



2021 EXHIBITOR BOOTH CONTRACT & COMMITMENT FORM

COMPANY INFORMATION

COMPANY NAME (as you would like it to appear materials)

CONTACT NAME

TITLE

ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

PHONE

FAX

EMAIL

WEB ADDRESS

SPONSORSHIP COMMITMENT AGREEMENT AND BILLING INFORMATION

1. **ACCEPTANCE.** This Contract will be effective only after a copy signed on behalf of Sponsor has been returned to ARMA International.
2. **RECOGNITION.** ARMA International will recognize Sponsor as a sponsor of InfoCon as described in this contract.
3. **CONTRIBUTION.** Sponsor will contribute the amount set forth on the front of this Contract (the "Sponsorship Payment") to ARMA International in support of the Conference & Expo. Sponsor understands and agrees that ARMA International is acting in reliance on Sponsor's agreement to contribute these funds in planning for and making expenditures in furtherance of the Conference & Expo.
4. **PAYMENT TERMS.** For exhibitors choosing two payments, fifty percent (50%) of the exhibit space rental fee is due no later than March 16, 2021, for contracts received on or before March 16, 2021. The balance of the rental fee is due and payable by May 16, 2021. Exhibit space contracts submitted to ARMA International after May 16, 2021, must be accompanied by the full payment of the exhibit space rental fee. Please make checks payable to ARMA International
5. **TRANSFER.** ARMA International – INFOCON 2021 will proceed as a hybrid event with in-person event dates from October 17 – 20, 2021 and virtual dates from October 17 – 20, 2021. Any registered exhibitor and/or sponsor wanting to transfer their exhibitor registration will need to submit their request in writing to expo@armaintl.org
 - Any exhibitor/sponsor wanting to transfer in-person event booth/sponsorship to a virtual booth before September 5, 2021 will be transferred. Remaining booth fees will be transferred to the 2022 InfoCon.
 - Any exhibitor/sponsor wanting to transfer their 2021 booth/sponsorship order and fees to 2022 in full may do so before July 16, 2021. All transfers will need to be sent in writing.
6. **CANCELLATION.** Cancellations must be received in writing to ARMA International, attn: Christina Hernandez, 352 NE 3rd Ave, Delray Beach, FL 33444 or via confirmed email (return confirmation) at expo@armaintl.org. When exhibit space payments have been made in full, or in part, whichever cancellation payment listed below applies will be deducted from said payments prior to reimbursement of the remaining fees.
 - Cancellations received in writing prior to April 16, 2021 exhibitor will be billed for the \$500 administrative fee per reserved 10' x10' space.
 - Cancellations received in writing after April 16, 2021 but prior to June 17, 2021, will be charged 25% of the total exhibit space cost, regardless of whether a deposit has been made.
 - Cancellations received in writing after June 17, 2021, but prior to July 16, 2021, will be charged 50% of the total exhibit space cost, regardless of whether a deposit has been made.

After July 16, 2021, all cancellations will be charged 100% of the exhibit space cost, regardless of whether payment has been made toward the exhibit space.

7. **GRANT OF LICENSE.** Sponsor hereby grants to ARMA a non-exclusive, non-transferable license to use Sponsor's name and logo solely for the purpose of recognizing Sponsor as a sponsor of the Conference & Expo. ARMA hereby grants Sponsor a non-exclusive, non-transferable license to use ARMA's name and Conference logo solely for the purpose of advertising that Sponsor is a sponsor of the Conference & Expo; provided, however, that the use of ARMA International's name and Conference logo in connection with any advertising by Sponsor is subject to ARMA International's prior written approval and Sponsor shall comply with ARMA International's instructions regarding such advertising. ARMA International does not grant usage rights to the ARMA International Corporate logo.

