

# Community Associations Institute - Long Island Chapter

2022 Trade Show – Saturday, September 17, 2022

## Terms and Conditions for Exhibit Space

1. Booths will be reserved on a first come first serve basis. Applications must be completed including a signed Terms and Conditions page, a completed Registration Form, and full payment.
2. Exhibit total space will be approximately 8' by 8'. The exhibit space will include a 6' skirted table, two chairs, a sign with your company's name, and breakfast/lunch for one representative. There will be a \$75.00 charge for each additional representative. Exhibit space should be set up no later than 8:00 a.m. and exhibits must be dismantled and cleared no later than 3:30 p.m., Saturday, September 17, 2022.
3. Electric service to a booth will require an additional \$60.00 per booth payment. Wireless internet access, if requested on the registration form, will be available at \$50.00 per device. Any audio recordings played at a booth must be at a volume that will not disturb any other exhibitors. CAI-Long Island reserves the right to limit or deny the use of any audio visual equipment or any other equipment or material which may disrupt other vendors or the trade show. Exhibit space may not be shared nor may any exhibitor assign the use of its booth or any portion thereof without written approval of CAI-Long Island.
4. Exhibitor shall be responsible for any and all damage caused to the premises by the exhibitor, including any damage which may be caused by taping, nailing or otherwise affixing material to walls, tables or any other surfaces, which is strictly prohibited. Exhibitor agrees to leave the exhibitor space and the premises in the condition it was in prior to the trade show, including the removal of all materials, including boxes, garbage and all other waste and agrees to dispose of any such material off site.
5. Exhibitor hereby agrees to indemnify and hold harmless CAI-Long Island, its sponsors, agents and representatives from any and all complaints, claims, damages, injuries, or liabilities resulting from the exhibitor's participation in the trade show. CAI-Long Island, its sponsors, agents or representatives assume no liability for any loss or damage of goods, materials or any other property of the exhibitor through any cause.
6. Exhibitor hereby covenants, agrees, and undertakes to indemnify and hold harmless, and to insure Community Associations Institute – Long Island Chapter (CAI-Long Island), the exhibition hall facility (Hilton Long Island/Melville) and their respective employees, representatives, agents, and employees (together, "Insured Persons") from, against, and with respect to any and all losses, costs, liabilities, claims, damages, and expenses (including reasonable legal fees) relating to, arising out of, or resulting from Exhibitor's acceptance of a license from CAI-Long Island to use any space at CAI-Long Island Exhibition, or Exhibitor's use or occupancy of such space, including but not limited to personal injury, death, property damage or any other damage or injury sustained by any person. Exhibitor agrees to carry insurance not less than \$1,000,000 combined single limit for personal injury and property damage, having Community Associations Institute – Long Island Chapter and Hilton Long Island/Melville named as Additional Insured on such policy. The exhibitor understands that neither Community Associations Institute – Long Island Chapter or the Hilton Long Island/Melville maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Company Name: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_