



TO: Potential Exhibitor

FROM: Mary Ann Obos
Program Administrator
Phone: (850) 561-5626
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Email: mobos@floridabar.org

RE: **2017 Real Property, Probate & Trust Law Section Annual Convention**

Dear Potential Exhibitor:

We are planning for the 2017 Real Property, Probate & Trust Law Annual Convention which will take place this year at the Hyatt Regency Coconut Point in Bonita Springs, Florida from Thursday, June 1, 2017 to Sunday, June 4, 2017. Now is the time to take advantage of this opportunity to market your services or products to Florida's leading real property, probate and trust law attorneys. Thursday, June 1 will have numerous committee meetings throughout the day with traffic flow through the exhibitor hall. Friday, June 2 will consist of a CLE seminar and further committee meetings.

The cost for exhibit space is detailed below. This fee includes one (1) 6' draped table, two (2) chairs, breakfast and lunch for two (2) booth representatives on both Thursday and Friday, as well as two (2) complimentary valet parking passes. The hotel will separately bill you a drayage charge for your exhibit display if you ship it to the hotel. Electricity and internet can be provided by the hotel for an additional charge. Please do not bring any displays that will not fit a 6' table. Due to space limitations, only table top exhibits are allowed.

\$1,650.00 **Rate for non-sponsors of the RPPTL Section # 8180566**

\$1,400.00 **Discounted Rate for existing sponsors of the RPPTL Section # 8180567**

Exhibit space will be assigned on a first-come, first served basis, upon receipt of the completed contract and payment. Exhibit space cannot be reserved by telephone. Payment must be made in full before assignment of space is given.

I look forward to working with you and if you need additional information or have questions, please call or e-mail me at your convenience. As there are limited exhibit booths, please respond quickly. If you would like more information about becoming a sponsor of the RPPTL Section, please let me know.

CONTRACT FOR SPONSORSHIP & EXHIBIT SPACE

The Florida Bar Real Property, Probate & Trust Law Section presents
2017 Real Property, Probate & Trust Law Section Annual Convention
at the Hyatt Regency Coconut Point
Exhibition Days are June 1st and 2nd 2017

Subject to the Rules and Regulations contained on page three of this contract and in consideration of the sponsorship fee, we hereby agree to sponsor and exhibit during the 2017 Real Property, Probate and Trust Law Section Annual Convention.

Pursuant to this contract, sponsorship includes sponsor signage at the event, recognition in the on-site program and one 6-foot skirted table, two chairs, breakfast and lunch for two booth attendees on Thursday and Friday, and two complimentary valet parking passes.

INSTALLATION, EXHIBITING HOURS AND BREAKDOWN OF EXHIBITS:

Wednesday, May 31, 2017	3:00 p.m. - 5:30 p.m.	Exhibit Set-up (Subject to change)
Thursday, June 1, 2017	8:30 a.m. - 5:00 p.m.	Exhibit Hours
Friday, June 2, 2017	8:30 a.m. - 5:00 p.m.	Exhibit Hours
Friday, June 2, 2017	5:00 p.m. - 6:00 p.m.	Exhibit Tear Down

___ \$1,650.00 **Rate for non-sponsors of the RPPTL Section # 8180566**

___ \$1,400.00 **Discounted Rate for existing sponsors of the RPPTL Section # 8180567**

___ \$ 400.00 **Additional Booth Attendee tickets # 8180568**

Exhibits are limited to one 6-foot table. Tabletop displays only. No floor displays are permitted.

PLEASE PRINT NEATLY:

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ CONTACT E-MAIL: _____

CONTACT PHONE: (____) _____

BOOTH REPRESENTATIVES:

REP 1 NAME: _____ REP 1 E-MAIL: _____

REP 1 PHONE: (____) _____

REP 2 NAME: _____ REP 2 E-MAIL: _____

REP 2 PHONE: (____) _____

ADDITIONAL RPPTL CONVENTION BOOTH ATTENDEES: (\$400 PER PERSON) # 8180568

REP 3 NAME: _____ REP 3 E-MAIL: _____

REP 3 PHONE (____) _____

REP 4 NAME: _____ REP 4 E-MAIL: _____

REP 4: PHONE (____) _____

Please describe in 25 words or less your company's service and/or equipment. This copy will appear in the On-Site Program.

This agreement is irrevocable and becomes effective when signed by a representative of The Florida Bar. In the event of fire, strikes, or other uncontrollable circumstance, The Florida Bar shall determine the amount of exhibit fees to be refunded.

Signed _____ Date _____

Printed Name _____

PAYMENT INFO

Payment Method:

We will be paying by check. Check number: _____ * Mail the completed contract, with check made payable to: The Florida Bar, 651 East Jefferson Street, Tallahassee, FL 32399-2300. Space will not be reserved until full payment is received.

We will be paying by credit card. I have completed the contract and payment information below.

