



EXHIBIT APPLICATION/CONTRACT
Wednesday, July 11 – Friday, July 13, 2018
Ernest N. Morial Convention Center
New Orleans, Louisiana

W. T. GLASGOW, INC., EVENT MANAGEMENT
10070 W. 190th Place, Mokena IL 60448
Phone: 708-226-1300 • Fax: 708-226-1310
www.bcaexpo.com

We hereby apply for exhibit space in the BCA Expo 2018, to be conducted on the dates shown above. We understand that upon acceptance by Expo Management, this application becomes a contract, under the terms and conditions set forth here and in the Exhibitor Regulations, which we have read, understand and accept. We understand that any change in the information in this contract must be made in writing to Expo Management, and that signing this application indicates that we accept this form to be legal and binding. By completing this Exhibit Application/Contract, we agree and consent to receive all fax and/or e-mail communications and advertisements sent by or on behalf of Expo Management, Expo Contractors and Service Providers.

A. Please indicate preferred booth number/location: Choice: 1st _____ 2nd _____ 3rd _____ 4th _____

B. Type of booth space preferred: In-Line Island Peninsula Perimeter

C. Preferred Dimension: Depth _____ x Width _____ = Total Square Feet _____

D. Total Square Foot Booth Cost (10% deposit must be submitted with contract before exhibit space is selected).

Categories 1, 2, 3 BCA Member <i>Submitted before 12/31/17</i>	Category 4 BCA Member <i>Submitted before 12/31/17</i>	Non-BCA Member <i>Submitted before 12/31/17</i>
\$1545 per 10'x10'booth (# addt'l. booths ____ x \$1545) \$100 per corner	\$1845 per 10'x10'booth (#addt'l. booths ____ x \$1545) \$100 per corner	\$2045 per 10'x10'booth (# addt'l. booths ____ \$1545) \$100 per corner
# booths _____	# booths _____	# booths _____
# corners _____	# corners _____	# corners _____
TOTAL \$	TOTAL \$	TOTAL \$

By selecting the member rates above, I agree to be an active BCA member in 2018. In the event that my 2018 BCA membership dues are not paid by Friday, March 23, 2018, BCA is authorized to use the credit card and information included to charge the amount of the dues invoiced.

Payment Terms - Failure to meet these terms will result in loss of booth reservation, and exhibitor is subject to cancellation fees.

- ___ 10% deposit of total space contracted must be submitted with signed contract.
- ___ 25% of the total space contracted due by December 1, 2017.
- ___ 50% of the total space contracted due by February 2, 2018.
- ___ 100% of the total space contracted due by April 2, 2018.

NOTE: If nothing is checked to indicate authorized payment, your credit card will be charged based on the payment schedule indicated above.

All checks must be payable in U.S. Funds to BCA Expo. Check # _____ Credit Card ___ Visa ___ MasterCard ___ Amex

Name on Credit Card _____ Deposit Total _____

Credit Card No.: _____ Exp. Date: _____ Security Code _____

Address (City, State, Zip) on Credit Card: _____

Signature on Credit Card _____

Your signature indicates that you accept all charges on above named credit card and consider this form to be legal and binding.

PLEASE ADDRESS ALL BCA EXPO CORRESPONDENCE TO: Please make a copy of your Exhibit Application/Contract.

Company Name: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Web: _____

Please make a copy of your application for your records.

YOUR EXHIBIT SIGN AND DIRECTORY LISTING WILL BE PRINTED USING THE INFORMATION PROVIDED BELOW. IT IS IMPERATIVE THAT YOU PRINT OR TYPE THIS INFORMATION IN ORDER TO AVOID ERRORS. EXPO MANAGEMENT IS NOT RESPONSIBLE FOR ERRORS IN THE SHOW DIRECTORY LISTING.

