



**VENDOR REGISTRATION
CLUB OWNERS SUMMIT**
Southpointe Hotel – Las Vegas, Nevada
October 5th – 6th, 2019

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ **E-MAIL** _____

WEBSITE _____

NAME OF ONSITE REPRESENTATIVE _____

Total Trade Show credentials needed (does not include banquet tickets) _____

10 X 10 Booth Area - \$525 USGCOA Member \$ _____

\$750 Non Member \$ _____

*First booth fee includes: 1 draped table, 2 chairs, lettered sign,
1 banquet ticket, and listing on our website.*

Additional 10 X 10 Booths - \$475 EACH \$ _____

*Additional booth price includes: 1 draped table, 2 chairs and
1 banquet ticket.*

Total amount due \$ _____

You are not registered until we receive fees & contract
Make checks payable: USGCOA
16625 Redmond Way, Suite M - PMB 214, Redmond, WA 98052



2019 CLUB OWNERS SUMMIT
Show Information and Exhibitor Agreement
Southpointe Hotel
Las Vegas, Nevada
October 5th and 6th, 2019

Agreement: In accepting the opportunity to participate as a vendor/ exhibitor in the Southpointe Exhibit Hall at the 2019 Club Owners Summit, October 5th and 6th, 2019 and receiving the exhibit space and amenities as specified on the Vender application, I/we do hereby accept the following listed conditions and limitations:

1. **Use is limited** to net space with printed sign per Exhibitor. Normal overhead lighting, appropriate climate control, and complete carpeting are included.
2. **Telephone, internet, electric, water and/or drain service** will not be provided to individual booths. These and other services may be contracted through the Southpointe directly. A request form will be sent upon receipt of completed booth registration.
3. **The following are the responsibility of the Exhibitor:**
 - A. Electrical and internet services must be ordered from the Hotel. Form sent out upon registration.
 - B. No additional decorating services provided for booth. (Pipe, drape etc)
 - C. Displays must be self-standing and should not block the view of neighboring booths.
 - D. Early or late storage must be coordinated with the hotel directly
4. **Set up hours:** Friday, October 4th, 4pm- 8pm. Loading dock times may be assigned to facilitate smooth set-up.
5. **Exhibit Hall hours:**
Saturday, October 5th: 8:00am - 5:30pm (vendor access at 7:45am)
Sunday, October 6th: 8:00am - 4:00pm (vendor access at 7:45am).
No Vendor Access: Exhibit Hall locked 8:15pm Friday-7:45am Saturday.
No Vendor Access: Exhibit Hall locked 5:45pm Saturday -7:45am Sunday.
6. **Tear down hours:** 4:00pm - 7:00pm Sunday, October 6th, 2019. All booths MUST be stay intact until 4:00pm on Sunday, October 6th. All debris must be removed or Hotel charges of \$52 per hour will be billed to the exhibitor.
7. **"Hold Harmless Agreement":** As per the Summit Contract: US Gymnastics Club Owners Association assumes no responsibility or liability for losses, damages, and claims arising out of injury or damages to displays, equipment and other property brought upon the Hotel premises, and shall indemnify, defend, and hold harmless the Hotel, owners, affiliated companies, agents, servants, and employees from any and all such losses, damages, and claims. In consideration for the exhibitors being furnished use of the function space provided by the Hotel, all exhibitors bringing displays, equipment, and other property upon the Hotel premises, hereby indemnify and

hold harmless both the USGCOA, its officers, employees, and membership, and the Hotel, its owners, affiliated companies, agents, servants, and employees.

8. **Displays and Promotional Materials:** Nothing shall be posted, taped, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. Anything in connection therewith, necessary or proper for the protection of the building, equipment, or furniture shall be at the expense of the Exhibitors. Displays and Signs must be Self-Supporting.
9. **Signs:** All signs used will be subject to approval by the Hotel. Signs prepared outside the convention must be self-supporting. One professionally lettered sign will be included in the cost of the first Exhibit Hall booth.
10. **Insurance:** It is the sole responsibility of the exhibitor to obtain insurance coverage on property brought onto the premises of the Hotel.
11. **Food and Beverage:** All food and beverage must be purchased through the Hotel. Individuals and exhibitors are not permitted to bring their own food and beverage.
12. **Payment:** Booth reservations are received with payment in advance. Placement depends on the payment of vendor fees as specified on the Booth Registration form, which should accompany this agreement.
13. **Stay in Place:** All vendors are expected to keep their booth fully operational during the entire show. Departing early or tearing down early will forfeit any application for the next show year.

Acceptance of Conditions:

Signature

Printed Name

Firm or Company

Date