**ANFP Chapters & Contract Guidelines**

Contracts are legally binding agreements that can take place between two (or more) parties. Chapters hosting education meetings/events may need to enter into a contract(s) with venues, exhibitors, speakers, sponsors, and/or other meeting services vendors, depending on the chapter’s needs. Because chapters are affiliates of ANFP, chapter contracts are the responsibility of the chapters as well as National, so it is important to remember these guidelines and best practices when entering into a contract with a venue, vendor, or meeting service provider or another approved party/individual.

1. Standard contracts should be in the best interests of ANFP and must comply with our [conflict of interest policy](https://higherlogicdownload.s3.amazonaws.com/ANFPONLINE/0dba1979-8e95-4fdf-82e2-751d192619ed/UploadedImages/1_-_ANFP_2017_PP_COI.pdf). Contracts should represent the most favorable and/or acceptable terms for ANFP and its members regarding price, quality or value of goods and services.
2. A contract must be consistent with federal and state laws and with ANFP policies, procedures, and bylaws.
3. Venue contracts must include an ADA (Americans with Disabilities Act) clause to ensure facilities are fully accessible and attendees have the necessary accommodations as requested.
4. A force majeure (or Acts of God or Impossibility) clause should be in each venue contract to avoid any fees that may come with cancellation due to unanticipated events like labor or transportation strikes, natural disasters, or terrorism.
5. If reserving a block of sleeping rooms, avoid paying penalties for unused hotel rooms (attrition) by periodically reviewing and reducing (if needed) the room block in advance of the meeting. If the venue requires an attrition clause, the attrition clause should specify the percentage of total room nights that must be booked to avoid paying penalties. This attrition threshold ideally should be no higher than 80% (in other words, the venue should not require payment of a penalty until usage of rooms drops below 80%). Be conservative in estimating number of sleeping rooms to avoid having to pay later for rooms not used. Additional sleeping rooms can typically be added if needed. See sample contract language below.
6. Venue contracts should include a cancellation clause that places requirements on the venue as well as the chapter. If cancellation is unavoidable, request to reschedule the event for a later date or ask about other alternatives to off-set the cost of a cancellation and other fees.
7. Contracts should be read through entirely by at least two board members (president and president-elect and/or program chair) and returned to the vendor with any questions and/or edits. Ideally, each board member should review all contracts, but not required. Contracts should be signed by the president and president-elect.
8. Some venues may ask for a certificate of insurance. Please contact the National office to obtain a copy.
9. Do not hesitate to ask questions. If you are unclear of the terms, ask the vendor directly or call National to assist.
10. Consider other language or requests to include in contracts such as option to reschedule the event without penalty, option to contract for current food and beverage prices at the time of signing for an event to be held in the future, or concessions such as complimentary room nights for filling sleeping room block.

**Who Can ANFP Chapters Contract With?**

ANFP chapters can contract with the following parties to ensure their meeting and events requirements are met. If you are unsure who the chapter should be contracting with, please call the National office.

* Hotels/venues
* Vendors Services – i.e., caterers, audiovisual, transportation, entertainment
* Chapter sponsors and exhibitors for purposes of sponsorship, advertising and/or exhibit space
* Speakers for chapter-hosted events

*Due to conflict of interest and liability issues, chapters must not endorse any third party (individual or company), enter into any exclusive arrangements, or execute contracts that would allow any vendor, whether CE provider, sponsor, speaker, venue, or any other entity, to be an exclusive provider for the chapter.*

**SAMPLE VENUE CONTRACT LANGUAGE**

Below is sample language that can be included in venue contracts if not included in, or if different from, the original contract provided by the hotel or other venue.

**American with Disabilities Act (ADA)**

Hotel represents and warrants that, as a place of "public accommodation," it is and shall remain at all times during the event in compliance to the extent applicable under regulations implementing Title III of the Americans with Disabilities Act, as amended ("ADA"). Facilities, including, but not limited to, meeting space, restrooms, dining areas, exercise facilities, other common areas, transportation services and sufficient guest rooms, shall be reasonably accessible and usable by persons with disabilities. (HOTEL) shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by (GROUP NAME) provided (GROUP NAME) gives (HOTEL) reasonable advance notice about the special needs of any attendees of which (GROUP NAME) is aware.  (GROUP NAME) shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the hotel.

