

# Exhibitor Application Form

## ACI Fall 2010 Convention

October 24-28, 2010

David L. Lawrence Convention Center  
Pittsburgh, PA

Key Contact Name \_\_\_\_\_

Company/ Organization \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Will you be representing the company at the ACI Fall Convention? \_\_\_\_\_ YES \_\_\_\_\_ NO

If no, who will be representing your company? On Site Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### **Booth Selection & Assignment**

Booths are assigned based on a point system. Every effort will be made not to place competitors next to one another. Confirmation of booth number will be sent to the Key Contact and On Site Contact within 30 days of receipt of application by ACI Event Services.

Please provide your top five booth choices:

1<sup>st</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

### **Description of Organization and Nature of Exhibit**

This will be published in the convention program book. Please limit to 50 words or less:

### **Payment**

Payment of \$1600.00 included with the application form and returned no later than **August 13, 2010** will reserve your exhibit space.

Please make the check payable to ACI Pittsburgh Area Chapter and send to:

ACI Fall 2010 Convention  
P.O. Box 86  
Zelienople, Pa. 16063

### **Cancellation**

An administrative fee of 50% of the exhibitor fee will be charged for any cancellation occurring within 60 days of the convention start date of August 24, 2010. If ACI cancels the convention due to circumstances beyond their reasonable control, ACI shall refund to each exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred. Circumstances include Acts of God such as war, government regulations, civil disorders, transportation disruption, work stoppage, terrorist act within 250 miles of destination, disaster including fire, flood, tornado and hurricane, and entire or partial destruction of the venue.

### **Insurance**

The Exhibitor understands that the ACI Pittsburgh Area Chapter, American Concrete Institute, or Hotel does not maintain insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

### **Indemnification**

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to Exhibitor's displays, equipment, or other property brought upon the premises of the Hotel and agrees to indemnify, defend and hold harmless the ACI Pittsburgh Area Chapter, American Concrete Institute, the Hotel, and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Hotel premises excluding any liability caused by the negligence of the ACI Pittsburgh Area Chapter, American Concrete Institute, or the Hotel or its owners, servants, agents, and employees.

### **Americans with Disabilities Act**

All parties shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act and the Act's accompanying regulations and guidelines (collectively the "ADA"). The venue shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by ACI provided ACI gives the venue reasonable advance notice about the special needs of any attendees of which ACI is aware. Exhibitor 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 venue.

**Booth Construction**

Exhibit materials may not extend past the allotted 10' x 10' area.

**Care of the Venue**

Exhibitor shall promptly pay for any and all damages to the venue or booth equipment of the property of others caused by the exhibitor.

**Forced Freight**

Materials not packed and picked up by the end of the designated move-out time will be considered forced freight. The general service contractor will assume responsibility for forwarding that freight to the exhibitor. Exhibitors will be responsible for the costs to break down, package and ship that freight.

**Move-in**

If you foresee a problem with moving in during the designated move-in hours, please call **Katie Kucher** at 248-848-3785 or [Katie.Kucher@concrete.org](mailto:Katie.Kucher@concrete.org) to make alternate arrangements. **Please note that if you need assistance from the service contractor at alternate times, you will incur charges.** Exhibitors who have not made prior arrangements and have not set up at the end of move-in may not be permitted to set their booth.

**Move-out**

**Please do not breakdown before the end of the show hours.** ACI schedules labor based on the show closing time. **No adjustments to the scheduled labor, delivery of storage materials and acceptance of bills of ladings will be made for an exhibitor that breaks down prior to show closing.** Exhibitors who breakdown before the end of the show will forfeit their points earned for that show.

**Manning Your Booth**

ACI only requires that materials be readily available to be picked up by attendees during the show hours. ACI does NOT require that exhibitors be in their booth at all times. Those manning the booths can attend the sessions and committee meeting.

**Sales on Exhibit Floor**

Exhibitors may sell or take orders for any concrete related product only in their booth. Only the ACI Bookstore may sell publications/documents. Any exhibitor found to be selling publications/documents on the show floor or unrelated product to the concrete industry will be given a verbal warning for the first offense, written warning for the second offense and immediately requested by ACI staff to leave the show floor on the third offense.

**Security**

The American Concrete Institute provides overnight security only. Exhibitors should remove from their booth all items of value that can be easily taken at the end of each day. The ACI Pittsburgh Area Chapter, American Concrete Institute and the venue are not responsible for lost or stolen items.

**Storage**

Combustible materials such as crates and boxes are limited to a ONE DAY SUPPLY on the exhibit floor. Storage of combustible materials behind booths is prohibited. The fire marshal will inspect prior to the show opening. Exhibitors must remove any items which the fire marshal deems a fire hazard. Failure to do so will result in delaying the opening of the show and you may be removed from the exhibit floor.

