



PHOENIX CONVENTION CENTER • PHOENIX, AZ  
 October 1-2, 2013

PRODUCED BY BOBIT BUSINESS MEDIA

# SPACE APPLICATION/CONTRACT

**INSTRUCTIONS:** All applications must be signed, completed and accompanied by the correct payment. Telephone requests for space are not permitted. Applications that are incomplete, unsigned, or not accompanied by a proper deposit will be returned for completion and will not be entered into the assignment process. Return by fax at (310) 533-2511 or by mail to the GREEN FLEET CONFERENCE & EXPO, 3520 Challenger Street, Torrance, CA 90503.

## EXHIBITOR INFORMATION

Exhibiting company will be listed on the website, other promotional pieces and submitted to all contractors as it appears below.

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

WEBSITE \_\_\_\_\_

PRODUCTS/SERVICES BEING DISPLAYED \_\_\_\_\_

\_\_\_\_\_

CONTACT NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

## AGREEMENT

By signing this contract, we agree to abide by all rules and regulations governing the conference as printed on the reverse side hereof and which are a part of this contract. Acceptance of this application by Bobit Business Media/Green Fleet Conference & Expo constitutes a contract.

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

## EXHIBITOR SERVICES

The Green Fleet Conference & Expo has negotiated special pricing for products and services exclusive to Green Fleet Conference & Expo exhibitors such as carpet, furnishings, graphics, floral, material handling, freight, electrical service, and Internet service. These services as well as exhibitor personnel registration instructions can be found online on the Exhibitor Service Kit page at [www.GreenFleetConference.com](http://www.GreenFleetConference.com).

## EXHIBITOR SPACE PRICING

Space includes standard booth drape and a 7" x 44" text-only company identification sign. Carpet is NOT included, but is mandatory and may be ordered through Shepard Exposition Services.

10' X 10' SPACE (EACH) ..... \$2,295

ENTER QUANTITY ..... X \_\_\_\_\_

ADD THE RIDE & DRIVE (1-5 VEHICLES) ..... \$995

SPACE TOTAL ..... \$ \_\_\_\_\_

Custom sizes are available.

**All vehicle displays require custom sizing.**

Please call Robert Brown for information at (248) 601-2005.

### PREFERENCES

Please select up to four locations. Your preferences are not guaranteed, but Show Management will make a best effort to place you into one of the spaces indicated below.

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

## PAYMENT INFORMATION

CHECK  AMEX  VISA  DISCOVER  MASTERCARD

Full payment must accompany this application / contract for processing. Space will not be assigned or held until full payment is received.

CREDIT CARD NUMBER \_\_\_\_\_ EXP \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### CANCELLATION:

Payment is refundable, less a \$200 processing fee, if Green Fleet Conference & Expo is notified in writing prior to **JUNE 28, 2013**.

## SUBMISSION

Please return the original to Green Fleet Conference & Expo and keep one copy for your records.

RETURN BY FAX: (310) 533-2511

RETURN BY MAIL: Green Fleet Conference & Expo  
 3520 Challenger Street  
 Torrance, CA 90503

RETURN BY EMAIL: [kristen.messineo@bobit.com](mailto:kristen.messineo@bobit.com)

QUESTIONS: (800) 576-8788 or [www.GreenFleetConference.com](http://www.GreenFleetConference.com)

## FOR INTERNAL USE

CONTRACT RECEIVED \_\_\_\_\_ / \_\_\_\_\_ TO ACCOUNTING \_\_\_\_\_ / \_\_\_\_\_

ENTERED INTO DATABASE/TRACKING

PAYMENT REC'D \_\_\_\_\_ DATE \_\_\_\_\_ / \_\_\_\_\_ AUTH \_\_\_\_\_

PAYMENT REC'D \_\_\_\_\_ DATE \_\_\_\_\_ / \_\_\_\_\_ AUTH \_\_\_\_\_

SPACE ASSIGNMENT \_\_\_\_\_

CONFIRMATION SENT  WEB LINK COMPLETE

SHOW GUIDE LISTING RECEIVED  CERTIFICATE OF INSURANCE RECEIVED

EMERGENCY CONTACT INFORMATION RECEIVED

# GREEN FLEET CONFERENCE & EXPO

OCTOBER 1-2, 2013 • PHOENIX CONVENTION CENTER • PHOENIX, AZ

## RULES AND REGULATIONS

**PART OF CONTRACT:** These rules and regulations constitute a bona fide part of the contract for Green Fleet Conference, hereafter called GFC. Exhibit Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. Exhibit Management's decisions and interpretations shall be accepted as final in all cases.

