



2019
**INTERNATIONAL
 TRAILS
 SYMPOSIUM**
 and TRAINING INSTITUTE
 SYRACUSE, NY USA
 APRIL 28 - MAY 1

Exhibitor/Sponsor Contract

The Oncenter Convention Center, Syracuse, New York
 April 28 - May 1, 2019

***Required fields**

***EXHIBITOR/SPONSOR INFORMATION (to be displayed in Event Directory) – Complete even if you will not have a booth.**

Company Name _____
 Contact Person _____ Title _____
 Address _____
 City/State/Zip/Country _____
 Company Phone _____ Contact Person Cell _____ Company Fax _____
 Email _____ Website _____

***BILLING INFORMATION (if same as above, mark that in the first field below or leave blank)**

Company Name _____
 Billing Contact Person _____
 Billing Address _____
 Billing City/State/Zip/Country _____
 Billing Phone _____ Billing Email _____

***SPONSORSHIP OPTIONS (must select one) (Complete details for sponsorship benefits at all levels can be found HERE.)**

Exhibit included (10' x 10' booth): \$25,000 \$20,000 \$15,000 \$10,000 \$5,000 \$2,500 \$1,000 (business exhibitor)
 \$700 (nonprofit exhibitor) \$400 (6' table only) **Sponsorship**
 Sponsor only (no booth): \$500 \$250 \$100 **Event/Item:** _____

SPONSORSHIP DISCOUNTS:

Discount #1: Sponsors at any level can take advantage of discounts, depending on when contract and payment is received.

Select one: 25% (May 1, 2018) 20% (Aug 1, 2018) 15% (Nov 1, 2018) 10% (Feb 1, 2019) 5% (Mar 28, 2019)

Discount #2: Exhibitors can purchase more than one booth space with a 10% discount off of each additional booth (10' x 10' booth space).

I would like _____ additional booth spaces. (Each booth is \$1,000 (business) or \$700 (nonprofits). Don't forget to apply any applicable discounts as noted in #1 above.)

***REGISTRATION OPTIONS (must select one) – Sponsors receive discounted registrations: \$300 each (by Dec 1, 2018), \$350 each (by Mar 1, 2019), or \$400 each (Mar 2-May 1, 2019)**

(Registrations include all meals and access to the exhibit hall, sessions, luncheons as well as the Trails Rock Party. Exhibit booth staff do NOT need to register if only staffing the booth. Some sponsor levels include complimentary registrations. View the sponsorship benefits grid for complete details.)

We do **not** need a registration Registration(s) is/are already included with my sponsorship
 We need the following # of registrations: _____ (There is an option to pay at a separate time when online registration available September 4, 2018.)

***PAYMENT INFORMATION**

\$ _____ TOTAL DUE (include discount(s) if applicable and all items selected above - American Trails will double check all totals.)

Credit Card (Visa and MasterCard accepted) Check (made payable to American Trails) Send invoice (PO # _____ – if available)

Cardholder Information (for credit card transactions)

Card # _____ Exp Date _____ 3-digit security code _____
 Name on Card _____ Signature _____ Date _____

***SIGNATURE** (acknowledging terms and conditions of contract noted on backside): _____ **Date:** _____

Questions? Or to send final contract/payment:

Candace Gallagher, ITS 2019 Sponsorship, American Trails • PO Box 491797, Redding, CA 96049
 Email: candace@americantrails.org • Phone: (530) 605-4395 • Fax: (530) 867-9014

International Trails Symposium – Exhibition Terms and Conditions

The Oncenter, Syracuse, New York • April 28-May 1, 2019

1. CONTRACT FOR SPACE

The contract for space, the formal notification of space assignment, and full payment of rental charges, together constitute a contract between the Exhibiting Organization, hereinafter known as the Exhibitor, and American Trails, hereinafter known as the Show Management, for the right to use space at the International Trails Symposium (ITS), hereinafter referred to as the Show, in the year designated in this contract. The contract is based upon the plan of exhibits, rates shown thereon and general information contained on the [Show website](#) and sponsor grid, all of which are to be considered along with details on the front and back of this form as part of the contract. Payment is due in full upon receipt of this contract in order to be placed in line to choose your booth location. Once available, all measurements shown on the floor plan are approximate and the Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any Exhibitor or Exhibitors thereby affected. The Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.

2. CANCELLATION OF BOOTH SPACE

Cancellation of space will result in the loss of monies after a certain date. After January 28, 2019 (less than 90 days) there will be no refunds of any monies. In the event that the exposition is not held for any reason beyond the control of Show Management, the rental and lease of space to the Exhibitor shall be cancelled and all monies received by Show Management shall be returned to the Exhibitor less all legitimate expenses incurred for advertising and promotion. Return of such monies will terminate the liability of Show Management. See the cancellation timetable below for policies involving partial credit for cancellations.

Cancellation Timetable:

Deadline Before Show	Percentage Credited
180 days	75%
120 days	50%
90 days	25%

3. BOOTH PACKAGE

All Exhibitors will receive the following: 6' skirted table, 2 chairs, a wastebasket, booth staffer name badges, and ID sign (company name noted under Exhibitor Information at the very top of the Exhibitor/Sponsor Contract). Booth Exhibitors at the \$700 level and above will include a 10' x 10' space with an 8' draped backwall and 3' draped sidewalls. The floor in the exhibit hall will be concrete. Carpet and additional items are available for purchase via the decorator. Phone, internet, and electricity are available for purchase via the convention center. View the Exhibitor kit for more details.