**Force Majeure/Acts of God/Impossibility**

Should events beyond the control of the Hotel or (GROUP NAME) such as acts of God, war, governmental regulation, national emergencies, pandemics, terrorist actions, disaster, fire, strikes, civil disorder, or curtailment of transportation facilities or any other cause beyond the parties’ control, which, in either party’s reasonable judgment, would tend to make it inadvisable (from a safety, health, or financial standpoint), commercially impractical, illegal, or impossible for either party or its members to perform their obligations under the Agreement as they relate to the event, such party may cancel the Agreement without liability upon written notice to the other party. Should (GROUP NAME) have made payments to Hotel in advance of the event, Hotel shall return any payments previously made by (GROUP NAME) for the portion of the event cancelled or prevented.

In addition to the foregoing rights of termination, (GROUP NAME) shall not be liable for cancellation of the Event, termination of the Agreement or for any other obligations stated in this Agreement which relate to number of guest rooms occupied, food and beverage minimums or guarantees, and other function guarantees if both (GROUP NAME) and Hotel agree to proceed with the Event as scheduled even though attendance will be, or is anticipated to be, curtailed because of any one or more of the foregoing events.

**Performance (of a Room Block)/Attrition**

(GROUP NAME) does not guarantee any sleeping rooms and shall not owe any fees for failure to use sleeping rooms. *[If possible, this is the preferred provision – no guarantee for failure to use all the sleeping rooms. Most hotels, however, will have some attrition provision and, if they do, the following provisions should be added.]*

Hotel agrees to allow (GROUP NAME) to reduce the original contracted block by 20% up until (Date one year or 60 days) prior to the event.  This will be considered the adjusted room block.

(GROUP NAME) is responsible for pick up of 80% of the adjusted room block.  In the event that the (GROUP NAME)’s actual usage is less than 80% of the Room Block, (GROUP NAME) agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the Room Block and (GROUP NAME)’s actual usage, multiplied by 80% of the single group room rate (i.e., $139) (the “Attrition Fee”). For example:

70 room nights x 80% = 56 room nights

$139 x 80% = $111.20 per room night, Estimated lost profit

If the group actualizes only 50 room nights, they would owe the hotel for 6 room nights x $111.20/each = $667.20.

All rooms billed to, or occupied by, persons attending or working at (GROUP NAME’s) event will be counted in the pickup, including, but not limited to: all cancellations billed (“no-shows”); all persons who, for whatever reason, do not receive the group rate (late reservations, corporate rates, etc.); any

rooms picked up outside the official event dates; any complimentary or discounted rooms or suites; and any individuals holding guaranteed reservations for whom Hotel is unable to provide sleeping rooms.

Liquidated Damages due the hotel, if any, will be due and payable thirty (30) days after (GROUP NAME’s) receipt of a statement detailing the mutually agreed amount of such Liquidated Damages.

**Cancellation**

*[DO NOT ADD THE PROVISIONS BELOW IF THE VENUE CONTRACT DOES NOT ALREADY HAVE A CANCELLATION PROVISION, OR IF THE CONTRACT ALLOWS CANCELLATION UP TO 30, 60 OR 90 DAYS BEFORE EVENT WITHOUT PENALTY. Many larger hotels and venues will require a group to pay penalties on a sliding scale, starting on the date the contract is signed, for cancellation of an event if it’s not done for force majeure/impossibility reasons. The chart below is typically how this would appear in a contract, and the below wording is preferred wording if it does. Note that percentage of sleeping room revenue sought by a Venue will vary, but recommend the top percentage at no more than 80%, as that is top percentage Venue would receive under the Attrition provision if the event were held and no one attended.]*

Should (GROUP NAME) cancel the event, (GROUP NAME) agrees to notify Hotel in writing within ten (10) business days of any decision to cancel.  In addition, if a cancellation occurs, the parties agree that:

1. It would be difficult to determine Hotel’s actual lost profits.
2. The highest amount in the chart set forth below (the “Chart”) reasonably estimates Hotel’s losses for a last-minute cancellation.  (GROUP NAME) therefore agrees to pay the Hotel as liquidated damages and not as a penalty, the applicable amount listed in the Chart based on the date when (GROUP NAME) notifies Hotel of its cancellation (the “Cancellation Fee”):

