



May 6-9, 2024 • McCormick Place – South Hall • Chicago, Illinois USA



Telephone: 1-734-994-6088 • Fax: 1-734-994-3338 • Email: jhamilton@automate.org • www.AutomateShow.com

Co-Exhibitor Space Contract

If you are sharing booth space with another exhibitor, you must have a co-exhibitor contract. You receive specific benefits as a contracted exhibitor. Co-exhibiting companies will be listed in the online and printed show directories.

CO-EXHIBITOR COMPANY INFORMATION

Company Name _____
Street _____ P.O. Box _____
City _____ State _____ Zip _____ Country _____
Contract Signer Name _____ Job Title _____
Email _____ Telephone _____
Authorized Signature _____
Main Contact _____ Job Title _____
Email _____ Telephone _____
Billing Contact _____ Job Title _____
Email _____ Telephone _____
Marketing Contact _____ Job Title _____
Email _____ Telephone _____
On-site Booth Contact _____ Job Title _____
Email _____ Mobile/Cell _____

The contract signer warrants that they are authorized to execute this binding contract, which includes the rules, and regulations on back.

MAIN EXHIBITING COMPANY _____ BOOTH NUMBER _____

CO-EXHIBITOR PRICING

Membership dues must be current (through the show) to receive the discounted member rate. Call 1-734-994-6088 or email events@automate.org to confirm your membership and/or status if you are unsure.

Association for Advancing Automation (A3) Member Co-Exhibitor Fee: ☐ \$2,000.00 per company

Non-Member Co-Exhibitor Fee: ☐ \$2,500.00 per company

The co-exhibitor fee includes: Company listing on the Automate website; Company listing in the printed Automate Show Directory; Company Listing in mobile app; Exhibitor badges with your company name; Receipt of an exhibitor manual; Booth sign; Advertising and sponsorship opportunities; Individual billing for contractor services

PAYMENT METHOD

Make checks payable to: **Association for Advancing Automation.** All funds should be drawn on a U.S. Bank in U.S. dollars

Mail to: Association for Advancing Automation, 900 Victors Way, Suite 140, Ann Arbor, MI 48108 USA

Payment Options: ☐ Credit Card ☐ Check Enclosed ☐ Send Invoice, PO # _____ **Amount to be Charged \$** _____

Credit Card Number _____ Exp. Date: _____ CSC#: _____

Name on Card _____ Authorized Signature: _____

I. Contract for Space: This application for space in Automate 2024 and the resulting assignment constitutes a contract for the Exhibitor's right to use of the space in accordance with show regulations. Membership discounts are available. You must be an Association for Advancing Automation (A3) corporate member with dues current through the end of the show to receive the member discount.

The payment schedule for all exhibitors is as follows:

25% due with contract to reserve space; 50% of total payment due by July 10, 2023; 100% with application if after November 6, 2023

II. Late Payments: Payment is required to hold booth space. Payment schedule must be adhered to in order to hold booth space. Late payments may result in releasing exhibit space; possible booth re-location or forfeiting of total funds paid.

III. Cancellation of Exhibit Space: All cancellations of space must be received in writing. Show Management will accept cancellation of this contract by Exhibitor subject to the following schedule, Exhibitors owe the percentage amount due regardless of whether or not it is paid at the time of cancellation:

Cancellation prior to July 10, 2023 - exhibitors are liable for 25% of total booth cost. Any payment over 25% will be refunded.

Cancellation between July 11, 2023 and November 6, 2023 - exhibitors are liable for 50% of total booth cost. Any payment over 50% will be refunded.

Cancellation on or after November 7, 2023 – exhibitors are liable for 100% of booth cost.

Please Note: Any refunds due will be made after the completion of the Show.

IV. Reduction of Exhibit Space: At any time, the Exhibitor may request a reduction of exhibit space, however, this may require a reassignment of booth location. All reductions will follow the same refund schedule for original exhibit space as cancellations listed above.

