

EXHIBIT SPACE CONTRACT

BOMA INTERNATIONAL EXPO • JUNE 26-28, 2016

Gaylord National Resort & Convention Center, Washington, DC

PLEASE PRINT OR TYPE BELOW

Company Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Signature of Authorized Representative:

Authorized Signature _____

Name _____ Title _____

Website _____ Date _____

E-mail _____

Contact (if different from above):

Name _____ Title _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

1. BOOTH FEES:

Non-Member Price:

We require _____ booths at \$3,500 per booth= \$ _____

BOMA Members Discounted Price:

We require _____ booths at \$3,350 per booth= \$ _____

My Member # _____

BOMA National Associate Members Discounted Price: \$

We require _____ booths at \$3,000 per booth= \$ _____

My Member # _____

NOTE: To be eligible for the National Associate Members (NAM) Discounted Price an exhibitor must be a BOMA National Associate Member at the time of space selection or contract, AND must maintain or renew the NAM membership for the year the show is held. Local BOMA Members in good standing from June 2014-June 2015 are eligible for the BOMA Members Discounted Price.

2. **PREMIUM CHARGE** at \$100 per 100 sq. ft. for an island, a corner, or booth facing the end of an aisle = \$ _____

3. **PAVILION CHARGE** at \$250 per 100 sq. ft. = \$ _____

The Green Pavilion

The Technology Pavilion

4. **TOTAL PAYMENT DUE:** \$ _____

Booth Preferences:

Booth Size Preference: _____ ft x _____ ft = _____ sq. ft. (All booths are in 10x10 increments.)

Booth # Preferences: 1. _____ 2. _____ 3. _____

We prefer not to be located next to or near the following companies: _____

CANCELLATION POLICY. If an exhibitor cancels all or part of the exhibit space contracted for the exhibitor must do so in writing and will be obligated to pay the Office Building Show LLC fees based on the following schedule:

Cancel prior to August 14, 2015: 0% of exhibit space rental due
Cancel from August 14, 2015 to January 29, 2016: 50% of exhibit space rental due
Cancel on or after January 29, 2016: 100% of exhibit space rental due

Forfeited payments or payments due for canceled booths MAY NOT be used toward future participation in the expo, any sponsorships or any advertising in the conference directory. Canceled booths forfeit exhibitor benefits such as priority points, complimentary registrations and attendee registration lists. Forfeited payments or payments due for downgraded booths MAY be used toward sponsorships, but those sponsorship opportunities may be limited and will be calculated at 50 cents on the dollar. Downgrades get priority points and comp registrations only for the remaining booth size, not the original booth size.

FOR OFFICE BUILDING SHOW LLC USE ONLY:

Exhibit Space Assigned: _____ Date Received: _____ Date of Assignment: _____

The Office Building Show LLC by: _____



ALL APPLICATIONS MUST BE MADE ON THIS FORM.

Please complete, sign and FAX this contract to: 856-494-1660 or email it to Vicki Cummins at vcummins@showmgmt.com.

If sending a check, please FAX or email your contract first and then mail your check and copy of your contract to:

Office Building Show LLC

P.O. Box 79745

Baltimore, MD 21279-0745

888-777-6956 PHONE

I/We hereby submit this contract for exhibit space for our use at the BOMA International Expo. If our choices of space have been assigned, we request to be assigned what show management considers the best of available remaining space.

I/We understand this is officially a contract when submitted by us and accepted by the Office Building Show LLC. 50% payment is due by August 14, 2015 for contracts received on or before August 14, 2015. Thereafter, 50% payment must accompany this application. The balance must be paid in full by January 29, 2016.

I/We agree to comply with the exhibit regulations, instructions and conditions as published on the front and back of this application and in the official exhibitor manual, which will be forwarded at a later date, and with all conditions under which facilities at the Gaylord National Resort & Convention Center have been rented to BOMA International.

A copy of this contract will be returned to you after it has been accepted by the Office Building Show LLC and booth space has been assigned.

We will request your company description (50 words or less) for the conference directory at a future date.