Please Print Clearly

Exhibitor Applicant Firm Name: _____

Address: _____

City/State/Zip: _____ Country: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Company Description (up to 50 words): _____

Company Key Personnel – (Limit of 4 People)

Company Key Personnel below is for insertion of the Official Show Directory. **Exhibitor badges must be ordered separately at www.bcaexpo.com**

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

<u>Product Category</u>		
<input type="checkbox"/> Accessories	<input type="checkbox"/> Billiard Tips, Scuffers, Shapers	<input type="checkbox"/> Lighting/Light Fixtures
<input type="checkbox"/> Apparel	<input type="checkbox"/> Casual Furniture/Products	<input type="checkbox"/> Massage Chairs
<input type="checkbox"/> Art/Wall Décor	<input type="checkbox"/> Coin-Operated Machines	<input type="checkbox"/> Outdoor furniture/Patio/Grills
<input type="checkbox"/> Association Services	<input type="checkbox"/> Cue Care/Maintenance Products	<input type="checkbox"/> Poker chips/Tables/Accessories
<input type="checkbox"/> Bars/Barstools/Bar Miscellaneous	<input type="checkbox"/> Cue Cases, Racks, Stands	<input type="checkbox"/> Promotional Items/Executive Gifts/Trophies
<input type="checkbox"/> Billiard Balls	<input type="checkbox"/> Cues	<input type="checkbox"/> Publications/Websites/Research
<input type="checkbox"/> Billiard Books, Video Tapes, DVD's	<input type="checkbox"/> Darts & Dartboards	<input type="checkbox"/> Shuffleboard
<input type="checkbox"/> Billiard Chalk & Talc	<input type="checkbox"/> Design & Consulting	<input type="checkbox"/> Signs & Neon
<input type="checkbox"/> Billiard Cloth	<input type="checkbox"/> Entertainment Centers/ Wall Units	<input type="checkbox"/> Theater Seating
<input type="checkbox"/> Billiard Furniture	<input type="checkbox"/> Games/Game Tables	<input type="checkbox"/> Other _____
<input type="checkbox"/> Billiard/Pool/Carom-Slate	<input type="checkbox"/> Insurance	_____
<input type="checkbox"/> Billiard Table Supplies	<input type="checkbox"/> Jukeboxes & Sound Systems	_____
<input type="checkbox"/> Accessories/Repair		

Deposits

The deposit is 10% of the total contracted booth space.

Deposits must be paid before booth selection.

Deposits will be applied to the first payment due and are non-transferable.

Cancellations & Refunds

All cancellations must be in writing. Cancellation fees are non-transferable.

Before COB 11/24/17	All but \$125 per booth will be refunded
11/25/17 - 1/15/18	All but \$250 per booth will be refunded
1/16/18 - 2/26/18	All but \$500 per booth will be refunded
2/27/18 - 3/26/18	No Refunds
After 3/26/18	Exhibitor is liable for 100% of total booth space contracted.

Downsizing of Booth Space

Requests to downsize all or part of exhibit space must be made in writing. All exhibit space reductions are subject to relocation regardless of amount, seniority points or financial investment. Re-location is solely at the discretion of Expo Management and/or Expo Sponsor and based on availability. All downsizing penalties are non-refundable, non-transferable and due immediately.

Standard Downsizing Penalties

- Reducing exhibit space commitment on or before October 30, 2017 carries no penalty.
- Reducing exhibit space commitment between 10/31/17 and 12/31/17 is subject to a penalty fee of \$175 per booth downsized.
- Reducing exhibit space commitment after 1/01/18 is subject to a penalty fee of \$350 per booth downsized.

Exhibitors that have downsized for two consecutive years

Reducing exhibit space after this contract is accepted by the Billiard Congress of America, will result in a 50% per booth downsizing penalty, due immediately.

Booth Selection

A signed contract and deposit must be submitted to select booth space. Booth selection prior to September 18, 2017 will be according to accumulated seniority points. After September 18, 2017 booth selections will be made on a first-come, first-serve basis. Booth selection will be cancelled if exhibitor fails to comply with contracted payment terms.

Cancellation fees may apply.

Relocation

In the event of exhibitor downsizing, relocation will be at the sole discretion of expo management and based on availability. Penalties will apply. (*See Downsizing Policy.*)

Payment Terms

A 10% deposit must be submitted with signed contract.

December 1, 2017	25% of the total space contract due
February 2, 2018	50% of the total space contract due
April 2, 2018	100% of the total space contract due

By completing this Exhibit Application/Contract and signing below, we agree and consent to receive all fax and/or e-mail communications and advertisements sent by or on behalf of Event Management, Event Contractors and Service Providers.

Print Name: _____

Signature: _____

Date: _____