

Booth Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

# AIA LOUISIANA 2024 EXHIBITOR CONTRACT

SEPTEMBER 20, 2024 | THE BATON ROUGE MARRIOTT

**TO RESERVE BOOTH SPACE**, return completed and signed contract along with deposit to AIA Louisiana, 521 America Street, Baton Rouge, LA 70802. Once booth is assigned and contract has been signed, a returned copy of the contract will serve as a confirmation and receipt. Full booth rental payment is required by **September 3<sup>rd</sup>**.

**PRIMARY COMPANY INFORMATION:**

The "Exhibiting As" company name, address, phone, fax and URL listed below will be published in Show Program, Event Guide and on-line sponsor listing.

Legal Company Name: \_\_\_\_\_

Exhibiting As: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

Complimentary Sign to Read: \_\_\_\_\_

**CONTACT INFORMATION:**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BOOTH REPRESENTATIVE INFORMATION:** Two complimentary representatives are included with booth rental. Any extra booth representatives cost an additional \$35 each.

Representative 1: \_\_\_\_\_ Representative 2: \_\_\_\_\_

Additional Representatives: \_\_\_\_\_

 Yes, we would like to contribute an attendance prize (suggested value \$50 or more)**BOOTH OPTIONS** **Elite Sponsorship**  
One Corner Booth at the Expo (if available)**\$6,550** **Distinguished Sponsorship**  
One Inside Booth at the Expo**\$3,950** **Premium Tabletop | 6'x8'****\$1,500** **Corner Booth | 8'x8'****\$1,300** **Inside Booth | 8'x8'** **\$1,200**

Indicate below the first, second and third choice of space location.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Visit the AIA LA website, [www.aiala.com](http://www.aiala.com) or call the office at 225.387.5579 to verify availability of space. If the exhibitor fails to verify space and none of the above preferences are available, AIA LA reserves the right to make the selection for the exhibitor. All exhibits will be housed in the Salon Ballroom (Booths) or Salon Foyer (Premium Tabletops).

**TERMS AND CONDITIONS**

I, the exhibiting company, agree to pay appropriate registration fees for all booth personnel in excess of the complimentary allotment. Two complimentary exhibitor badges are provided for each booth space. Prior to September 3<sup>rd</sup>, an advance deposit equal to 50 percent of the total exhibit space fee and this completed application are required to reserve exhibit space. Balances are due by September 3<sup>rd</sup>. On or after September 3<sup>rd</sup>, full payment and completed application are required to secure rental space. This application becomes a binding application when the confirmation is sent to the applicant. In the event of non-payment in full by September 3<sup>rd</sup>, the Exhibits Chair reserves the right to dispose of the exhibit space without liability on his/her part or the part of the Convention Committee. The Convention Committee reserves the right to make changes in the configuration of the Expo booths to achieve code requirements and general exhibitor benefits. The exhibitor agrees to comply with the Rules and Regulations governing Exhibit Contracts. **No rental fees will be returned after September 3, 2024.**

This application is subject to the conditions named below, also to all conditions under which the exhibit area is made available to AIA Louisiana, and these conditions are a part and shall be so considered. This application is also subject to all policies stated in the Rules and Regulations governing the exhibit contract. AIA Louisiana will not be responsible for loss of or damage to property belonging to an exhibiting company or its representatives caused by theft, fire, water, accident or other causes. AIA Louisiana will provide limited security during exhibitor move-in, show dates, and exhibitor move-out. It is expressly understood that the exhibiting company and its representatives agree by accepting these rules that no claim of any kind may be made against AIA Louisiana, or any of its members or its employees, for any loss, damage or destruction of goods or property, nor for any injury that may occur while in the Expo Area, nor for any damage of any nature or character whatsoever.

**PAYMENT OPTIONS AND AUTHORIZATION:**

**Amount is due in full on or before September 3, 2024.** Payment may be made by credit card or check. If paying by check, make payable to AIA Louisiana. If paying by credit card complete the following. Documentation will be sent confirming the booth location assigned for occupancy. Space is assigned on a first-come, first-serve basis. This application will not be accepted unless accompanied by either a 50% deposit of the exhibit space fee or payment in full of the exhibit space prior to September 3<sup>rd</sup>, 2024. **\* Please note there will be a 4% processing fee for all credit card transactions over \$1000.**

Total Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Card Number: \_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_ Card Type:  Master-card  Visa  Discover  AMEX

Authorized Signature: \_\_\_\_\_ Card Expiration: \_\_\_\_\_

By signing this application, I agree that my exhibit space shall be dismantled immediately upon close of the show at 1:30 p.m., Friday, September 3, 2024. I have read and agree to comply with the rules and regulations governing our participation in this Expo. I understand I am signing this application on behalf of the company I represent.

Authorized Signature: \_\_\_\_\_ AIA LA Authorized Signature: \_\_\_\_\_

Print Above Name: \_\_\_\_\_ Print Above Name: \_\_\_\_\_