

# EXHIBITOR/SPONSOR CONTRACT



## COMPANY INFORMATION

Published in Expo program

Company (as it should be displayed in the program)

Address

City State Zip

Country Website

Company Contact Title

Phone Email

## EXHIBIT SPACE OPTIONS

Exhibit space is sold in units of 10' x 10' (3m x 3m)

- In-line: aisle on one side  Corner: aisles on two sides  
 Peninsula: aisles on three sides

## Booth Pricing

Check below for AFS Corporate Sponsor level and number of units

### AFS Corporate Sponsors

Platinum  
 10 x 10 - \$1650  10 x 20 - \$3000 = USD \$ \_\_\_\_\_

Gold  
 10 x 10 - \$2400  10 x 20 - \$4450 = USD \$ \_\_\_\_\_

### Non AFS Corporate Sponsors

10 x 10 - \$3250  10 x 20 - \$5400 = USD \$ \_\_\_\_\_

### Booth Space Surcharge

(add fee if purchasing a corner or peninsula booth)

Corner: aisles on two sides \$100 \_\_\_\_\_

Peninsula: aisles on three sides \$200 \_\_\_\_\_

Avoid assignment adjacent to (company name) \_\_\_\_\_

Unit Number(s):

## PRODUCT INDEX

List your company product index to be included in the Exhibition Catalog

\*\* 75 word description is due at contract signing

- Filters  
 Filter Media  
 Equipment, Component and Accessories for Filter Manufacturers  
 Filtration and Separation Machines/Devices  
 Testing Laboratory, Instrument and Device  
 Consulting, Project Contracting, Information, Software, Development Publishing Services  
 Other

## SPONSORSHIP COMMITMENT

Prices listed are Platinum Corporate Sponsor, Gold Corporate Sponsor, Non-Corporate Sponsor)

- Monday Networking Event (Louisville Slugger Museum Plenary and Dinner) \$2,500, \$3,000, \$4,000 \$ \_\_\_\_\_  
 Tuesday Buffet Breakfast in Expo Hall - \$3,000, \$3,500, \$4,500 \$ \_\_\_\_\_  
 Tuesday Morning Coffee Break - \$1,600, \$1,900, \$3,000 \$ \_\_\_\_\_  
 Tuesday Awards Lunch - \$3,100, \$3,750, \$5,000 \$ \_\_\_\_\_  
 Tuesday Afternoon Coffee Break - \$1,600, \$1,900, \$3,000 \$ \_\_\_\_\_  
 Wed. Buffet Breakfast - ~~\$3,000, \$3,500, \$4,500~~ - **SOLD** \$ \_\_\_\_\_  
 Wed. Morning Coffee Break - \$1,600, \$1,900, \$3,000 \$ \_\_\_\_\_  
 Wed. Lunch and Panel Session - \$3,100, \$3,750, \$5,000 \$ \_\_\_\_\_  
 Wed. Afternoon Coffee Break - \$1,600, \$1,900, \$3,000 \$ \_\_\_\_\_

## OTHER SPONSORSHIP AND ADVERTISING OPPORTUNITIES

- Conference Bags - \$2,500 - **SOLD** \$ \_\_\_\_\_  
 Lanyards - \$1,500 \$ \_\_\_\_\_  
 Conference Folios - \$3,000 \$ \_\_\_\_\_  
 Program Book Ad - Full page \$750; Half page \$500 \$ \_\_\_\_\_

## PAYMENT

Full amount is due at contract submission \$ \_\_\_\_\_

The contract will not be finalized without appropriate deposit

Check:  Payable to AFS  
Mail to: Connie Rhea, AFS  
5133 Harding Pike, B-10, #380, Nashville, TN 37205

Credit Card:  Visa  MasterCard  American Express

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CSV: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Wire Transfer:   
Contact Connie Rhea, [Connie@afssociety.org](mailto:Connie@afssociety.org) for wire instructions.

## EXHIBITOR AUTHORIZED SIGNATURE

Note: Unsigned contracts will not be accepted.