Method of Payment

Check enclosed, payable to the Office Building Show LLC

Please charge my credit card:

VISA MasterCard AMEX

I, _____,

hereby authorize the Office Building Show LLC to charge my credit card the TOTAL* of _____.

Card #: _____

CC ID #: _____
(4 digit number on front of AMEX; 3 digit number on the back of VISA/MC next to signature)

Exp. Date: _____

Signature**: _____

Name on card: _____

Billing Address: _____

*The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL. I promise to pay such TOTAL subject to and in accordance with the agreement governing the use of such card. My signature on this order form authorizes the Office Building Show LLC to charge my credit card number listed on this order form for the amount shown as TOTAL.

**By signing this contract, the signer represents and warrants that he/she is authorized by the above-mentioned exhibiting company to bind that company to this contract.

Rules Governing Exposition

1. PRINCIPAL PURPOSE. The principal purpose of the trade show is to stimulate interest in and demand for industry products and services in general (herein, "Principal Purpose"). No exhibitor shall engage in any activity inconsistent with this Principal Purpose.

2. ON-SITE SALES: Exhibitors may offer information that is educational, professional, or instructional. "Over-the-counter" sales of goods or services for onsite delivery—or the taking of orders or exchange of cash, checks, or credit card numbers for delivery at a later date — are expressly prohibited.

3. CONTRACT FOR SPACE. By submitting an application for exhibit space, the applicant releases the Building Owners and Managers Association International (herein, "BOMA"), the Office Building Show LLC (herein, "OBS"), Stamats Communications, Inc. and Stamats Building Media, Inc. (herein, "Stamats"), Gaylord National Resort & Convention Center (herein "GNRCC") and official show contractors from any and all liabilities to applicant, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. Acceptance of an application does not imply endorsement by OBS of the applicant's products, nor does rejection imply lack of merit of product or manufacturer. OBS has sole right to determine eligibility of any company or product for inclusion in the trade show and retains the right to rescind the contract if the exhibit is deemed to be contrary to the best interests of the show. This application for space (when endorsed by OBS with notice of space assignment) constitutes a contract for the right to use the space. Dates and times posted subject to change at the discretion of OBS.

4. CANCELLATION. Booth space cancellation or reduction must be made in writing. For cancellations received by August 14, 2015, there is no liability. For cancellations or reductions received during August 14, 2015 through January 29, 2016, the 50% deposit will be forfeited or, if not already paid, will still be due and payable. For cancellations or reductions received after January 29, 2016, the total booth fee will be forfeited or, if not already paid, will still be due and payable. OBS reserves the right to resell any cancelled space without compensation to the original exhibitor.

5. EXHIBIT BOOTHS. All standard booth spaces are 10 feet wide by 10 feet deep. A 10'x10' standard booth includes 8' high back drape and 3' high side drape, and a 7" x 44" sign indicating company name and booth number. Carpet is not provided (except for booths in the green pavilion and the technology pavilion) and is required. The space provided will be as shown on the floorplan insofar as possible, but OBS reserves the right to make changes at any time in the location, size, and display limits of any booth if this is in the best overall interest of the exhibit. Exhibits may not project beyond the space allotted or interfere with traffic or sightlines to exhibits of others.

6. DECORATION. OBS shall have full discretion and authority in the placing, arrangement, and appearance of items displayed by Exhibitor and may require the replacing, rearrangement or redecoration of any item in the booth which OBS deems inconsistent with the Principal Purpose of the trade show or inappropriate for any other reason, and no liability shall attach to OBS for costs that may devolve upon Exhibitor thereby. Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished four (4) hours before the opening of the first day of the trade show, OBS shall effect the necessary finishing and Exhibitor must pay all charges involved thereby. The use of helium balloons, confetti and glitter are prohibited.

7. DISMANTLING. Exhibits may not be dismantled before the close of the show. Any exhibitor found breaking down their booth before the close of the show may lose access to the post-show attendee list. Exhibits must be removed by the exhibitors from the premises no later than the time indicated in the official exhibitor service manual. The premises must be left broom clean by the exhibitor. Exhibitor shall be liable for all storage and handling charges resulting from the failure to remove exhibit material from the trade show before conclusion of the dismantling period.