**Suitcasing**

Attendees or exhibitors found to be "suitcasing" (soliciting business in aisles or booth of another exhibitor) will be asked by staff to leave the show floor immediately and will forfeit all points earned for that show.

**Acceptance**

I have read, understand, and agree with the statement above:

**Please sign the following in order for your exhibitor application to be accepted.**

Printed

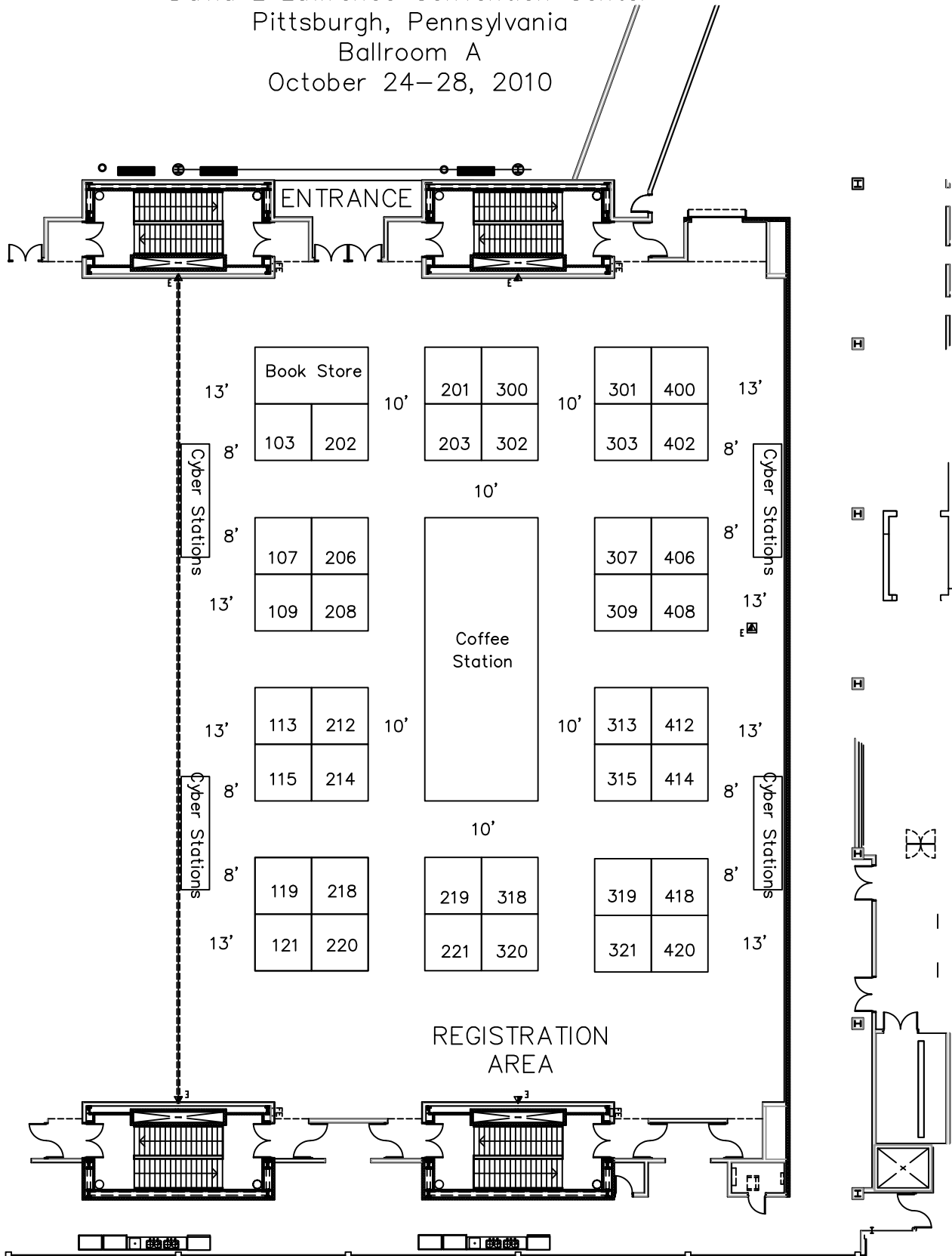
**For American Concrete Institute Use Only**  
# of Points \_\_\_\_\_  
Booth # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

AMERICAN CONCRETE INSTITUTE  
 David L Lawrence Convention Center  
 Pittsburgh, Pennsylvania  
 Ballroom A  
 October 24–28, 2010



Please note: Every effort has been made to ensure the accuracy of all the information contained on the floorplan. However, no warranties are made with respect to this floorplan. If the location of building columns, utilities or other architectural components of the building is a factor in the construction or usage of an exhibit. It is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

Prepared by:  
 General Exposition Services, Inc.  
 Info@generalexposition.com  
 38= 10 x 10 Booths  
 10.07.08 LF