Signature

Printed Name Title

Email Address Phone

By signing the above, the Exhibitor/Sponsor agrees to the terms of the AFS FiltCon 2023 Contract and through its authorized signatory acknowledges that exhibitor/sponsor has read, understands, and agrees to the Payment and Cancellation Policy and the Exhibitor Rules and Regulations which are incorporated in and made part of this contract. Upon signed acceptance, this Exhibit/Sponsor contract is binding upon the parties.

## IMPORTANT INFORMATION

- Full amount is due at contract signing
- Review the AFS FiltCon 2023 Rules & Regulations
- Submit your high resolution logo in jpeg or png format to [Connie@afssociety.org](mailto:Connie@afssociety.org)
- 75-word company description to be submitted in a Word document due upon contract signing
- Keep a copy of your contract
- Alliance Exposition is the contracted decorator for AFS FiltCon 2023 and will send the exhibitor kit 6-8 weeks in advance

Return completed form by email, mail, fax or online:

AFS • 5133 Harding Pike, B-10, #380, Nashville, TN 37205, USA

Ph: +1 615-250-7792 • Email: [connie@afssociety.org](mailto:connie@afssociety.org)

# AFS FILTCON 2023 EXHIBITOR RULES & REGULATIONS

**Organizer:**

American Filtration & Separations Society  
5133 Harding Pike, B-10, #380  
Nashville, TN 37205-2891  
Phone: 615-250-7792  
Email: [Connie@afssociety.org](mailto:Connie@afssociety.org)

**Location:**

Galt House Hotel  
140 N. Fourth Street  
Louisville, KY 40202

**Management:** "Management" refers to AFS Management, its officers, committees and agents.

**Payment Terms:** Full payment for exhibits and sponsorships is due at contract signing. Costs associated with goods and services provided by the show decorator are not included in the booth cost. Checks should be made to AFS. Wire Transfers – Contact Connie Rhea at [Connie@afssociety.org](mailto:Connie@afssociety.org).

**Use of Space:** (1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of AFS. Aisles must be kept clear. Exhibitor must comply with safety, fire and health requirements during move-in, operation, and move-out. (2) AFS does not endorse the products or services of the companies who exhibit during the Conference and Expo. (3) AFS shall have the right to require dismantling of an exhibit or part of an exhibit which in their opinion is not suitable to or in keeping with the character and purpose of the Conference and Expo.

**Assignment of Space:** AFS reserve the right to modify the floor plan to accommodate space and/or avoid conflict and to relocate exhibit booths as necessary after consultation with exhibitors who are affected by the modification. Every effort to consider location of competitors and accommodate special requests will be made; however, AFS cannot guarantee booth location. Space is assigned at the discretion of AFS. No space is assigned without the official contract and full payment of the exhibit fee.

**Default in Occupancy:** If Exhibitor fails to occupy the assigned space by the show start time and date, Management may take possession of the space for reallocation or repurpose at its discretion.

**Installation and Dismantle:** Exhibits may not be removed from the stand until the exhibit hall closes Wednesday afternoon. Installation and dismantle personnel who are employees of, or labor hired by, and Exhibitor Appointed Contractor and are not employees of the exhibiting company must obtain work passes from AFS. Work passes are only valid during installation and dismantle hours. If Exhibitor Appointed Contractor personnel must enter the hall to service the booth during exhibit dates, they must be registered as part of the booth personnel. Exhibitors must remove all exhibit material from the exposition floor upon the conclusion of the dismantling period or will be assessed a penalty determined by Management.

**Care of the Building/Equipment:** Exhibitors or their agents shall not injure or deface the walls or floors of the building or tabletops. No signs or any other articles shall be posted, nailed or otherwise attached to floors, walls, ceiling, furniture or fixtures. When damage appears, the exhibitor is liable to the AFS and to the Galt House, Louisville, KY.

**Limitation:** Exhibitor agrees to make no claim for any reason against Management for loss, theft, damage, or destruction of goods, nor for any injury to itself, its employees, its invitees, or its agents within the exhibit space.

**Booth Representatives:** Each Exhibitor shall provide at least one booth attendant during exhibit hours. Booth representatives may be employees of the Exhibitor company, manufacturer representatives, or distributors. Booth representatives must wear a name badge at all times when in the booth.

**Floor Load:** Under no circumstances may the weight of any equipment or exhibit material exceed the exposition facility's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of its exhibit material in conformity with the maximum floor load specifications.