**Date of Notification of Cancellation                        Liquidated Damages Due**

Up to 90 days prior to first day of room block      80% of total sleeping rooms revenue

From 180 days to 91 days prior                                  \_\_% of total sleeping rooms revenue

From 365 days to 181 days prior                                \_\_% of total sleeping rooms revenue

From signature to 366 days prior                               \_\_% of total sleeping rooms revenue

\_\_\_room nights x (room rate) x .80 [profit] = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Total sleeping rooms revenue)

In the event of cancellation by (GROUP NAME), Hotel will use its best efforts to re-sell cancelled rooms and will credit and/or refund the revenue from such re-sale to (GROUP NAME)‘s account in an amount not to exceed the amount of liquidated damages paid by (GROUP NAME). Liquidated damages under this cancellation provision are not payable until 30 days after the Event would have been held.

Hotel may not cancel this Agreement except as specifically allowed under the Force Majeure/Impossibility of Performance provision.

**Facilities and Construction** *[typically added to agreements with larger room commitments]*

Should Hotel/Venue suffer a significant deterioration in quality of facilities or services at any time after the execution of this agreement, or should ongoing facilities, construction, or service issues (as determined by (GROUP NAME) and confirmed by the Hotel/Venue) during the event cause unwanted effects to ten percent (10%) or more of Group’s guests or attendees (collectively, “Deficiencies”), (GROUP NAME) shall notify Hotel/Venue of any concerns in writing and Hotel/Venue will be given the opportunity to remedy or correct any Deficiencies. Should Hotel/Venue be unable to correct such Deficiencies promptly and/or to the (GROUP NAME)’s and Hotel/Venue’s mutual satisfaction, (GROUP NAME) may cancel this agreement without penalty upon written notice to Hotel/Venue. At the option of (GROUP NAME), (GROUP NAME) may continue with the Event and the Hotel/Venue will offer a reduction in cost or credit to the Group in an amount mutually agreed upon by (GROUP NAME) and the Hotel/Venue.

**Insurance**

Each party shall carry appropriate liability and other insurance sufficient to cover its obligations under this Agreement.

**Indemnification**

Each party shall indemnify the other and its respective officers, directors, agents, members, and staff for any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorneys’ fees (collectively “Claims”) by third parties arising out of or caused by such party’s negligence or failure to comply with applicable law in connection with the use of the facilities. Neither party shall have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such Claims.

If the Agreement requires (GROUP NAME) to be responsible for damages or injury caused by its attendees, (GROUP NAME) will not be responsible for such damages or injuries to the extent they are caused by Hotel/Venue, its employees, subcontractors, representatives, or guests unrelated to (GROUP NAME).

**Payment**

Notwithstanding any other provision of the Agreement, payment of undisputed charges shall be due thirty (30) days after the event and after receipt of a detailed invoice. No interest or other charges shall accrue on amounts disputed in good faith. Disputed charges shall be paid when resolved.

**CONTRACTING WITH SPEAKERS**

In addition to venue contracts, chapters should formalize their agreements with speakers to avoid conflict of interest, include the option to record the session, ensure the content is accurate and does not infringe upon anyone else’s intellectual property rights, prevent endorsements or sales pitches from the speaker, and detail how expenses and fees will be paid.

Below is a sample of ANFP’s letter of agreement (LOA) for speakers with most references to ANFP replaced by references to the chapter. Chapters may wish to add this to the speaker information form or their existing speaker agreement.

**Sample LOA for Speakers Language**

**W-9**

Note: W-9 must be submitted prior to payment. Fees and expenses will only be reimbursed after the event. An invoice for payment of fees (honorarium) and expenses must be received by the chapter within 30 days after the conclusion of the event. Submission of an invoice after 30 days may result in no payment.

The chapter’s payment terms are net 15 days from receipt of invoice.

**Transportation**

Flight arrangements must be secured 6-8 weeks prior to the conference. If the cost of the airfare is over DOLLAR AMOUNT, it will need to be approved in writing by the chapter prior to booking. If the speaker chooses to modify the itinerary, costs associated with the changes are the speaker’s responsibility, unless approved by the chapter related to unforeseen travel circumstances.

All other transportation arrangements must be previously approved, in writing, by the chapter or the costs will not be reimbursed.

**Hotel/Lodging**

Hotel reservations are secured at the event hotel by chapter for the nights noted above. All other nights are the speaker’s responsibility and are not reimbursable, unless approved by the chapter related to unforeseen travel circumstances.

