

MAA Expo 2024 Booth Space Contract



Date: May 02, 2024** | **HYNES CONVENTION CENTER, BOSTON MA** ** date to be confirmed soon

Company Name (as will appear in promotional materials) _____
 Primary Contact Name (receives all show information) _____
 Secondary Contact Name/Email: _____
 Address (street address only) _____
 City _____ State _____ Zip _____
 Phone (include area code) _____
 E-Mail Address (For All Show Management Communication) _____
 Is Your Company a MAA Member? Yes No
 Types of Products/Services to be Displayed _____
 Signature _____ Date _____

BOOTH FEES

Booths may be purchased in increments of 10' x 10' (100 s.f. of space). Prices listed are for an 10' x 10' booth. Each booth includes an 10' back drape, 3' side drapes, and five complimentary booth personnel badges. Each exhibitor will receive a complimentary company sign, copy of the attendee list and listing in Conference Program Book.

MAA Member	Before 11/1/23	After 11/1/23	Non Member
<input type="checkbox"/> Center Aisle	\$1,700	\$1,800	<input type="checkbox"/> Standard Location Add \$700 to Member Price
<input type="checkbox"/> End of Row / Corners	\$1,600	\$1,700	(Center Aisle for Members Only).
<input type="checkbox"/> Standard Location	\$1,500	\$1,600	

How did you hear about us?

Previous Exhibitor Referred by _____
 MAA E-mail Other _____

Payment Method

Check Enclosed (Payable to MAA) Visa Mastercard AmEx Discover

Amount to Charge (100% payment due) _____

Name on Card: _____

Card #: _____ Expiration Date: _____

EXHIBIT LOCATION PREFERENCE

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

• All preferences will be considered but are not guaranteed.

Please try not to assign our booth near the following companies:

Show Management will notify you of your booth assignment by return e-mail. Booths will not be assigned until payment is received in full. Contracts must be accompanied by 100% payment and completed in full to be processed.

RETURN TO: Massachusetts Apartment Association
 Attn: Kayla Burmeister
 3 Center Plaza, Mezzanine Level, Boston, MA 02108
 Email: kburmeister@gbreb.com

See Rules and Regulations on Reverse.

<p>MAA USE ONLY Amount Paid \$ _____ Date Processed _____ Booth # _____</p>

MAA Expo 2024 Rules & Regulations

The Booth Space Application, notice of space assignment by The Massachusetts Apartment Association (MAA), a division of the Greater Boston Real Estate Board, (GBREB), herein after referred to as Show Management together with these Rules and Regulations constitute a contract for the right to exhibit at the 2024 MAA Expo. All matters regarding these Rules and Regulations and exhibitor's compliance therewith shall be determined by Show Management in its sole discretion.

1. Service Provided. In exchange for payment in full for the booth(s) contracted by the exhibitor, Show Management will provide the following for each booth. Each booth includes an 10' back drape, 3' side drapes, and five complimentary booth personnel badges. Each exhibitor will receive a complimentary company sign, copy of the attendee list and listing in conference program book. Requests for carpet, electric, additional booth and/or Internet connections should be specified on order forms from the Decorator, and the cost of same shall be paid for by the exhibitor.

2. Payment for Space. All booth space requires 100% payment to accompany the Booth Space Application. Exhibit space will not be assigned until full payment has been received.

3. Cancellation of Booth Space. Failure to occupy booth or cancellation of space are not subject to refunds.

4. Adjust Booth Assignments. Show Management reserves the right to adjust booth assignments at its discretion.

5. Move in – Move out. Time periods, deadlines, and restrictions for move in and move out of the exhibit hall shall be determined by Show Management, in its sole discretion and all exhibitors shall be given adequate notice thereof. Early move out is not permitted.

6. General Restrictions

(a) Tacking, posting, taping or nailing signs, banners etc to any permanent walls or woodwork will not be permitted. Any damage to the exhibit hall by Exhibitors shall be paid for by the Exhibitor causing such damage.

(b) No visual or audio recording may be made by or on behalf of the Exhibitor without prior consent of MAA and the venue.

(c) Exhibitors shall not perform or play any music during the Exposition without written consent from Show Management and shall indemnify MAA and GBREB and its officers, directors, members and agents from any loss, damage, claim, liability and expense resulting from the Exhibitors performance of music.

(d) Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business in any form, including but not limited to handing out business cards or promotional materials in the exhibition area, meeting space or public event space.

(e) Exhibitor displays may not extend above and/or beyond designated pipe and drape. Exhibitors may not obstruct or hinder the sight lines to adjacent booths

7. Booth Personnel and Literature

(a) Distribution of literature is specifically allowed from the exhibitor's booth space. Exhibitors are prohibited from soliciting customers in other exhibitor's booths, or in other areas of the Show (e.g. front door, meeting space, public event space etc.)

(b) All Exhibitors must wear badges provided by Show Management during the hours of the conference and exposition including move in and move out. Each booth includes five complimentary badges - No Exceptions. Show Management reserves the right to limit the total number of badges issued to individual booths. Booth staff names must be received 14 days before show date.

8. Drayage Exhibitor acknowledges that Show Management has arranged for the Decorator to make available drayage services to Exhibitors on a fee basis. MAA encourages the Exhibitor utilize said drayage services, which would be paid for by the Exhibitor. Exhibitor acknowledges that Show Management has no control over access to loading dock and freight elevators and can not assume responsibility for any loss or delay resulting from deliveries and pick ups by privately owned vehicles.

9. Liability Exhibitor hereby assumes responsibility for and agrees to indemnify, save and hold harmless MAA and GBREB, the venue and their managers, officers, directors, members, sponsors, employees, agents, successors and assigns, from and against any loss, damage, claim, liability, and expense (including reasonable attorney's fees), including personal injury including death resulting there from, or property damage or loss arising out of or in connection with Exhibitor's participation in the 2022 MAA Expo. Exhibitor acknowledges that neither MAA nor the venue maintains insurance covering the exhibitor's property. The individual exhibitor agrees to carry adequate personal property, liability, vehicle and other insurance protecting itself against any and all claims arising from activities conducted in the Hynes Convention Center during the conference and expo.

10. Americans With Disabilities Act. Exhibitor agrees to comply with all applicable provisions of the Americans with Disabilities Act (the ADA) and shall indemnify MAA and GBREB, their officers, directors, members, employees and agents from and against any loss, damage, claim, liability and expense resulting from or arising out of Exhibitor's failure to comply with the provisions of the ADA.

11. Food and Beverage Service The Massachusetts Convention Center Authority is the exclusive provider of food and beverage service during the Exposition. Exhibitors may not provide food and/or beverage service without written consent of The Massachusetts Convention Center Authority.