4. INSTALLATION AND DISMANTLING OF EXHIBITS

Delivery of freight, installation of exhibits, and completion of erection of exhibits will take place on the dates hereinafter shown. Exhibitors are not allowed to dismantle or alter the pipe and drape anywhere in the exhibit hall, but are welcome to adjust the items within their own booth space (table, chair, ID sign, etc.) to fit their exhibit needs. The exhibits must be ready by Monday, April 29, 2019 at 1:00pm. Set-up for larger displays starts as early as Saturday, April 27, 2019 from 8:00am to 9:00pm through Sunday, April 28, 2019 from 8:00am-2:00pm and will be scheduled by Show Management (to accommodate transportation coming in and out of the loading docks/exhibit facility and so not to cause congestion). Regular booth/table Exhibitor set-up starts on Sunday, April 28, 2019 from 6:00pm to 9:00pm through Monday, April 29, 2019 from 8:00am to 1:00pm. **The exhibit hall officially opens on Monday, April 29, 2019 at 1:00pm.** Refer to the Exhibitor kit for freight delivery options. Freight will not be delivered to booths during show hours. Exhibitors can choose to hand deliver their own freight but must be able to bring through the exhibit facility's front doors and be considerate of others needing to use the front doors. Dismantling may not begin for regular booth/table Exhibitors until the close of the exposition on the final show day (Wednesday, May 1, 2019 from 11:00am to 1:00pm). Larger exhibitor breakdown will begin and end on Wednesday, May 1, 2019 from 1:00pm to 7:00pm, and will be scheduled by Show Management to coordinate transportation coming in and out of the loading docks/exhibit facility. (Larger displays cannot start earlier than date/time noted as the decorator will need to remove all booth displays prior to vehicles coming in and out of loading docks/exhibit facility.) **Please keep in mind that the Symposium is still in progress all day on Wednesday, May 1, 2019.**

5. BOOTH ASSIGNMENTS

Booth Exhibitors can choose their booth location in the order their contract is received. Sponsors at the \$2,500 level and above will be given priority no matter when their contract is received. Table Exhibitors (\$400 level) will not have the option to choose their location as all tables may be grouped together or spread out and placed in a location chosen by Show Management. Show Management reserves the right to relocate Exhibitors for any reason.

6. EXHIBIT HALL SHOW DATES AND TIMES (SET-UP AND BREAKDOWN NOTED IN ITEM #4)

The Show will take place at The Oncenter in Exhibit Hall A. (Note: All times subject to change.)

First show day, Monday, April 29, 2019	1:00pm to 6:30pm
Second show day, Tuesday, April 30, 2019	8:00am to 6:00pm
Third (and final) show day, Wednesday, May 1, 2019	8:00am to 11:00am

7. DISPLAY RULES AND USE OF SPACE

All demonstrations, distribution of circulars, or other promotional activities must be confined to the limits of the exhibit booth, and must not interfere with adjacent booths or intrude on aisle space. If additional space is needed, please contact Show Management for accommodations. Demonstration of equipment that requires the use of space above the 8' backwall height must be approved by Show Management at least 60 days prior to the opening of the show. Exhibitors shall not assign, sublet, or share the space allotted without the knowledge and consent of Show Management. Exhibitor representatives manning the exhibit will be owners, employees, or agents of exhibiting companies, and such representatives will wear proper badge identification furnished by the exposition or a badge provided by the Exhibitor. Such badges will be supplied upon presentation of the list of personnel by the Exhibiting Organization prior to show time (Show Management will reach out to all Exhibitors requesting booth staffer names). Exhibitors are allowed to bring in gas-powered equipment (mini dozers, mini excavators, ATVs, jeeps, etc.) but must inform Show Management and follow all [fire regulations](#) as outlined by the exhibit facility.

8. SALES

Exhibitors are allowed to sell items at their booth with the exception of food and beverage (including giveaways). This is a restriction of the exhibit facility and is strongly enforced. Tastings are allowed but must follow New York State guidelines and be portions of two ounces or smaller. If an Exhibitor wishes to provide tastings, Show Management must be contacted in advance.

9. ADVERTISING AND PROMOTION

Show Management reserves the right to use Exhibitor's name in any advertising, promotion, or marketing associated with the Show. Show Management does not, however, guarantee Exhibitor inclusion in such materials (due to print deadlines or other unforeseen circumstances).

10. THE AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitor is required to comply with all provisions of the ADA, including, without limitation, arranging Exhibitor's exhibit so as to be accessible to all persons covered by the ADA.

11. ASSUMPTION OF RISKS; RELEASES

Exhibitors expressly assume all risks associated with, resulting from, or arising in connection with participation at Show including, without limitation, all risks of theft, loss, harm, damage, or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God/natural disaster, or otherwise. Exhibitors have sole responsibility for their own property or any theft, damage, or other loss to such property (whether or not stored in any courtesy storage area). Exhibitor waives any subrogation claims that Exhibitor insurer may have. Neither Show, Show Management, or the exhibit facility accepts responsibility, nor is a bailment created for property delivered by or to the Exhibitor. Neither Show, Show Management, or the exhibit facility shall be liable for, and Exhibitor hereby releases Show, Show Management, or the exhibit facility from and covenants not to litigate Show, Show Management, or the exhibit facility with respect to any and all risks, losses, damages and liabilities described in this paragraph.

12. INDEMNIFICATION

Exhibitors shall indemnify, defend (with legal counsel satisfactory to the Show), and hold the Show, its affiliates, and the exhibit facility harmless from any claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from, or arise out of or in connection with: (a) Exhibitor participation or presence at Show; (b) any breach by Exhibitor of any agreements, covenants, promises or other obligations under this contract; (c) any matter for which Exhibitor is otherwise responsible under the terms of this contract; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret, or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from Exhibitor actions; (f) harm or injury (including death) to Exhibitors; and (g) loss of or damage to Exhibitor property, Exhibitor business, or Exhibitor profits, whether caused by negligence, intentional act, accident, act of God/natural disaster, theft, or otherwise.