**Presentation Content, Permissions, and Representations**

Anyone speaking to the chapter or on behalf of the chapter at a conference, seminar, or gathering should reflect the chapter’s goals and should speak generically, refraining from specific reference to the attributes of his or her own company or any other company’s products or services. No reference to any company’s name, specific product name by commercial or trade name will be allowed verbally, in writing, on any visual aid, or on any piece of equipment or product shown in a visual aid. This applies to media material including presentation slides, promotional material, handouts, etc.

Speaker hereby grants to ANFP and the chapter a non-exclusive, unrestricted, irrevocable, royalty-free right to audio and video record, display, broadcast, excerpt, reproduce or reprint, in written, audio,

audiovisual or electronic (including but not limited to Web-based, podcast, CD/ROM) format, the Presentation, including Speaker’s name, voice, photograph, likeness, and biographical information, and any handout materials (“Handouts”). Speaker hereby acknowledges that other than acknowledgement of participation as a speaker at the Event, the honorarium and covered expenses set forth in this agreement are Speaker’s entire compensation for the rights granted herein, and Speaker will receive no other compensation or royalty from ANFP or the chapter in connection with the Presentation.

Speaker hereby represents that (i) the content of the Presentation and Handouts is accurate to the best of Speaker’s knowledge; (ii) the Presentation and Handouts are Speaker’s own original work, and for anything that is not Speaker’s original work Speaker has obtained permission to use such material from

the copyright owner, and the Presentation and Handouts will not infringe on any personal or property rights of any other person or organization; (iii) the Presentation will be educational in nature and will not include a sales pitch for any product or service; and (iv) the Presentation and Handouts do not contain any materials which are slanderous or disparage the products or services of any person or organization. ANFP does not endorse, nor shall it be implied that there is any endorsement for any products or service provided by Speaker. Speaker hereby indemnifies and holds ANFP and the chapter harmless from and against any and all claims, expenses (including reasonable attorneys’ fees), and liability whatsoever arising, directly or indirectly, out of a breach of the foregoing representations. Speaker is authorized to sign this release on behalf of Speaker and/or Speaker’s company.

Your name and contact information will be automatically added to the ANFP Chapter “Program Resource Guide” which lists you as a potential speaker for chapters unless you indicate otherwise.

**Cancellation**

Once this letter of agreement is signed, if Speaker must cancel for any reason, Speaker must contact [INSERT NAME OF CHAPTER CONTACT] immediately, so that the chapter can determine the appropriate plan of action. The chapter reserves the right to cancel Speaker’s session or the Event with written notice to Speaker as soon as

reasonably practicable. If Speaker cancels, ANFP shall not be liable for any expenses, costs or damages incurred by Speaker in connection with the Event.

**CONTRACTING WITH EXHIBITORS/SPONSORS**

Chapters that host exhibit or vendor shows should have a contract in place with exhibitors and sponsors. This ensures there is no conflict of interest with companies exhibiting or sponsoring events or functions at the meeting/event. It also protects the chapter in situations of cancellation and liability and addresses other important areas such as selling on the exhibit floor and space assignment.

Chapters should consider adding in the below clauses/language in their exhibitor contract if not already included.

**Exhibitor Contract Language**

**Exhibitor/Sponsor Application and Contract**

**[INSERT EVENT DATES]**

**[INSERT NAME OF LOCATION/VENUE]**

[INSERT ADDRESS]

[INSERT CITY AND STATE]

All applications for space must be submitted on the contract form provided by chapter. Mail, fax, or e-mail application along with payment for total booth costs to: CONTACT NAME AND MAILING ADDRESS.

SPACE ASSIGNMENT DATE: Space assignments will be made in MONTH YEAR after full payment by Exhibitor.

