



Internal Use Only
Exhibit # _____

2025 GHC-CAI TRADE SHOW CONTRACT April 23rd – POST Houston 401 Franklin St, Houston, TX 77201

I/We hereby apply for exhibit space at the **2025 GHC-CAI Trade Show**. We understand that this application becomes a contract when signed by us and accepted by the Greater Houston Chapter of Community Associations Institute.

I/We agree to comply with the Official Regulations and Conditions of Contract outlined in this prospectus and with all conditions under which the POST Houston has been rented to Community Associations Institute. We understand that a full copy of these rules and regulations will be supplied to us with our confirmation package.

Confirmations will be sent to you upon receipt of payment and completed application. GHC-CAI will honor your tabletop choice whenever possible. Site changes may require adjustments. Final assignment will be made by GHC-CAI to accommodate the best interests of the 2024 Trade Show.

Please Type or Print Clearly:

Company Name (as it will appear on printed items): _____

Contact Person: _____ Service Category*: _____

Telephone Number: _____ E-mail: _____

Address: _____ City/State/Zip: _____

* See GHC-CAI Service Directory for categories (www.caihouston.org).

Exhibit Booth Selection

1st Choice Booth # _____ 2nd Choice Booth # _____ 3rd Choice Booth # _____

Explore the Floor Card Game (\$500.00) _____ (25 available)

Bag Square (\$800.00) _____ (6 available)

Total: _____

Types	Member Price**	Non-Member Price
Standard Booth	_____ \$1,375.00	_____ \$1,775.00
Premium Booth	_____ \$1,575.00	_____ \$1,975.00

**Exhibitor must maintain membership as of show date.

Payment Method:

Circle One: Check# _____ Visa MasterCard American Express Discover

Name on Card: _____ Account #: _____ Exp. Date: _____

CVC Code: _____ Total Due: _____

Signature: _____

Payment is due by April 9, 2025

IMPORTANT: If payment is not received as stated above, contract will be cancelled.

Staff Use Only:

Application Received by: _____ Date/Time: _____

1st Payment Received: _____ 2nd Payment Received: _____

OFFICIAL REGULATIONS AND CONDITIONS OF CONTRACT

Contract for Exhibit Space

By submitting an application for tabletop space, the applicant releases GHC-CAI, its sponsors, cosponsors and agents, licensees or employees which may arise or be asserted as a result of submission of an application or of participation in the exhibition. Acceptance of an application does not imply endorsement by GHC-CAI of the applicant's products or services, nor does rejection imply lack of merit.

This application for tabletop space, when endorsed by GHC-CAI, constitutes a contract for the right to use the tabletop space – rental for space is payable. No refund may be made for space that is not used or for space that is unused during any part of the Trade Show. Should space remain unoccupied at the opening of the Tradeshow, GHC-CAI may rent it or use it without obligation or refund. **No refund for space released after April 9, 2025.**

Exhibit Booths

All standard exhibit booths are 8 feet deep by 10 feet wide, unless otherwise indicated. Each exhibit booth will come with two chairs and a 6' skirted table.

If exhibitor has display fixtures, the display fixtures may be substituted at will but must not exceed 10 feet in width or height.

Companies agree to have exhibit booths completely setup by 10:30 am the day of the Tradeshow and are to **remain open and manned fully intact until 3:00 p.m.** the day of the Tradeshow. All exhibit booths are to be dismantled and booths cleared by 7:00 p.m. the day of the event. **Any company who begins breakdown prior to 3:00 p.m. the day of the show will be subject to a \$250.00 fine and MAY NOT be permitted to display at future events.**

Care of Premises

No part of a tabletop display, or signs, or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors, pillars, or other surfaces in a way that will mar or deface, even temporarily, the Tradeshow area premises, equipment, or furnishings. **Damage from failure to observe this cautionary notice is payable by the exhibitor.**

Liability and Insurance

GHC-CAI, its sponsors, cosponsors, and agents assume no liability whatsoever for loss or damage through any cause, of goods, table tops or other materials owned, rented or leased by the company. If insurance is desired, it must be purchased by the company. The company agrees to indemnify CAI, its sponsors, cosponsor and their agents against, and hold harmless from, any complaints, suits or liabilities resulting from negligence in connection with the company's use of the exhibit space and participation in the Tradeshow.

