

# 2019 Army Ten-Miler Expo

## EXPO BOOTH APPLICATION

ATM EXPO presented by Navy Federal Credit Union

**COMPANY/ORGANIZATION NAME:** \_\_\_\_\_

**PRIMARY CONTACT NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **BOOTH SIGN\*:** \_\_\_\_\_

\*This is the name your booth will be listed as.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Your signature indicates acceptance of the terms and conditions of the ATM EXPO Exhibitor Agreement)

**DESCRIPTION:** \_\_\_\_\_ (Description of products and/or services to be exhibited or sold).

**PLACE YOUR BOOTH ORDER (CHECK BOX)**

- 10' x 10' STANDARD BOOTH
- 10' x 10' CORNER BOOTH
- 10' x 20' STANDARD BOOTH
- 10' x 20' PREMIUM BOOTH
- 20' x 20' STANDARD BOOTH
- 20' x 30' PREMIUM BOOTH

**EXPO BOOTH PRICING INCLUDES**

- ONE 6' x 30" Skirted Table
  - TWO Chairs
  - ONE 30" x 7" Booth ID Sign
  - ONE Wastebasket
- (Inclusions are per 10' x 10' booth space purchased)
- BOOTH ELECTRICITY is included but must be requested.**
- Electricity is required at my booth: YES  NO

**EXPO INTERNET SERVICE**

Internet Service is ordered separately through the DC Armory.

**EXPO PREFERRED BOOTH CHOICE**

1<sup>st</sup> Booth Choice \_\_\_\_\_

2<sup>nd</sup> Booth Choice \_\_\_\_\_

See 2018 Expo Booth Layout. Booth terms are included in ATM agreement. Booth move-in terms are subject to change. NOTE: Final booth location is subject to change. Booth choice not guaranteed.

**EXPO HOURS**

- **Move-In:** THURS., 10 October, from 11am - 5pm
- **Expo Open:** FRI., 11 October, from 8:30am - 6pm
- **Expo Open:** SAT., 12 October, from 8:30am - 6pm
- **Move-Out:** SAT., 12 October, from 6pm - 11pm

**EXPO EXHIBITOR BOOTH RATES\***

AVAILABLE BOOTH SIZES	EARLY BIRD	GENERAL PRICES	LAST CALL	PRICING DATES
10x10 Standard Booth	\$1,845	\$2,095	\$2,121	<b>EARLY BIRD:</b> 30 APR - 30 JUN <b>GENERAL PRICES:</b> 1 JUL - 10 SEPT <b>LAST CALL:</b> 11 SEPT - 10 OCT
10x10 Corner Booth	\$1,945	\$2,139	\$2,236	
10x20 Standard Booth	\$3,890	\$4,279	\$4,473	
10x20 Premium Booth	\$3,990	\$4,389	\$4,588	
20x20 Standard Booth	\$7,780	\$8,558	\$8,947	
20x30 Premium Booth	\$11,100	\$12,100	\$12,650	



\*Booth pricing is determined by application submission date. Please refer to pricing table above.

**PAYMENT INFORMATION**

\$ \_\_\_\_\_

**TOTAL\*** \_\_\_\_\_ **CREDIT CARD NUMBER** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_ **SECURITY CODE** \_\_\_\_\_

\_\_\_\_\_  
**CARD HOLDER'S SIGNATURE**

\_\_\_\_\_  
**# OF EXHIBITOR BADGES**

Army Ten-Miler accepts only Visa, Mastercard or checks made payable to: **Army Ten-Miler, 102 3rd Ave., SW Bldg. 39 RM. 231, Fort McNair, DC 20319**



Access More Info For ATM EXPO Here





**2019 ATM EXPO EXHIBITOR AGREEMENT  
TERMS AND CONDITIONS**

1. The Army Ten-Miler Fund hereafter referred as the ATM Fund, reserves all rights to the use of its name, trademarks, logo and service marks. Unless authorized in writing, use of the name Army Ten-Miler and/or its logo, trademarks, or service marks for any commercial purpose on any merchandise sales or giveaways is prohibited.
2. Exhibitor agrees that all displays must be fully set-up by 7:30AM on Oct. 11 & 12, 2019. Exhibitor agrees to be open and staffed during show hours. Failure to do so will result in forfeiture of booth.
3. The ATM Fund reserves the right to penalize or remove any exhibitor not complying with the terms and conditions, exhibiting offensive behavior or language, or distribution of items not previously approved will result in forfeiture of booth.
4. Exhibitor agrees that no refunds will be made to any exhibitor who fails to move in and take booth possession or to any exhibitor whose participation has been revoked.
5. Exhibitor agrees to contain all services, products, banners, equipment, trash, boxes etc. within their assigned booth area. Encroaching or obstructing the aisle is prohibited.
- 6. ATM Exhibitors that use Brede services will be charged a one-time move in/out fee: \$180 for 100 square feet; \$360 for 200 square feet; \$720 for 400 square feet.**
7. Helium tanks are not permitted in the Armory. Cooking or open flames are not permitted in the Armory.
8. Booth trash must be kept inside each booth and disposed of in appropriate containers. Trash/boxes are not allowed in aisles or on exhibit hall floors. At the end of each day broken down boxes may be placed outside booth for pick up. Boxes that are not broken down will not be taken.
9. Exhibitor agrees that all products and services to be given away, sold or demonstrated shall be approved by Maida Johnson in advance of the event.
10. Exhibitor is not authorized to sublet any portion of their allocated space and shall not exhibit any merchandise other than that specified in the booth application.
11. Exhibitor agrees that music and other noises must be kept at a low volume so as to not disturb other exhibitors. The ATM Fund reserves the right to dictate volume levels.
12. The defacement of property by any exhibitor is strictly prohibited. If such damage should occur, the exhibitor is liable to the damaged property's owner for the replacement value of the damaged property.
13. Products/services can be sold, displayed and sampled at the Expo. Orders for future deliveries are also permitted from all exhibitors. Seller is responsible for federal, state and municipal sales tax and for applicable business licenses.
14. All exhibitors and merchandise must be out of the Armory on Saturday, Oct. 12, 2019 no later than 11:00PM. Failure to do so will jeopardize returning in 2020.
15. The ATM Fund will hire security personnel in an attempt to secure materials in the exhibit hall when the show is not open to the public, however, the ATM Fund will not be liable for acts or omissions of security personnel. Exhibitor assumes all responsibility for loss, theft, or destruction of goods.
16. Federal and local fire laws must be strictly observed. Wiring must comply with fire department and underwriter rules. Exhibitors cannot block aisles and fire exits. Decorations of paper, pine, boughs, leafy decorations or tree branches are not allowed.
17. The exhibitor assumes responsibility and agrees to indemnify and defend the ATM Fund, Brede, Inc., and the DC Armory, and their respective employees and agents against any claims or expenses arising out of the exhibition premises. The exhibitor understands that neither the ATM Fund, Brede, Inc., nor the DC Armory maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such coverage if desired.
- 18. Exhibitors agree that a 50% deposit is required to reserve a booth(s) and the remaining balance must be paid in 30 days. If the balance isn't paid in 30 days the booth(s) will go back on the market for sale and you will have the option to select a different booth. If they cancel on or before Saturday September 7, the exhibitor will forfeit 50% of all monies paid to the ATM. If the exhibitor cancels on or after September 11 that exhibitor will forfeit all monies paid to the ATM.**
19. Floor plan subject to change. No refunds will be given if the ATM changes its floor plans.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**I have read and accept the ATM terms and conditions.**