**Company**

**Address City State Zip**

**Website Phone FAX**

**Primary Representative Name: Email**

**Phone Onsite Phone**

**Description of Products/Services Exhibiting *(must be products, equipment, and/or services related to the foodservice industry)*:**

***No other products or services may be exhibited without prior written approval of the Chapter.***

**Publicity: How would you like your company listed in promotional materials?**

**Name Website**

**Phone Email**

**Exhibit Space Fees**

**$\_\_\_\_\_ before \_\_\_\_\_\_[date]\_\_\_\_\_\_\_; $\_\_\_\_\_\_\_ after that date**

**Includes *[Example: 6’x6’ exhibit space with 1 table and 1 chair]***

***[Insert anything additional that chapter provides etc.]***

**Sponsorship and Fees**

***[INSERT HERE ANY SPONSORSHIP OPPORTUNITIES THAT CHAPTER OFFERS. IF NONE, DELETE THIS SECTION UP TO “EXHIBIT HOURS”. IF SPONSORSHIP IS OFFERED, YOU MAY SELECT FROM AMONG THE FOLLOWING OR INSERT YOUR CHAPTER’S SPECIFIC LANGUAGE.]***

* Listing Sponsor in program materials and promotional items for the event
* Announcing Sponsor’s name during the event
* Sponsor will be displayed on-screen or announced as a level sponsor during the event or function
* Sponsor will be permitted to place its own samples or marketing materials (provided at Sponsor’s expense and Sponsor must provide an item for each attendee) in attendee bags. Estimated number of attendees:
* Sponsor’s name on signage at the event

Sponsor will make a payment of $ to chapter for support of chapter (“Sponsorship”).

Sponsor will be acknowledged using language that is appropriate for sponsorship acknowledgements as defined by the Internal Revenue Service. Sponsors may include name, logo, website, email, and phone number, but no comparative language or anything that may be construed as advertising. For example, language such as the following will be used: “Thank you to our sponsor, [Sponsor Name]” or “[CHAPTER NAME] acknowledges the support of [Sponsor Name] as our event Sponsor.”

If Sponsor requests, chapter may include Sponsor’s logo with the use of Sponsor’s name on any acknowledgements. Sponsor hereby grants to ANFP and chapter permission to use Sponsor’s Logo solely in connection with such acknowledgements.

Sponsor acknowledges and agrees that its sponsorship of chapter is non-exclusive and other companies may be providing sponsorship as well.

All Event Details and Terms outlined below apply to Sponsor.

**Exhibit Hours** *[example schedule]*

Friday \_\_:\_\_ \_m – \_\_:\_\_ \_m Exhibitor Set-up; must be setup and ready to go by \_\_:\_\_ \_m

Friday \_\_:\_\_ \_m – \_\_:\_\_ \_m EXHIBIT HALL OPEN

Saturday \_\_:\_\_ \_m – \_\_:\_\_ \_m EXHIBIT HALL OPEN

Sunday \_\_:\_\_ \_m – \_\_:\_\_ \_m EXHIBIT HALL OPEN

Sunday \_\_:\_\_ \_m – \_\_:\_\_ \_m Exhibitor Tear-down; must be cleared/cleaned up by \_\_:\_\_ \_m