8. DAMAGE TO PROPERTY. Exhibitor is liable for any damage caused by him or his representatives to building floors, walls, or columns, or to the property of other Exhibitors. Decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, painted surfaces, columns, fabrics, doors, windows or walls or to standard booth equipment.

9. ALCOHOLIC BEVERAGES. The use of alcoholic beverages in the Exhibit area by the exhibitor is prohibited except by permission of OBS and only when purchased from the official caterer.

10. ATTENDANCE. OBS shall have sole control over admission policies at all times.

11. LOTTERIES; CONTESTS. The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on the written approval from OBS.

12. BOOTH REPRESENTATIVES. Exhibitors' booth representatives shall be restricted to employees of the exhibiting companies who are actually working in the exhibitor's booth. Booth representatives shall wear "EXHIBITOR" badge identification furnished by OBS at all times. OBS may limit the number of booth representatives at any time.

13. RESTRICTIONS OF ACTIVITIES. All exhibitor activities must be confined to the contracted exhibit space. No solicitation or distribution of literature outside of exhibit space will be allowed.

14. PROPER ATTIRE AND CONDUCT. Exhibitor's representatives' manner or appearance and dress must be such as not to offend even the most critical. Any breach of this rule will result in Exhibitor being immediately banned from the show and all future shows with no refund.

15. EXHIBITOR REPRESENTATIVES' RESPONSIBILITY. Exhibitor agrees to indemnify BOMA, OBS, Stamats, the GNRCC, Community of National Harbor, members, officers, directors, agents and employees of each of these entities and official show contractors against and hold them harmless for any claims arising out of the acts or negligence of the exhibitor, his agents, or employees, or out of labor disputes.

16. REJECTED DISPLAYS. Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely in strict compliance with the rules herein laid down. OBS reserves the right to reject, eject, or prohibit any exhibit in whole or part, or Exhibitor or his representatives, with or without giving cause. If cause is not given, and OBS and/or their official show contractors are for any reason deemed to be liable for such rejection, liability shall not exceed the return to Exhibitor of the remainder of rental unearned at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for other stated reasons, no return shall be made.

17. SAFETY DEVICES. Exhibitor agrees to accept full responsibility for compliance with federal, provincial, and municipal regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.

18. USE OF EXHIBIT SPACE. No exhibitor may sublet, assign, or apportion any part of the space allotted, or represent, advertise, or distribute literature for the products or services of any other firm except as approved in writing by OBS.

19. EXHIBITORS' ADMITTANCE DURING NON-SHOW HOURS. Booth representatives will be permitted to enter the trade show 1 hour before the scheduled opening time each day of the show and will not be permitted to remain in the exhibit hall after the closing hour each day, with the exception of the final day. Exhibitors having special problems that require additional time should check at the Sales Office on the previous day.

20. FAILURE TO HOLD TRADE SHOW. Should any contingency prevent holding of the Trade Show, this lease shall terminate, and the exhibitor waives any claim for damages or compensation, and neither party shall have any further obligations against the other, except that OBS shall refund to the exhibitor the amounts paid under the Agreement, less a pro rata share of OBS's actual expenses incurred in connection with said trade show. Said pro rata share of OBS' actual expenses is to be determined on the basis of the number of square feet of floor space assigned to the exhibitor in relation to the number of square feet of floor space assigned to all other exhibitors at the trade show under similar contracts with OBS.

21. FLOOR LOAD. Under no circumstances may the weight of any equipment or exhibit material exceed the hall'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 his exhibit material in conformity with the maximum floor load specifications.

22. FLAMMABLE MATERIALS. No flammable fluids or materials of any nature, including decorative materials, prohibited by national, state, or city fire regulations, may be used in any booth. The following require prior written authorization: Heat-producing, smoke-emitting and open flame devices, lasers or X-ray equipment and the use, handling, storage and disposal of hazardous materials and waste of any compressed gases

23. SIGNS; SIGN COPY; ILLUMINATION. Electric flashers or signs involving the use of neon or similar gases are prohibited. Should the wording on any sign or area in exhibitor's booth be deemed by OBS to be contrary in any way to the best interests of the trade show, Exhibitor shall make such changes as are requested by OBS.