Use of Space

No company will be permitted to share a tabletop space. Each business represented must reserve and pay for individual exhibit space. Violators will be expected to pay full cost of additional exhibit space on the day of the Tradeshow.

The purpose of the GHC-CAI Tradeshow and its exhibition are to inform and educate

attendees regarding the characteristics and uses of a company's products and/or services.

Exhibitors' Representatives

A minimum of one representative must be in attendance at the exhibit booth during the period of display. Four (4) representatives are allowed in the company's exhibit booth free of charge. Any additional representatives with the company will need to pay \$50.00 per person to be in the company's exhibit booth. Exhibit booth representatives will receive name badges. Exhibitor representatives must wear their name badges while on the Tradeshow premises.

Special Displays

Background fixtures and showcases up to 10 feet in height may be installed in the exhibit space to a distance of 4 feet from the back wall of the space, but may not exceed a height of 4 feet in the remaining area of the booth and must be designed and constructed so as not to detract from the appearance of the adjoining exhibit booths.

Variations from these limits will be permitted only if warranted by unusual or unalterable circumstances and if specifically approved in advance by GHC-CAI.

GHC-CAI reserves the right to make changes at any time in the location, size and display limits of any space if considered in the best overall interest of the Tradeshow.

Displays may not protrude beyond the space allotted or interfere in any way with traffic to exhibit booths of others.

Restrictions

GHC-CAI reserves the right to restrict displays which, because of noise, method of operation or any other reason, become objectionable, or otherwise detracts from, or are out of keeping with the character the event as a whole. GHC-CAI may stop installation, or request removal or discontinuance of any tabletop or promotion, which, if continued, departs substantially from a design description given advance approval, or from the description given herein. In the event of such restriction or evictions, GHC-CAI is not liable for any refund of rental or other expense.

All food and beverages served by companies must be coordinated with GHC-CAI.

Advertising, displays, demonstrations, conferences, entertainment and convention registrations in the interests of business are not permitted, except by firms which have rented space. All such business must be confined to the tabletop space rented.

Conduct

Companies operating sound, motion picture or videotape equipment, recording equipment, loudspeakers or other noise producing devices shall do so only at a level which will not interfere with other table tops or add unduly to general acoustical inconvenience, or GHC-CAI may order their discontinuance. All demonstrations, interviews and or other display activities must be conducted so as not to infringe upon the rights of other companies or offend visitors to the display. No undignified manner of attracting attention will be permitted.

Companies are prohibited from playing live or recorded music in their exhibit booth unless they have documented proof of license to play such music.

Samples and Souvenirs

Distribution of samples and souvenirs in a restrained fashion is permitted, provided that there is no interference with other exhibit booths or aisle movement, and the samples or souvenirs pertain to, or contribute to the Tradeshow. GHC-CAI may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable. Further restraints may apply as provided under rules and regulations of the POST Houston.

Fire Regulations

Exhibit booth decorations and display constructions must conform to the fire regulations of the Tradeshow area and the Harris County Codes. Combustible or other explosive materials may not be used. Cloth and other flammable materials must be flame proofed. Packing containers, excelsior, wrappings, and similar materials must be removed entirely from the exhibit area and may not be stored behind displays or under tables.

Interpretation and Enforcement

These Regulations become a part of the contract between the company and GHC-CAI. All matters in question not covered by these regulations are subject to decisions of GHC-CAI and all decisions so made shall be binding on all parties affected by them as by the original regulations.

GHC-CAI shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control.

Cancellation Policies

Cancellation of any portion of this commitment by the company will be accepted only in writing and at the discretion of GHC-CAI and then, only based upon the following refund schedule:

**Notice of Cancellation Refund of 50%
If cancelled by April 9, 2025. Thereafter:
None.**

In the event of dispute arising under the contract, the company shall be liable for reasonable costs and legal fees incurred by GHC-CAI in a reasonable attempt to negotiate, arbitrate or litigate the dispute.

Enforcement

All Rules will be strictly enforced with no exceptions.