**1. CONTRACT FOR SPACE:** Applicants for exhibit space are required to execute and forward an Application/Contract to GFC with deposit.

**2. SPACE ASSIGNMENT:** Assignment of space for all valid contracts in hand will be based on a first-come, first-served basis. GFC reserves the right to make modifications and change space assignments as necessary to meet the needs of show management.

**3. PAYMENT FOR SPACE:** Payment is due in full with contract submission.

**4. CANCELLATION:** Payment is refundable if GFC is notified in writing postmarked on or before June 28, 2013. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented. There is a \$200 processing fee for all cancellations. After June 28, 2013, all payments are non-refundable.

**5. SUBLETTING SPACE:** No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.

**6. EXHIBIT CONTRACTOR:** GFC will furnish each participating exhibitor with a Service Manual that will specify the Official Exhibit Contractor and will contain exhibit instructions, shipping labels, and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk which will be maintained in the exhibit hall. All participating exhibitors must abide by union jurisdiction in force at the time of exposition.

**7. ARRANGEMENT OF EXHIBITS:** GFC will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor.

**8. EXHIBIT HOURS, INSTALLATION AND DISMANTLING:** See Exhibitor Kit for complete details.

**9. EXHIBITORS' ADMISSION CREDENTIALS:** Show management will furnish exhibitors with two complimentary exhibitor passes. The number of exhibitor passes an exhibitor receives is dependent on the amount of space taken. Complete details will be included in the official exhibitor service kit. Representatives must register upon arrival at the exhibit area and at all times wear identification badges, containing the name of the firm that contracted space, which will be furnished without charge and which entitle wearers to attend convention sessions. A full registration fee of \$395 will be assessed for any badge replacement. No one under 16 admitted.

**10. GENERAL REGULATIONS:** No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building. Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. Cloth and other decorating materials must pass any flame-proofing and fire codes and ordinances prevailing in the convention city. All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Convention Center during installation and dismantling.

**11. CONTRACTED LABOR:** Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors.

**12. NON-LIABILITY:** It is expressly agreed by each and every contracting exhibitor, his agents and his guests, that neither GFC nor Bobit Business Media, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and responsibility and custody of each exhibitor. On signing

the Application/Contract, exhibitor releases and agrees to indemnify the GFC, Bobit Business Media, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

**13. WAIVER OF SUBROGATION:** Exhibitor hereby waives and releases any rights of subrogation it or its insurers may have against GFC and Bobit Business Media.

**14. INSURANCE CERTIFICATE:** Exhibitors shall deliver to GFC and/or Bobit Business Media or their appointed representatives, a certificate of insurance within 45 days before the show, showing evidence of insurance as follows: Comprehensive General Liability which includes Premises & Operations, Blanket Contractual, Personal Injury Independent Contractors and Products/ Completed Operation Liability at limits of Bodily Injury and Property Damage not less than \$500,000 Combined Single Limit of Liability.

**15. NO WAIVER:** The failure on the part of either party to insist upon a strict performance by the other party of any of the terms, covenants and conditions herein contained shall not be deemed to be a waiver by him of any breach of any term, covenant or condition herein contained. Waiver by either party of any breach by the other shall not operate to extinguish the term, covenant or condition the breach whereof has been waived nor be deemed to be a waiver of the right to declare a forfeiture for any other breach thereof. The waiver by one party of the performance of any covenant, condition or promise shall not invalidate this contract nor shall it be considered a waiver of any other terms, covenants and/or conditions.

**16. GFC** reserves the right to make such additional conditions, rules and regulations as Exhibit Management deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.