24. SECURITY. OBS will provide guard service and take reasonable precautions to safeguard exhibitors' property. The provision of this service, however, shall not be construed as an assumption of obligation or duty with respect to the protection of the exhibitors' property.

25. RESTRICTIONS. OBS reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Conference as a whole. In the event of such restrictions or evictions, OBS is not liable for any refund of rental or other expenses.

26. OBSTRUCTION OF AISLES OR BOOTHS. Any demonstration or activity that results in excess obstruction of aisles or prevents ready access to nearby exhibitors' booths shall be suspended for any period specified by OBS.

27. SOUND. Exhibitors operating sound motion picture equipment, record players, loudspeakers, or any other noise-creating devices shall do so only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience. All demonstrations of services or equipment, interviews, and other exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors to the exhibit.

28. HOSPITALITY FUNCTIONS: BOMA International encourages exhibitors to provide hospitality to attendees during the conference provided those events do not conflict with already scheduled conference events. BOMA and GNRCC are in agreement that BOMA reserves the right to approve Exhibitor meetings and hospitality bookings to ensure they are taking place during designated hours for such events. Exhibitors may not hold off-site events that conflict with already scheduled conference events. Such action may result in the loss of priority points for space selection, loss of access to the post-show attendee list or expulsion from next year's show.

29. FIRE REGULATIONS. Exhibitors will comply with all applicable federal, state and municipal laws, operating guidelines and all other rules and requirements of the Prince George's County Police and Fire departments or any other municipal authorities. All decorations and construction must conform to the fire regulations of the GNRCC and the Prince George's County Fire Dept. and must be constructed of flameproof material or treated with an approved flame proofing solution. Packing containers, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind displays.

30. EXHIBITOR'S REPRESENTATIVE. A representative of the Exhibitor must be in attendance throughout the period of the exhibition. The Exhibitor is to notify OBS in advance who his official representative(s) will be. Two official representatives per paid 10'x10' booth space will receive complimentary conference registrations, entitling them to attend Conference sessions. Exhibit personnel must wear identification badges while on the exhibit floor. Exhibitors may purchase additional conference registrations.

31. INSURANCE AND LIABILITY. General liability and fire insurance is the responsibility of the Exhibitor. A certificate must be furnished naming BOMA and OBS as co-insured with limits of liability of at least \$1,000,000 per occurrence, \$2,000,000 aggregate including both bodily injury and property damage. BOMA and OBS assume no risk, and by acceptance of this Agreement the Exhibitor expressly releases BOMA, OBS, Stamats, Brede, the GNRCC, Community of National Harbor, members, officers, directors, agents and employees of each of these entities, and official show contractors of and from any injury to himself or employees while in the trade show quarters. Exhibitor agrees to hold BOMA, OBS, Stamats, the GNRCC and official show contractors harmless for damage to the exhibitor from any cause whatsoever or from any action of any nature by BOMA or OBS, including damage to his business by reason of failure to provide space for his exhibit, or failure to hold the trade show as scheduled, except as provided herein. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, hold harmless and save BOMA, OBS, Stamats, Brede, the GNRCC, and the Community of National Harbor, members, officers, directors, agents and employees of each of these entities, its subsidiaries, parent corporation and its employees and agents from and against all claims, demands, charges, losses or damages arising or alleged to arise directly, indirectly or incidentally by reason of any act, omission or operations of the service provider, its officers, employees, agents or anyone for whom the service provider is legally responsible to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the GNRCC.

32. INTERPRETATION AND ENFORCEMENT. These regulations are a part of the contract between the exhibitor and the Office Building Show LLC. All matters in question not covered by these regulations are subject to the decision of OBS and all decisions so made shall be binding on all parties affected by them.

33. UNION LABOR. Certain tasks involving the set-up and/or breakdown of events may require union labor, also referred to as show labor. Exhibitors are required to observe all union contracts in effect between BOMA, OBS, the official contractors, the GNRCC and various labor organizations. BOMA and OBS cannot take the responsibility for interference with the show caused by labor disputes involving individual exhibitors.

34. SMOKING. The GNRCC is a smoke-free facility.