Items Requested:

____ \$1,650.00 Rate for non-sponsors of the RPPTL Section # 8180566
____ \$1,400.00 Discounted Rate for existing sponsors of the RPPTL Section # 8180567
____ \$ 400.00 Additional Booth Attendee tickets # 8180568

Credit Card Information:

COMPANY NAME: _____

CONTACT PERSON NAME: _____

MAILING ADDRESS: _____

CITY / STATE / ZIP: _____

CONTACT PHONE: _____

CONTACT E-MAIL: _____

Total to Be Charged to Credit Card: _____

MasterCard VISA Discover American Express

PLEASE NEATLY PRINT LARGE LETTERS & NUMBERS

Card Number: _____

Expiration Date: _____ / _____ (Month / Year)

Billing Zip Code: _____

Name on Card: _____

Signature: _____

Return Completed Forms to: fax # (850) 561-9413

SPONSORSHIP/EXHIBIT RULES AND REGULATIONS

1. **AUTHORIZED REPRESENTATIVES:** All applicants for exhibit space must be an authorized representative of the company for whom he/she is making application, and agrees to display only the products or services the company represents.
2. **ASSIGNMENT OF DISPLAY SPACE:** Booth assignment will be made according to date of receipt of contract at The Florida Bar office. Applicants are requested to select four booth preferences. In the event all four locations are committed, The Florida Bar reserves the right to assign space as close as possible to the original choice by the exhibitor. The Florida Bar reserves the right to refuse any or all applicants for space, which in the opinion of The Florida Bar is not suitable or does not comply with Florida Bar Standing Policy 11.50.C.
3. **INSURANCE:** According to Florida Bar Standing Policy 11.50(g), proof of liability insurance must be provided by all vendors prior to the exhibition date. The required proof of liability insurance must be furnished to The Florida Bar by May 19th 2017 or this contract will be considered cancelled and the exhibit fee forfeited by exhibitor.
4. **EXHIBIT SPACE AGREEMENT:** The exhibit space rented is to be used solely by the exhibitor whose name appears on the contract for exhibit space and it is agreed that said exhibitors will not sublet or exhibit any portion of same without the written consent of The Florida Bar. Each exhibitor is entirely responsible for the booth space rented and has sole responsibility for repair and maintenance of the exhibit space rented including the sole responsibility of keeping said exhibit space free from any condition which might be dangerous to persons coming upon the premises.
5. **DECORATOR SERVICE (if applicable):** All booth frames and draping shall be constructed and supplied by the Decorator Service. Upon confirmation and payment of booth rental fees, a Decorator Service Packet will be sent to the exhibitor (if applicable). Any exhibitor desiring special furnishings, electricity, phone service, or shipping information, must contract for and indicate these requirements on the forms supplied by the Decorator Service.
6. **PAYMENT:** Full payment must be received with the signed contract by May 19, 2017. A deposit is not required, but the rental fee must be received before booth numbers can be confirmed. Checks should be made payable to The Florida Bar.
7. **REFUND:** In the event it is necessary for an exhibitor to cancel, the amount of payment less a \$100 administrative fee will be refunded, provided such written notice of cancellation is received by The Florida Bar on or before May 19, 2017.
8. **EQUAL EMPLOYMENT POLICY:** By entering into this contract with The Florida Bar, exhibitor hereby represents that it does not and agrees that it will not unlawfully discriminate against any person because of age, sex, sexual orientation, race, creed, religion, national origin or disability and that it will take positive steps to assure equal opportunity.
9. **SECURITY:** Security for the exhibit area will not be provided outside any routine security already provided by the hotel. Please do not leave valuables at the exhibit booths when exhibitors are not personally present. The Florida Bar and its employees will not be responsible for any loss, theft or damage that may rise to any exhibitor from any cause whatsoever or from injuries that may occur to exhibitors or their employees.
10. **INSTALLATION AND DISMANTLING RULES:** The unpacking, erection, assembling, dismantling, and packaging of displays and equipment may be done only by full-time employees of the exhibiting company.
11. **COPYRIGHT OR OTHER INTELLECTUAL PROPERTY AUTHORIZATIONS:** The exhibitor shall be solely responsible for any necessary licenses or consents regarding copyright, patent or other intellectual property or privacy right implicated by or arising from exhibitor's activities while at The Florida Bar Real Property, Probate & Trust Law Section's Convention. Exhibitor further agrees to indemnify, defend and hold The Florida Bar harmless from and against any claim of liability, loss, costs or damages, to include litigation expenses and attorneys' fees, involving exhibitor's failure to obtain such authorization. If The Florida Bar, as organizer and producer of this event, is required by any licensor to secure such authorization for exhibitor's benefit, then exhibitor agrees to notify the Bar in a reasonable time and manner of such fact and to reimburse The Bar for all fees paid in furtherance of such license. If The Florida Bar is required or reasonably determines the necessity to secure such authorization for an exhibitor's benefit, then the exhibitor shall notify the Bar in a reasonable time and manner of such fact and to reimburse The Florida Bar for all fees paid in furtherance of such license.
12. **LOCAL, STATE AND FEDERAL TAXES:** The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implications arising from activities while an exhibitor at The Florida Bar Real Property, Probate & Trust Law Section's Convention. This document may be shared with local, state, or federal taxing authorities for their inspection and copying.
13. **REGULATIONS/RESPONSIBILITY:** All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. All display material must be flameproof and subject to inspection. No combustible material is allowed in the hotel. No signs or other articles are to be fastened to walls or electrical fixtures. Use of tacks, scotch tape, nails, or any tools or materials which could mar the floors or walls is prohibited. The Florida Bar and the hotel management reserve the right to limit or restrict exhibits which because of noise or other reason may be considered objectionable, and also to close without indemnity or any liability to an exhibitor, after due notice, all exhibits not so conforming. The exhibitors shall at all times abide by any and all regulations and requirements of the hotel restricting exhibits or any matter connected herewith.
14. The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the Hotel, agents, servants and employees from any and all such losses, damages and claims.
15. Any space not occupied by 5:00 p.m. on Thursday, June 1, 2017 will be forfeited and may be reassigned by The Florida Bar without refund unless arrangements for delayed occupancy have received former approval from The Florida Bar. No cases or packing materials should be left in the aisles or booths after opening.