**Event Details and Terms:**

* Allocations of space will be made on a first response basis. Application **does not** guarantee space until full payment is made and application is accepted by chapter.
* All materials placed within an Exhibitor’s assigned space are the responsibility of that exhibitor. Badges are required for all booth personnel. No minors allowed. No unauthorized personnel allowed. Chapter may refuse to admit or may eject any unauthorized person or any person causing disturbance.
* Space is not to exceed [example: 6’x6’,8’x8’]. Aisles must be kept free of equipment, displays, etc. No sharing or subletting of space. No distracting or disruptive materials or demonstrations allowed. Exhibits must be staffed at all times or be subject to removal without refund.
* All sales and promotional activity must be confined to Exhibitor’s own assigned space. Non-exhibiting companies are not permitted to sell or promote either on or outside the exhibit floor.
* Exhibitors may not enter another exhibitor’s assigned space or photograph/videorecord without prior written permission of the other exhibitor.
* Chapter reserves the right to assign or change exhibit space at any time.
* Shipping is Exhibitor’s full responsibility at their own risk and expense.
* Exhibitor Hall will be locked at night. However, ANFP/chapter does not guarantee security of your items. Exhibitors are responsible to obtain all insurance necessary to cover their businesses, persons, property, and activities in the exhibit hall.
* Exhibitor/Sponsor acknowledges and agrees that the chapter, the Association of Nutrition & Foodservice Professionals, and their respective volunteers, staff, and representatives are not responsible for any theft, loss, damage or injury to any property or person occurring in the exhibit hall or the hotel/resort facilities, and Exhibitor/Sponsor hereby waives and releases any claims Exhibitor/Sponsor may have for any and all such loss, damage, or injury.
* Exhibitor/Sponsor assumes responsibility for, and hereby indemnifies the Association of Nutrition & Foodservice Professionals, the chapter, the event venue, and their respective volunteers, staff, and representatives from and against, any and all damages, injuries, claims and expenses (including attorneys’ fees and courts costs) arising out of Exhibitor’s/Sponsor’s use of the exhibit space and Exhibitor’s/Sponsor’s actions in connection with the event.
* Exhibitors may cancel or withdraw in writing before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Cancellation will result in a cancellation penalty of 50% to be retained by chapter for administrative purposes. Absolutely no refunds will be given for cancellation or no-shows after \_\_\_\_\_\_\_\_\_\_\_\_\_. Sponsors may not cancel at any time. Companies with delinquent invoices due to ANFP or the chapter may be denied exhibit space or sponsorships until outstanding balances have been paid in full.
* If you need electricity in your exhibit, a $\_\_\_\_ fee is charged by the venue.
* Exhibitors selling products are responsible for being familiar with and for complying with [INSERT NAME OF STATE] state sales tax regulations.
* Chapter may dispose of any goods or products left in the exhibit hall after teardown.
* Chapter reserves the right to refuse rental of exhibit space to any company whose display of goods and/or services does not support the purposes of the chapter or is not in the best interests of the chapter or in keeping with the character of the event. Chapter further reserves the right to not sell exhibit space to any for-profit or non-profit organization whose programs, products, and/or services, in whole or in part, compete with ANFP programs, products, and/or services.
* No private events may be held at any time that conflict with chapter functions or the exhibit hall.
* Exhibitor’s/Sponsor’s overnight lodging, if necessary, is at Exhibitor’s/Sponsor’s own expense. Exhibitor/Sponsor is responsible for reserving their own sleeping accommodations with the hotel/resort.
* Chapter may cancel the event without liability to Exhibitor/Sponsor due to events such as fire, any force majeure, public emergency, pandemic/public health risk, strike or any law or regulations of public authority, or other reason beyond the chapter’s control which makes it impossible or impractical to hold the event. If the event is cancelled, chapter will return a portion of the fee for exhibit space consisting of payments received for exhibit space less a proportionate share of actual expense incurred in conjunction with the production of the event. Return of payment(s) for sponsorship fees will be less a proportionate share of sponsorship benefits received through date of cancellation. Chapters may offer to Exhibitors and Sponsors

the opportunity to redirect their paid fees toward other marketing opportunities at the discretion of the chapter. The chapter (and ANFP) shall have no further obligation to Exhibitors and Sponsors.

* Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by the Americans with Disabilities Act, as amended (“ADA”) and with any regulations implemented by the ADA; and (ii) that it shall indemnify ANFP and the chapter from any and all claims and expenses, including attorneys’ fees and litigation costs, that may be incurred by or asserted against ANFP or the chapter for Exhibitor’s breach of this paragraph or non-compliance with any provisions of the ADA.
* Exhibitors, Sponsors, and their representatives attending hereby grant the chapter and its representatives’ permission to photograph and/or record them at the event and distribute (both now and in the future) the attendee’s image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.
* All decisions over interpretation of the Event Terms and Details and any matters and questions not covered in this Application and Contract are at the sole discretion of the chapter.
* Application and Contract must be accompanied by full payment in check form.
* This Application becomes a valid and binding contract on Exhibitor/Sponsor after acceptance by chapter.

Please reserve Exhibit Space as follows:

 \_\_\_\_ $\_\_\_\_\_ if applying before \_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ $\_\_\_\_\_ if applying after \_\_\_\_\_\_\_\_\_\_\_

*[Insert any other applicable fees or costs, e.g., electrical, special rates, lunch, etc.]*

Total Sponsorship Fees: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total due to chapter: $\_\_\_\_\_\_\_\_\_\_\_\_

Commitment:

By signing below, Exhibitor/Sponsor understands and agrees to the terms of this Application and Contract and represents that the person signing below is authorized to sign, and bind the Company to, this Application and Contract.

Signature X Date

Print Name:

Title:

**Please return ALL PAGES of this Application and Contract as soon as possible, but no later than XX business days prior to the Event**. Exhibit space is reserved on a first response basis. Application is not complete until payment is received.