8. **LIABILITY.** Exhibitor agrees to indemnify and hold harmless ARMA International, its officers, directors, members, employees, managers, agents, independent contractors, subsidiaries, affiliates, and all individuals and organizations performing services for the min connection with the Annual Exposition harm less for all claims, losses or damages, injuries, liabilities, judgments, or settlements, including reasonable attorney fees, costs and other expenses, any or all of them incurred on account of actions, negligent or otherwise of the exhibitor or its employees or agents. Exhibitor agrees to indemnify and reimburse ARMA International for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for ARMA International to engage legal counsel or a collection agency to collect monies due ARMA International as a result of exhibitors failure to pay any funds due ARMA International or to comply with the terms of this contract. Furthermore, Exhibitor agrees to defend, indemnify and hold harmless the George R. Brown Convention Center and their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the George R. Brown Convention Center or any part thereof.

9. **INSURANCE.** Exhibitor shall procure and maintain throughout the term of this contract, the following insurance: Worker's Compensation in full compliance with all laws covering the exhibitor's employees, Employers' Liability Insurance in minimum limits of \$1,000,000, Commercial General Liability Insurance (minimum limit of at least \$1,000,000) including personal property insurance. Exhibitor must adhere to all said insurance requirements and those further outlined in the Exhibitor Service Kit. Exhibitor will be required to furnish to a Certificate of Insurance evidencing the above stated coverage to ARMA International. All property of exhibitor is understood to remain under its custody and control in transit to, within and in transit from the exhibit hall.

10. **FORCE MAJEURE.** Neither party will be liable for failure or delay to perform obligations under this Agreement, which have become practically impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government laws, regulations, or actions; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control.

The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.

11. **NO OWNERSHIP RIGHTS.** Sponsor has no contractual, ownership or other right to sponsor any ARMA International events except as agreed by ARMA International in this Contract.

12. **SPACE ASSIGNMENT.** Assignments of space will follow the ARMA International Point Priority System through February 16, 2021. Following this date, all space will be contracted on a first-come, first-served basis based on the acceptance of contracts by ARMA International. ARMA reserves the right to assign alternate exhibit space as it deems appropriate. ARMA International reserves the right to bar the use of exhibits that will interfere with other exhibitors, interfere with attendees or others, or create any hazards.

13. **SPACE DISCOUNT.** Exhibit space contracts for current ARMA International exhibitors, accepted and paid in full on or before March 16, 2021 will qualify for the Early Bird Discount (see pricing below)

14. **SPACE RENTAL.** All linear booths are 10' x 10' unless otherwise indicated. All booths will be constructed with an 8-foot-high back drape and 3-foot-high side rails. Each booth includes (a) a standard booth sign, 7" x 44", with name of the exhibitor and one education session pass to be used by booth personnel only. All expenses, including, without

limitation, electrical and telephone requirements, carpeting, or exhibit installation and dismantling costs, will be the sole responsibility of the exhibitor. All exhibits must have floor covering.

15. EXPOSITION BOOTH PACKAGES/PRICING FEES. Please see below for detailed booth prices. All linear booths are 10' x 10' unless otherwise noted.

16. CO-BRANDING FEE. If two companies wish to book the same booth, a fee of 50% of the booth rate will be assessed.

17. INSTALLATION AND DISMANTLING OF EXHIBITS. Installation of exhibits may occur from 11:00 a.m. – 8:00 p.m., Saturday, October 16, 2021 and 8:00 a.m. - 10:00 a.m., Sunday, October 17, 2021. All exhibits must remain erect until the close of show on Wednesday, October 20, 2021. Any exhibitors tearing down prior to show closing will be assessed a penalty of 75 points from point priority preference, adversely affecting your company's ability to select booth space for future conferences.

18. INSPECTION OF EXHIBITS. All exhibits must be ready for inspection by the ARMA International staff on Sunday, October 17, 2021 at 9:00 a.m.

19. FAILURE TO OCCUPY SPACE. Any space not occupied by Saturday, October 16, 2021 by 8:00pm. shall be deemed forfeited by exhibitor and no refund shall be paid. ARMA may reassign such space, at its discretion, without any obligation to exhibitor. In the event that exhibitor has not paid in full, a bill will be sent to the exhibitor for payment upon receipt, regardless of exhibitor's failure to occupy the exhibit space.