**Failure to Hold Exposition:** Should any contingency prevent holding of the exposition, or part of the exposition, Management may retain such part of Exhibitor's rental fee as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred.

**Inflammable Materials:** No inflammable materials of any nature including decorative materials, use of which is prohibited by national, state, or city fire regulations, may be used in any booth.

**Insurance:** All Exhibitors are required to have liability insurance to cover injuries occurring within their exhibit space. Management accepts no responsibility for exhibits and excludes all liability for any loss or damage.

**Indemnification for hotel:** Exhibitor agrees to protect, save and hold Galt House Hotel and all agents and employees thereof (hereafter collectively called "Hotel Indemnitees") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, and further, Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Hotel Indemnitees against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury or other occurrence to any person or persons, including Exhibitor, its agents, employees and business invites, which arises from or out of the exhibition premises, the hotel or any part thereof.

**Indemnification for the AFS:** Exhibitor agrees to protect, save and hold Oak Ridge Association Management, the AFS and all agents and employees thereof (hereinafter collectively called "AFS Indemnitees") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, and further, Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the AFS Indemnitees against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury or other occurrence to any person or persons, including Exhibitor, its agents, employees and business invites, which arises from or out of the exhibition premises, the hotel or any part thereof.

**Force Majeure:** In case any part of the Exhibit Hall is destroyed or damaged so as to prevent the AFS from permitting an exhibitor to occupy assigned space during the exhibit period (in part or in whole), or in case occupation of assigned space during the exhibit period (in part or in whole) is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of AFS, then the exhibitor will be charged for space only for the period the space was or could have been occupied by the exhibitor, and the exhibitor hereby waives any claim against AFS, its officers, directors, agents, volunteers, vendors and employees for losses or damage which may arise in consequence of such inability to occupy assigned space.

**Liability:** The AFS and officers or staff members of the same, will not be responsible for the safety or the property of the exhibitors, their agents or employees, from theft, damage of fire, accident or other cause, but will use reasonable care to protect the exhibitor from such loss. On-site security will be provided by AFS during the hours that the Exhibit area is not officially open.

**Cancellation:** Cancellation of exhibit space must be submitted in writing. Should exhibitor fail to make payments as due under the Payment Terms of this contract, AFS reserves the right to cancel exhibit space and exhibit space assignments. No payment returns or refunds are made on any cancellation of exhibit space for any reason. Cancelled or unoccupied exhibit space may be freely reassigned by AFS. Cancellation requests must be submitted in writing to [Connie@afssociety.org](mailto:Connie@afssociety.org).

**Venue:** The Hotel is not responsible for any loss or damage, no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms. Any personal property of Exhibitors brought into the Hotel premises and left thereon, either prior to or following the Event, will be at sole risk of the Exhibitor and Hotel will not be liable for any loss of or damage to this property for any reason.

**Compliance with the Americans With Disabilities Act.** Exhibitor understands that the Americans with Disabilities Act (ADA) requires that its booth must be accessible to persons with disabilities, and Exhibitor agrees that its display complies with the ADA. Exhibitor hereby warrants that it will provide auxiliary aids and services to individuals with disabilities suitable for effective communication between all parties in accordance with the requirements of the ADA, so that Exhibitor's booth will be accessible, as defined in the ADA, to persons with disabilities. Exhibitor further warrants that where provision of such auxiliary aids would fundamentally alter the nature of the goods and/or services provided by the Exhibitor, or would result in the undue burden to Exhibitor. Exhibitor will notify Management of the fact at least six weeks in advance of the exposition and of the alternative measures it intends to take to indemnify and hold "AFS" harmless for any claims arising out of or in connection with the failure of Exhibitor's booth to comply with the ADA.

**Assistance for Disabled Persons:** If an exhibitor requires reasonable accommodations or auxiliary aid to participate in this meeting, please contact the AFS office at [Connie@afssociety.org](mailto:Connie@afssociety.org) no later than April 1, 2023. Requests will be reviewed by Management to confirm the reasonability of the request.

**Attendee lists:** Exhibitors agree to use attendee lists provided by AFS *one time only*. Lists will include attendee name, attendee company name and email address. Individuals who opt out of the directory inclusion in the registration process will not be included.