



## EXHIBITOR CONTRACT & PAYMENT INFORMATION

**Invoice #: BS-873 (Tax ID: 52-2286654)**

This AGREEMENT is made by and between BizSummits LLC (hereafter BizSummits) at 1200 Abernathy Rd 17th Floor, Atlanta, GA 30328 and the Exhibitor (hereafter "Exhibitor")

\_\_\_\_\_ **Company Name**  
**Address** \_\_\_\_\_

For exhibition at the following event(s): \_\_\_\_\_ **City**

*General Exhibitor Terms are included in this agreement and attached.*

**Write in Sponsorship Level** \_\_\_\_\_

Contact Responsible for Booth:

Best Phone: \_\_\_\_\_ Best Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Trade Name if different: \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Return to: BizSummits, c/o Shelly Fitzgerald [shelly@techsummits.org](mailto:shelly@techsummits.org) or fax 770-518-1637 or  
by check to: BizSummits, 1200 Abernathy Rd 17th Floor, Atlanta, GA 30328.**

### Card Payment by Fax or Email

Credit Card: \_\_\_\_\_ Expires (mm/yy): \_\_\_\_\_ Security Code: \_\_\_\_\_ (usually 3 digits)

Type (Visa/Master/Amex): \_\_\_\_\_ Billing Phone: \_\_\_\_\_

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

Name on Card: \_\_\_\_\_

Billing Address (if different than above): \_\_\_\_\_

Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments:



## **General Exhibitor Terms**

**Payment Terms:** Failure of Exhibitor to make full payment by the payment due date shall entitle BizSummits at its option to cancel this Agreement without notice and Exhibitor shall remain liable for any unpaid balance. A \$25.00 charge will be assessed for any check returned by the bank and all other fees for a returned check will be.

**Exhibit Set-Up:** Exhibitor's Display may be set up on the set-up the morning of the event one hour in advance to event opening.

**Dismantling & Removal:** Exhibitor's Display shall not be removed until closing of the event. No early breakdowns allowed. Overhead spaces remain under the control of the hotel or facility, and no signs, decorations, banners, advertising matter or exhibits will be permitted in those areas except by written permission of the Committee.

**Exhibitor Conduct:** All Exhibitors and their personnel must remain within the confines of their own Spaces and no Exhibitor will be permitted to erect signs or display products obstructing the view, occasion injury or disadvantageously affect the display of other Exhibitors. All demonstrations and distribution of circulars and promotional material must be confined to the limits of the Exhibitor's booth. Exhibits which include the operation of musical equipment or instruments, radios, sound motion picture equipment, public address systems, or any noise making machines must be operated so that the noise resulting therefrom will not annoy or disturb adjacent Exhibitors and their patrons, and must be approved by the Committee. Exhibitors are required to have their exhibit Space neat and orderly at all times. An attendant must remain within Exhibitor's Space during all Exhibition Hours. No Exhibitor shall provide to the public any food or beverages without the written permission of the Committee. All personnel shall conduct themselves in a professional manner and shall not be under the influence of alcohol or drugs. Excluding certified trained service dogs, no pets shall be permitted within the Facility.

**Booth Occupancy:** Exhibitor's Space is to be used solely by Exhibitor and no portion can be sublet or assigned without the prior written permission of the BizSummits.

**Cancellation of Contract:** If this agreement is canceled by Exhibitor for any reason, or by BizSummits because of an Exhibitor's default or violation of this agreement, monies paid to BizSummits by Exhibitor shall be retained as follows: If cancellation occurs 45 days or more before the start of the show, BizSummits shall retain 25% of the total rental cost of the Space (s) and return the balance to the Exhibitor. If cancellation occurs within 45 days of the show, the entire rental paid to date by Exhibitor shall be retained by BizSummits. BizSummits has the right to delay events due to inclement weather or facility issues and will reschedule them at the soonest practical date.