V. Liability Limitation and Indemnification:

A. Insurance: All property of the Exhibitor is understood to remain under Exhibitor's custody and control in transit to, from and within the confines of the exhibit area and each Exhibitor shall maintain insurance covering such property. Exhibitor is responsible for general liability coverage of at least \$1,000,000.00. Appropriate Certificates of Insurance shall be furnished by Exhibitor and made available to Show Management upon request.

B. Exhibitor waives all claims of every kind against the Automate Show, its sponsors or management, their directors, officers, stockholders, agents, and employees including, without limitation, all claims for damages based on personal property damage, destruction, loss or theft, personal injury, cancellation of the Show, failure or refusal to provide space for any exhibit, preventing the display, operation, removal or dismantling of any exhibit, and other act or failure to act of Automate Show, its sponsors, and management or the sponsors and managers of the Show.

C. Exhibitor agrees to indemnify and save Automate Show, its sponsors and management harmless from claims by Exhibitor's agents or employees or by any other person, arising out of any act or omission in any way related to Exhibitor's participation in the Show, whether negligent or not.

D. In the event of cancellation or disruption of the Show for any cause, the Agreement shall be terminated, and the Exhibitor waives any claim for damages or compensation. The Show shall have the right to retain such part of Exhibitor's space payments as may be required to reimburse the Show for expenses incurred in connection with the Show.

E. Show management reserves the right to change the venue, show dates and pricing if it is determined to be to the benefit of the show. Any monies and booth space reserved will be applied to new venue or dates. Exhibitor has the right to decline the change and all monies will be refunded.

F. Force Majeure: The Show shall not be responsible for any loss, damage, or delay due to strikes, lockouts, acts of nature, government restrictions, enemy action, terrorist activity or threat thereof, civil commotion, unavoidable casualty, or other causes similar or dissimilar beyond the control of the Show.

VI. Failure to Occupy Rented Space and Subleasing: In the event that Exhibitor fails to use all, or part of any space contracted for, no part of any payment made with respect to unused space will be returned to Exhibitor or applied to amounts due with respect to space actually used or any future contract. Exhibitor shall not sublease any part of the exhibit space.

VII. Co-exhibiting Fee: Any company sharing an exhibitor's booth will be charged a **\$2,000.00 co-exhibiting fee (A3 members); \$2,500 co-exhibiting fee for non-members.** The co-exhibitor form and payment in full must be completed and submitted to Show Management. This fee allows the co-exhibitor to distribute its products and/or material in the booth; have a separate listing in the show directory; exhibitor badges with their company name; receipt of an exhibitor service manual; booth sign; advertising and promotion opportunities; individual billing for contractor services. The Co-exhibitor Form can be obtained in the Exhibitor Service Manual or by calling Show Management. Co-exhibitors are not allowed in the "Integrated Solutions Center" section.

VIII. Conditions for Exhibit and Displays: Automate Show reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable, or otherwise detracts from or are out of keeping with the Show. Exhibitors are responsible for meeting all building rules & regulations and any subsequent amendments.

- Exhibitors shall comply with state and local "health and safety" standards and applicable rules and regulations of local fire authorities in the City of Chicago, Illinois and safety guidelines issued by show management.
- Exhibitors are to surrender spaces occupied by them in the same condition they were at the time they were first occupied. Exhibitors are liable for any damage to floors, walls, columns, or other parts of exhibit hall property.
- The distribution of any material or literature is restricted to the exhibitor's booth area.

IX. Additions and Amendments to the Rules: The Automate Show and/or its sponsors or managers may from time-to-time issue such additional rules as they deem necessary. The Automate Show may amend any rules at any time, provided that such amendment shall not substantially diminish the rights or increase the liability of the Exhibitor.

X. Music Licensing: No copyrighted music may be played in the exhibition area in any fashion (including but not limited to background music on video or audio tape presentation) without appropriate licensing. The exhibitor is solely responsible for obtaining these licenses for music originating in the exhibitor's booth/display area. The exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these licensing requirements.