



78th Annual Workers' Compensation Conference

Application and Contract for Exhibit Space



The undersigned hereby applies for exhibit space at the 78th Annual Workers' Compensation Educational Conference, August 18 – 21, 2024 at The Orlando World Center Marriott, Orlando, Florida, and agrees to be bound by the conditions, rules, and requirements as follows:

Rules and Regulations

A. Space Rental

- Please select from the following booth types (Discounted pricing available for Prime Sponsors.):
 - Standard Booth (10' X 10')**: This contract for use of space provides an 8' high backwall drapery and 36" inch high side rails with drapery and a standard booth sign carrying the exhibitor's name, one 6' table, two chairs and a wastebasket at a cost of **\$2,750**. Additional standard booth spaces may be purchased at a cost of \$2250.
 - Corner Booth (10' X 10')**: This contract for use of space provides an 8' high backwall drapery and 36" high side rails with drapery and a standard booth sign carrying the exhibitor's name, one 6' table, two chairs and a wastebasket at a cost of **\$3,300**.
 - End Cap Double Booth (Two corners - 20' X 10' Height considerations apply. See section C3)**: This contract for use of space provides an 8' high backwall drapery and 36" high side rails with drapery and a standard booth sign carrying the exhibitor's name, two 6' tables, four chairs and two wastebaskets at a cost of **\$6,300**.
 - 20' X 20' Island Booth**: This contract for use of space provides two 6' tables, four chairs and two wastebaskets at a cost of **\$11,000**.
 - 20' X 30' Island Booth**: This contract for use of space provides two 6' tables, four chairs and two wastebaskets at a cost of **\$14,000**.
 - 20' X 40' Mega Island Booth**: This contract for use of space provides two 6' tables, four chairs and two wastebaskets at a cost of **\$16,500**.
- Floor Plan/Booth Assignments**: All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. WCI reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program. WCI RESERVES THE RIGHT TO REASSIGN EXHIBIT SPACE, IF NECESSARY, TO CONSOLIDATE THE FINAL FLOOR PLAN.
- Furnishings**: Furniture, and/or additional draping, accessories, signs, electrical outlets, etc. are the sole responsibility of the exhibitor and should be ordered in advance from the official service contractor on the forms that will be provided. Table coverings, as well as, all booth equipment must be of non-flammable material. All decorative materials must be fire-resistant. The exhibit hall is carpeted.
- Conduct**: All exhibit activities must be conducted so as to not infringe on the rights of other exhibitors or offend visitors to the exhibit. WCI reserves the right to expel or refuse admittance to any representative of the exhibit whose conduct is, in its opinion, not in keeping with the character of WCI policy.

B. Cancellation of Contract

- An exhibitor may cancel this agreement by giving WCI written notice of cancellation on or before the deadline dates established. Should an exhibitor wish to cancel on or before July 20, 2024, WCI will retain a sum equal to 50% of the cost of the reserved exhibit space. After July 20, 2024, the total booth cost will be retained. WCI will not accept any proffered cancellation of this agreement by an exhibitor after the cancellation deadline nor will any refunds be made of exhibit fees after said date. In the event that fire, strike, or other circumstances beyond the control of the WCI cause the exhibit to be cancelled, full refund of exhibit rental fees will be made.
- Failure to Occupy Space**: Space not occupied by the close of the exhibit installation period, as specified in the accompanying letter, will be forfeited by the exhibitor and this space may be resold, reassigned or used by WCI.

C. Construction, Installation, and Use of Exhibits and Exhibit Facilities

- Acceptability of Exhibits**: All exhibits shall be to serve the interests of the conference attendees and shall be operated in a way that will not detract from other exhibits, the exhibition hall, or the conference as a whole. WCI reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to other exhibitors or conference attendees without refund or remuneration.
- Restrictions on Use of Space**: Solicitation or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitations or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public space or elsewhere on the premises of the meeting facilities or in the guestrooms or hallways of the hotel. Operation of sound devices is prohibited. **Alcoholic beverages are strictly prohibited**. Booths must be staffed at all times during exhibit hours.
- Construction of Exhibits**: Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Any construction over 42" in height must be within the back 5' of exhibit space. For End Cap exhibitors, any construction over 42" in height must be centered in the middle 10 ft. of the booth space, so as not to obstruct the view of exhibitors on the aisle behind. Exhibitors desiring to use other than standard booth equipment or signs which conflict in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the exposition or before construction is ordered and must receive written approval from WCI.
- Appearance of Exhibits**: Any part of the exhibit, which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. WCI reserves the right to have such finishing done, and to bill the exhibitor for charges incurred.
- Security**: Security will be provided during non-show hours; however, individual companies are responsible for booth security during show hours.
- Installation and Dismantling Exhibits**: For safety reasons, no children will be allowed in the exhibit hall. All installation and dismantling of exhibits must be carried out during the time indicated in the accompanying exhibit information. **No exhibit may be erected after the exhibition opens or be dismantled before the official closing time. Dismantling prior to the official closing time will result in a \$500 penalty and**

forfeiture of booth location at future conferences. It is the responsibility of the exhibitor to see that all his materials are delivered to the exhibit hall by the specified deadline. If the exhibit is on hand, WCI reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and bill the exhibitor for all charges thus incurred.

7. **Drayage:** Advanced shipments of exhibit material must be made to US Tradeshows. **Should exhibitors choose to send freight directly to the hotel, it is understood that the hotel will assess a surcharge in excess of the standard drayage fee of US Tradeshows.**
8. **Fire and Safety Regulations:** All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with all national, state and local regulations. All decorations and booth equipment must be fireproof and electrical wiring must meet the safety requirements of the official service contractor. No combustible materials shall be stored in or around exhibit booths.
9. **Damage to Exhibit Facilities:** The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

D. Liability

1. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless WCI and the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

By: (print name)	Signature	Date
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Select your booth type and quantity:

☐ Standard Booth (\$2,750) ☐ 2 Standard Booths (\$5,000) ☐ Corner Booth (\$3,300) ☐ 1 Corner & 1 Standard (\$5,500) ☐ End Cap (\$6,300)
☐ 20 X 20 Island (\$11,000) ☐ 20 X 30 Island (\$14,000) ☐ 20 X 40 Mega Island (\$16,500)

Below list the name and address of the individual responsible for the exhibit. The exhibitor kit, including shipping forms, instructions and any additional information will be emailed to this person only!

Name	Phone	Fax
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Company	Email Address
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Address

City	State	Zip Code
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Company Website (To be listed in roster)

Describe briefly the nature of your business. _____

Please list your competitors: _____

Credit Card # (Visa, MasterCard or American Express)	Exp. date	CVV Code	Signature
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Please make checks payable to: Workers' Compensation Institute, Inc.
P.O. Box 200
Tallahassee, FL 32302-0200
Attn: Lyndsey Palmer (850) 425-8186 Fax (850) 521-0222
W.C.I. Fed tax I.D. No.: 59-2846608

☐ **I wish to keep my previous location or as close to it as possible on the new floor plan.**

☐ **I wish to move and select my location based on open selections on a first come, first served basis.**