



CONFERENCE EXHIBITOR AGREEMENT

In accordance with the terms of this Contract, the organization named below contracts for exhibit space and services offered at the **2026 AFP Greater AZ State Conference at the JW Marriott Camelback Inn on June 25-26, 2026.**

TERMS AND CONDITIONS

CANCELLATION:

- a. CANCELLATION OF EVENT:** In the unlikely event of cancellation of the AFP State Conference due to any Force Majeure event (i.e. fire, strikes, governmental regulations, terrorism, or other causes which prevent or make the same commercially unreasonable for its scheduled opening or continuance), then and thereupon exhibitors and ASIA have no further obligation to one another, and ASIA shall determine an equitable basis for determining any refund of the Exhibit booth fee, after due consideration of expenditures and commitments already made.
- b. CANCELLATION BY THE EXHIBITOR:** Exhibit space that has been assigned and confirmed may be canceled by written notice to admin@afpaz.org. If notice of cancellation is received: Before June 4, 2026 --Exhibitor forfeits 50% of total cost for exhibit space assigned. On or After June 4, 2026 - Exhibitor forfeits 100% of total cost of exhibit space assigned. *NOTE: It is the exhibitor's responsibility to cancel all other arrangements made in connection with exhibiting.*

DISPLAY HOURS: Exhibitors may begin set up at 1:00 p.m. on **Thursday, June 25 or 6:00 am Friday, June 26, 2026**. Set up must be completed by 7:30 a.m. Display hours are from 8:00 a.m. to 3:30 p.m. Removal of exhibit material at the conclusion of the move-out period is the responsibility of the exhibitor. **DO NOT TEAR DOWN YOUR BOOTH UNTIL THE CONCLUSION OF THE FINAL SPEAKER.**

BOOTH LOCATION: Spaces will be reserved on a first come first served basis provided that payment for the booth has been made.

LIABILITY: Exhibitor agrees to hold AFP Greater AZ harmless from any liability, damages, or costs (including reasonable attorneys' fees) that may arise as a result of exhibiting at the AFP State Conference. Without limiting the breadth of this hold harmless agreement, exhibitor acknowledges that it shall extend to include the loss, damage, or theft of any equipment or materials exhibitor brings to the conference site as well as injuries that any of exhibitor's employees or agents may incur.

DAMAGE TO PROPERTY: No tape, pins, tacks, nails, staples, glue or any other permanent adhesive may be attached to any permanent wall, door or ceiling in banquet rooms or any other public space. Use of glitter/confetti prohibited. Exhibitors are liable for any damage caused to building, floors, walls and columns in and around the exhibit property.

FIRE SAFETY AND HEALTH: The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment.

EXHIBITOR'S IDENTIFICATION: All exhibitors must be registered and wear the provided nametags at all times.

DOOR PRIZES: Door Prizes are limited to one per exhibitor

EXHIBIT SPACE: Exhibit space includes a 6 foot draped table. No backdrop is provided. Electrical outlets are available upon request (*see Registration Options*).

SHIPPING: Ship items to
JW Marriott Camelback Inn
Attn: Company/Recipient Name
5402 E Lincoln Dr
Scottsdale, AZ 85253
Comment: Name of Event

5402 E. Lincoln Drive, Paradise Valley, Az 85253
center@ybcscottsdale.com
ybcscottsdale.com

Do not have shipments arrive prior to June 23, 2026

Shipping/Storage/Packages

Hotel is not responsible for storage or materials handling. Please ensure that prior arrangements for storage or materials handling have been made with Your Business Center (YBC) Scottsdale before any shipment of materials to the Hotel. Your Business Center is in charge of all incoming and outgoing shipments at The JW Marriott Camelback Inn. All packages shipped to, and from, the hotel are assessed a handling fee according to it's weight and container type. All items are assessed storage fees after the third (3rd) day stored in the YBC warehouse.

STORAGE UP TO 3 DAYS | \$- (no charge, including weekends)

STORAGE 4-7 DAYS | \$15 (per package, per day)

PACKAGES

1-9LBS | \$9 (per package)

10-19LBS | \$15 (per package)

20-39LBS | \$25 (per package)

SMALL DISPLAY CASE | \$40 (per display case)

LARGE DISPLAY CASE | \$60 (per display case)

I, duly authorized representative of the undersigned company, on behalf of the company, subscribe and agree to all of the terms and conditions outline above.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company: _____

Tax ID# _____

SUBMIT COMPLETED FORM VIA:

EMAIL: admin@afpaz.org | Fax (480) 990-1889 | Mail: 4300 N. Miller Rd. #141, Scottsdale, AZ 85251

www.afpaz.org