

American Correctional Association

2019 Winter Conference Booth Reservation Contract

New Orleans, LA • Jan. 11-15, 2019

WE WISH TO RESERVE _____ 10' X 10' BOOTH(S)
(Quantity)

Exhibit Booth Pricing TBD

Please list your 5 selections in order of preference:

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____ 5th choice _____

Company Name _____
(Name of organization and address as you wish it to appear in the 2019 Winter Conference Program Book.)

(Street Address) (City) (State) (ZIP)

Exhibit Contact/Title _____

(Email address) (Telephone) (Fax)

Name of contact person/title to appear in the 2019 Winter Conference Program Book _____

(Email address) (Telephone) (Fax)

Company Web Address _____

Company Description _____

(Print 25 word description as you wish it to appear in the 2019 Winter Conference Program Book or attached separate sheet. Deadline for the Exhibitor Directory listing in the Program Book is November 13, 2018.)

Exhibitors we would prefer to be near _____
(Company Name) (Company Name) (Company Name)

Exhibitors we would prefer **NOT** to be near** _____
(Company Name) (Company Name) (Company Name)

** (Please indicate on a separate sheet of paper any other companies you would prefer **not** to be near. **ACA CANNOT GUARANTEE** your company will not be placed adjacent to a competitive firm but will try to accommodate your requests.)

****Note** Purpose of the Exhibit:**

To disseminate knowledge and promote the development and application of the principles of corrections and criminal justice. The comprehensive technical exhibition will serve to introduce new products and services to the corrections market and to educate individuals in the field of corrections with regard to these products and services. Only exhibitors whose materials are related to those purposes will be allowed to maintain displays. ACA Show Management reserves the right to determine whether Exhibitor's materials are related to the purpose of the exhibition and the overall goals of the ACA Conference.

We agree to rent the above indicated exhibit booth(s) subject to the American Correctional Association's exhibit regulations, which include **all requirements set forth on this contract and any subsequent materials sent by Show Management. Enclosed is our nonrefundable and nontransferable deposit.** It is understood that space is being contracted on a prime-location basis and the amount of the booth rental fee balance will be dependent upon the location of the assigned booth(s) in the Exhibit Hall. Exhibitors assigned booths other than those requested will be deemed to have accepted those booths **unless a written request for change of location is received by ACA within 10 days of ACA's dated confirmation of booth assignment.** The booth rental fee, less the nonrefundable deposit, is payable upon receipt of invoice. If written cancellation requests are received by ACA on or before **Nov. 13, 2018**, the exhibitor will receive a refund of the booth rental fee less the nonrefundable deposit. After **Nov. 13, 2018**, no refunds of any amount will be made. Exhibitors applying after **Nov. 13, 2018**, must submit the full booth rental fee, none of which is refundable, with their applications. **Companies cannot be listed in the 2019 Winter Conference Program Book unless the balance is paid in full.** Exhibit booths are NOT transferable and cannot be sold, subleased or assigned to another company by the original contracting company. **All exhibitors are required to have a carpet or other professional floor covering in their booth. On Sunday, January 13, by 1:00 PM any exhibitor found to have no carpet or floor covering will have an order placed for them by Show Management and all expenses for this covering will be the responsibility of the exhibitor. All exhibitors are expected to maintain a professional exhibit space with carpet, or other professional floor covering and professional furnishings. Carpet and furniture are available from Hargrove. ACA reserves the right to require exhibitors to add or replace booth elements that are not professional. I hereby represent that I am authorized to submit this Booth Reservation Contract on behalf of my company, that I have read, understand and agree on behalf of my company to be bound by the terms of this contract and the accompanying brochures, that the information provided herein is true, and that I understand that this contract is complete only when accepted by ACA.**

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

Payment \$ _____ **Deposit Amount (50%)** \$ _____ **Full Payment**

Please Check One: Visa MasterCard American Express Discover Diner's Club Check Amount \$ _____

Credit Card Number (valid through September 2018) _____ Exp. Date _____

Name on Credit Card _____ (Please Print) Signature _____ Date _____

AMERICAN CORRECTIONAL ASSOCIATION
 Attn: Exhibits
 206 N. Washington, St., Suite 200 • Alexandria, VA 22314
 1-800-222-5646, ext. 0030 or 0035 • Fax: 703-224-0040
 Email: sales@aca.org • www.aca.org

ACA USE ONLY

Booth No. Assigned: _____
 Total Booth Fee: _____
 Amount of Deposit: _____ Date Paid: _____
 Amount of Balance: _____ Date Paid: _____
 Authorized Signature (ACA) _____ Date _____