20. OFFICIAL GENERAL SERVICES CONTRACTOR AND SHIPPING AND STORAGE – ARMA International has contracted with a general services contractor to provide all decorating, shipping, freight storage, material handling and labor services for the Annual Exposition. Service order forms will be provided in the Exhibitor Service Manual.

21. EXHIBITOR APPOINTED CONTRACTORS. In the event an exhibitor of the Event ("Exhibitor") hires what is commonly referred to as an Exhibitor Appointed Contractor ("E.A.C."), General Services Contractor, Shepard, is to be notified in writing a minimum of fifteen (15) days prior to the first day of the commencement of such appointment, in addition to providing a certificate of insurance evidencing that the E.A.C. has in place the minimum liability insurance coverage of \$1,000,000 naming Shepard as an additional insured. ARMA International authorizes Shepard to enforce these requirements and to prohibit any E.A.C. from working at the Event should these requirements not be met by the E.A.C. and the Exhibitor.

22.. ADMISSION. ARMA International shall have the sole discretion over all admission policies at all times. Exhibiting company personnel will be provided with badging for non-show hour access. Badges must be worn at all times. Badge swapping is strictly prohibited. Non-exhibiting suppliers or vendors of goods and services are welcome to peruse the show floor with proper badges during expo hours.

23. SOUND. Public address systems, sound producing or amplifying devices that project sound beyond the exhibitor's space, or excessive operating noise that distracts neighboring exhibits are expressly prohibited. ARMA International reserves the right to restrict exhibits that, because of noise or any other reason, may detract from the general character of the exposition.

24. POSITIONING OF EQUIPMENT WITH RELATIONS TO AISLES. Exhibitor must display its exhibits so as not to obstruct the general view or to hide other exhibitors.

25. ADDITIONAL RULES AND REGULATIONS. Exhibitor agrees to comply with all rules and regulations of the convention facility and all additional rules and regulations of ARMA International, including, without limitation, those contained in ARMA International's Service Manual.

NAME (PLEASE PRINT)

TITLE

ORGANIZATION

I agree to my company's participation as an exhibitor of the 2021 ARMA INFOCON and the terms and conditions outlined above.

SIGNATURE

DATE

PAYMENT

- INVOICE ME
- I HAVE ENCLOSED A CHECK PAYMENT TO ARMA INTERNATIONAL
- PLEASE CHARGE CREDIT CARD BELOW

CARD TYPE: VISA MASTERCARD AMEX OTHER - _____

CARD NUMBER

EXP DATE

SECURITY CODE

NAME ON CARD

SIGNATURE OF CARDHOLDER

DATE

Please make checks payable to: ARMA International

Please address envelope to: ARMA International, care of Paragon Events

Please send checks to: 352 NE 3rd Ave, Delray Beach, FL 33444

For any accounting questions, please call: 561-243-3073



2021 EXHIBITOR BOOTH COMMITMENT SELECTION

Please select the exhibitor booth below that you wish to sponsor. All amounts are expressed in U.S. dollars.

Booth locations are contracted on a first-come, first-served basis.

TOTAL AMOUNT

BOOTH	PRICE	INCLUSIONS	SELECTED ITEM
EARLY BIRD RATE – Ends January 31st, 2021			
10x10 Booth	\$3,800	1 standard sign	
10x20 Booth	\$6,800	1 standard sign	
20x20 Booth	\$13,000	1 standard sign	
20x30 Booth	\$19,200	1 standard sign	
30x30 Booth	\$25,600	1 standard sign	
INTERMITTENT/PREVIOUS EXHIBITOR RATE – Ends March 31st, 2021			
10x10 Booth	\$4,200	1 standard sign	
10x20 Booth	\$7,200	1 standard sign	
20x20 Booth	\$13,400	1 standard sign	
20x30 Booth	\$19,600	1 standard sign	
30x30 Booth	\$26,000	1 standard sign	
REGULAR RATE – Starts April 1st, 2021			
10x10 Booth	\$4,400	1 standard sign	
10x20 Booth	\$7,400	1 standard sign	
20x20 Booth	\$13,600	1 standard sign	
20x30 Booth	\$19,800	1 standard sign	
30x30 Booth	\$26,200	1 standard sign	
LATE BOOKING - After September 1st, 2021			
10x10 Booth	\$4,800	1 standard sign	
10x20 Booth	\$7,800	1 standard sign	
20x20 Booth	\$14,000	1 standard sign	
20x30 Booth	\$20,200	1 standard sign	
30x30 Booth	\$26,600	1 standard sign	



