



**Exhibit Application & Contract**

**Instructions:**

1. Complete the application in its entirety; sign and return it to ILTA.
2. The information provided in this contract will be used for all event literature and mailings. Please keep ILTA advised of any changes.
3. A deposit equal to 25% of the total booth fee is due on **September 14, 2018**. The remainder of the booth fee is due by February 29, 2019. Make all checks payable to ILTA.
4. Cancellations must be in writing. If you cancel your booth on or before August 31, 2018, a \$150 cancellation fee will apply. The cancellation fee increases to \$500 on September 4, 2018. **Fees are not refundable after February 28, 2019.**

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_  
(REQUIRED FOR VARIOUS SHIPMENTS, EVEN IF YOU USE A PO BOX)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT THAN STREET ADDRESS)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (        ) \_\_\_\_\_ FAX: (        ) \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
(person responsible for booth, to whom all correspondence will be sent)

ON-SITE REPRESENTATIVE: (if different than contact rep) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

For ILTA Supplier Members (dues must be paid for 2019 by the booth payment deadline or with your booth application), the booth fee is \$24.75/square foot; for non-members, the booth fee is \$32.00/square foot. For booths 800 square feet or larger, the fee is \$21.00/square foot for members and \$29.50/square foot for non-members.

<b>Example:</b> 10x40                      =                      400 sq ft @ \$24.75/sq ft = \$9,900.00
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**Early Bird Booth Fees:**

**Members**                      \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft @ \$24.75/sq ft = \$ \_\_\_\_\_

**Non-Members**                      \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft @ \$32.00/sq ft = \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**Standard Booth Fees:**

**Members**                    \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft @ \$25.75/sq ft = \$ \_\_\_\_\_

**Non-Members**            \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft @ \$33.00/sq ft = \$ \_\_\_\_\_

**Booth Preference:** (please review the floor plan carefully)

**1<sup>st</sup> choice** \_\_\_\_\_            **2<sup>nd</sup> choice** \_\_\_\_\_            **3<sup>rd</sup> choice** \_\_\_\_\_

**4<sup>th</sup> choice** \_\_\_\_\_            **5<sup>th</sup> choice** \_\_\_\_\_            **6<sup>th</sup> choice** \_\_\_\_\_

Exhibitor will accept assignment of any of the exhibit spaces indicated above. In the event that none of the requested exhibit spaces are available, exhibitor agrees to consider the "best available" space as assigned by ILTA. If the "best available" space assigned by ILTA is unacceptable to the exhibitor, exhibitor agrees to so notify ILTA within 10 days of notification of space assignment, and further agrees that if no other acceptable space is available at that time and the exhibitor refuses the space offered by ILTA, that the exhibitor's application will be automatically withdrawn without prejudice to ILTA, and the exhibitor will be placed on the waitlist. Any priority that may be granted the exhibitor the next year will be based on its waitlist status.

Competitors to be separated from (list by Company name): \_\_\_\_\_

\_\_\_\_\_

Brief description of products/services provided by company (75 characters): \_\_\_\_\_

\_\_\_\_\_

By applying for exhibit space, we hereby agree to:

1. Comply with all policies and rules and regulations of ILTA, the George R. Brown Convention Center, Houston First Corporation, and the Hilton Americas Houston. Failure to comply with these policies may result in loss of priority as an exhibitor and/or exclusion from future trade shows.
2. Remit the full booth rental fee to ILTA by the payment deadline.
3. Provide insurance coverage as required by the ILTA rules and regulations.
4. Hold harmless ILTA, the George R. Brown Convention Center, Houston First Corporation, the Hilton Americas Houston, and Freeman Decorating Company from and against any loss, liability, actions or causes of action, damages for injury to persons or property sustained by reason of occupation or occupational use of any portion of the facility or participation in the Show, acts done or performed by us (the Exhibitor), our agents, or our employees. Loss or injury due to theft, damage by fire, accident, or any other causes will be covered by our insurance or self-insurance.
5. Be responsible for any damage caused by our employees or agents.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date