20, 2019	4:00 pm to 5:00 am	Friday July 19, 2019	9:00 am to 5:00 pm
		Saturday July 20, 2019	9:00 am to 4:00 pm

Booth fee includes recognition in Conference Program Book.

★ **Cancellation of Exhibit Contract**

→ Should an Exhibitor wish to cancel this contract, the refund is as follows:

- ◆ Notification of cancellation of contract before June 1, 2019—refund of 50% of contract cost;
- ◆ Notification of cancellation of contract on or after June 1, 2019 or if Exhibitor fails to occupy the space the RAD 2019 Host Conference retains 100% of contract costs.
- ◆ **Notes: Exhibitor contracts are not considered canceled unless the RAD 2019 Host Conference has received notice in writing. No exceptions.**

→ Please note: You are responsible for signage and decoration of your space. There are a limited number of booth spaces available at both locations.

Exhibitor Agreement

● In accordance with the rules and regulations governing rental or exhibit spaces on the accompanying page of this contract, the undersigned hereby applies for exhibits space at the RAD 2019 Conference in Austin, TX, July 17 – 21, 2019. We understand that these regulations are incorporated into this contract by reference. This application becomes a contract when accepted and confirmed by RAD/RAD 2019 Host Conference Exhibit Coordinator.

★ We understand that all exhibit fees are to be paid in full upon submission of signed contract.

(Signature of Representative in Charge)

(Date)

→ Check is to be made payable to: RAD 2019 Conference.

Booth registration form is to be completed and returned with payment by June 1, 2019 to:

David O'Toole, Treasurer

c/o Exhibit Booth

3184 S. Heather Gardens Way #211

Aurora, CO 80014

Question(s) - Email: radtreasdavid@aol.com

RAD 2019 CONFERENCE EXHIBIT RULES AND REGULATIONS

The following rules and regulations had been designed for the benefits of all exhibitors. RAD/RAD 2019 Host Conference requests the full cooperation of the exhibitors in their observance. We reserve the right to terminate the exhibitor's display privileges at any time for breach of any of these terms, rules and regulations. Such termination may be effective during the conference, at which time the exhibitor is required to close his/her exhibits upon receipt of notice of termination and thereafter remove his/her exhibit from the exhibition hall as soon possible without disruption of the meeting. An expulsion of such exhibitor under these rules shall not give rise to a claim for refund of the fees paid by such exhibitor.

● Booth Sales:

○ Exhibitors shall be solely responsible for the payment of any licensing fees, states tax, or the collection and payment of any sales or other tax necessitated by any sale of promotion within its booth during the course of the RAD Conference. RAD/RAD 2019 Host Conference shall not be responsible for the payment of such fee or tax and exhibitors hereby expressly hold RAD/RAD 2019 Host Conference harmless for the obligation of the payment of any such fee or tax and further agrees to indemnify RAD/RAD 2019 Host Conference in the event that a demand for the payment of any such fee or tax is made upon RAD/RAD 2019 Host Conference.

● Default in Occupancy: ○ A failure of any exhibitor to occupy space contracted for is not relived of the obligation of paying the full rental and deposit of such space as provided in the signed application. If not occupied by the time set for completion of installation of display, such space may be possessed by RAD/RAD 2019 Host Conference. If the exhibitor fails to occupy the space, RAD retains 100% of contracted costs.

● Exhibits Booth Representatives:

○ Each staff assigned to staff exhibit booths must wear a RAD 2019 Conference Exhibitor badges or the RAD registration badge at all time. Each exhibitor is entitled to two free personnel identification badges per booth.
NOTE: Exhibitor badge does not permit access by exhibit personnel to any Conference functions or workshop.

● Setup and Tear Down of Exhibits:

○ Each exhibitor is encouraged to set up exhibit booth on Wednesday, August 10, from 8:00 A.M. - 9:00 A.M. The RAD/RAD 2019 Host Conference reserves the right to determine the appropriateness of exhibit space and materials. Each exhibitor must tear down exhibit booth on Saturday, July 20, from 4:00 P.M. – 5:00 P.M.

★ **NOTE:** The exhibit area must be cleared of all exhibit materials by 5:00 P.M. on Saturday, July 20.

● **Insurance and Security:**

○ The RAD/RAD 2019 Host Conference will provide peripheral security in the Exhibit Hall from the set up to the tear down as well as closed hours of the exhibition. The RAD/RAD 2019 Host Conference will not accept any responsibility for the protection of exhibitor’s materials and displays during the conference. Exhibitors are expected to carry all risk insurance on their exhibits, utilize lock boxes and/or arrange for their own security in the booths.

● **Interpreting Service:**

○ The RAD/RAD 2019 Host Conference will not provide interpreters for exhibitors. Exhibitors are responsible for their interpreting services.

● **Liability:**

○ It is agreed by the RAD/RAD 2019 Host Conference and exhibitor that the RAD/RAD 2019 Host Conference shall have no liability whatsoever to an exhibitor, his/her employees or business. It is with an understanding and agreed that all claims against the RAD/RAD 2019 Host Conference for any such damage, loss or injury are expressly waived by exhibitor and assumed as exhibitor’s responsibility. Space is leased with understanding the RAD/RAD 2019 Host Conference will act for exhibitor and his/her representative only in the capacity of agent and not as principal.

It is fully understood and agreed that RAD/RAD 2019 Host Conference shall not be liable to an exhibitor for any lost profits, sales, or business opportunities.

● **Restricted Usage of Space:**

○ Two or more organizations cannot share booth spaces. No exhibitor may sublet, assign, or share any part of the space allotted them without written consent of the RAD/RAD 2019 Host Conference. Solicitation or demonstration must be conducted within the assigned booth space. Nothing can be affixed to any wall or pillar; nails, hooks, staples, tape, Velcro, etc. of the hotel without permissions. Repairs for any damage will be charged to the exhibitor. Exhibitors cannot sell food or beverage. Helium balloons shall not be used or give away by exhibitors. Glitter, confetti, or similar items shall not be used on tables or floor in carpeted areas, or given away by exhibitors.

★ **We have read and agreed to abide by the rules and regulations as set forth in this contract.**

(Signature/Representative in Charge)

(Date)

OFFICE USE ONLY:

Received: ____ / ____ / ____

Check #: _____

Confirmation Sent:

Date: ____ / ____ / ____