2021 ADDENDUM A

ARMA INFOCON 2021 CANCELLATION AND FORCE MAJURE

ARMA INFOCON 2021, at its sole discretion reserves the right to cancel the event, reschedule the event, or cancel all in person attendance and present the event solely through the online virtual platform, if by reason of circumstances created by or related to disease outbreak, COVID-19 or the pandemic, government-mandated shelter-in-place orders, governmental bans or limitations on gatherings, governmental or facility recommendations or restrictions on the use of the George R. Brown Convention Center, insufficient registration for in-person attendance, commercial or economic impracticability, fire, flood, storm, act of God, labor disputes, acts of terrorism, war or any other cause not enumerated herein but which is beyond the reasonable control of ARMA INFOCON 2021. If ARMA elects to cancel, reschedule or is unable to allow in person attendance at ARMA INFOCON 2021, ARMA will convert Exhibitor/sponsor’s existing registration to a Virtual registration and refund the difference in the cost paid by Exhibitor/Sponsor, or on or before August 19, 2021, Exhibitor/Sponsor may request a full refund of Exhibitor/Sponsor’s paid registration, minus any applicable credit card transaction fees, by requesting the same in writing to expo@armaintl.org

ARMA is not responsible under any circumstances for providing reimbursement or refund of lodging or hotel expenses, travel related expenses, setup and takedown fees, or other contractor/cancellation fees incurred by the Exhibitor/Sponsor or its agents or employees, whether as a result of event cancellation or attendance to ARMA INFOCON 2021. Exhibitor/Sponsor hereby waives any and all claims against ARMA for damages or compensation due to cancellation, postponement, or transfer to a virtual only format of ARMA INFOCON 2021, pursuant to this paragraph.

COVID-19 REQUIREMENTS:

Exhibitor agrees to be familiar with and comply with all applicable rules, safety protocols, facility requirements, regulations or laws designed to reduce the spread of COVID-19 or other disease. Exhibitor agrees that all attendees employed by or associated with the exhibitor have read and acknowledged the ARMA INFOCON 2021 -COVID-19 SAFETY ACKNOWLEDGEMENT, WAIVER & RELEASE. Exhibitor agrees to require all if its associates, employees, contractors or agents to follow all applicable safety, sanitation or facility requirements, including but not limited to the following:

- Event Screening Requirements – All exhibitors, prior to admission, are required to undergo temperature screening and complete a questionnaire relating to their health condition within the preceding 14-day period and potential exposure to persons suspected or confirmed to have COVID-19. Exhibitors may be subject to additional screening or excluded from the event based on the results of the temperature check or questionnaire responses.
- Event Personal Protective Equipment Requirements – All exhibitors are required to wear face masks during the event.
- Event Social Distancing Protocols – All exhibitors are required to maintain the 6ft physical distance requirement during the event.
- Booth Sanitation Protocols – All Exhibitors are required to comply with any required booth sanitation procedures which may be proscribed.

Exhibitor agrees that its registration may be cancelled and booth removed from the event should its or its employees, associates or contractor’s not comply with these rules.

NAME (PLEASE PRINT)

TITLE

ORGANIZATION

I agree to my company's participation as an exhibitor of the 2021 ARMA INFOCON and the terms and conditions outlined above.

SIGNATURE

DATE