

**SOUTHEASTERN ASPHALT USER / PRODUCER GROUP
CONTRACT FOR EXHIBIT SPACE**

Baton Rouge, Louisiana

Exhibit Dates: November 19-21, 2019

With this memorandum of agreement, dated _____, 2019, between the Southeastern Asphalt User / Producer Group, hereinafter known as SEAUPG, and

Exhibitor's Company Name

Street / Mailing Address

City/State

Zip

Phone

Fax

E-Mail

(hereinafter known as "Exhibitor")

Exhibitor's Representative Contact (Primary)

1) _____
Representative (Exhibit Attendant)

2) _____
Representative (Exhibit Attendant)

SPACE FEE: (10ft wide by 6-8ft deep)

SEAUPG Member: \$950 (includes 2 (Two) registrations).

NON-MEMBER Exhibitor: \$1,200 (includes 2 (Two) registrations).

Additional Booth Attendants beyond 2 (Two) included in above Fees: \$ 275 Member / Non Member.

Please list additional attendants / attendees with your company below:

1. _____ Email: _____
2. _____ Email: _____
3. _____ Email: _____
4. _____ Email: _____

Form of Payment: (Payment must accompany this form or be received by November 1st if being faxed)

Check: _____ Credit Card Type: ___ Visa ___ MC

Card Number: _____ Exp.Date: _____ 3-digit code: _____

Billing Address: _____

City/ State/ Zip _____

Name on Card: _____

Signature: _____

Please Charge the Above Credit Card / Send Invoice for: \$ _____ / Purchase Order # _____
(if required for payment)

By signing and dating this form you agree to accept and abide by the Rules and Regulations as outlined on pages 2 and 3.

Exhibitor Name

Signature

Date

Fees, Form of Payment or Invoice Request must accompany this Contract and Rules & Regulations in order to be guaranteed a space.

Please Mail, Fax or Email:

SEAUPG

P.O. Box 1067

ARKADELPHIA, AR 71923

OR FAX to: **870-245-5689**

PHONE: **870-245-5665** / jillrbaum@msn.com

**SOUTHEASTERN ASPHALT USER / PRODUCER GROUP
RULES, REGULATIONS & CONTRACT
Hilton Baton Rouge Capitol Center
Exhibit Dates: November 19-21, 2019**

All Exhibitors displaying at the 2019 Southeastern Asphalt User / Producer Group (SEAUPG) Annual Meeting are required to comply with the following Official Rules and Requirements below:

MANAGEMENT: The word “**Management**” used herein shall mean the Southeastern Asphalt User / Producer Group (SEAUPG) acting through its staff, Jill R. Baumgardner, acting for it in the management of Exhibits.

LOCATION & EXHIBIT HOURS: The 2019 SEAUPG Annual Meeting being held at the.
Exhibits Set-up: To be completed by 5:00 PM prior to the Opening Night Reception on **Tuesday, November 19**, since reception will be in vicinity of exhibits. **TEARDOWN of exhibits: Thursday, November 21.**

REGISTRATION OF EXHIBITORS: Registration for Exhibitor (see form) includes registration for two representatives. Additional registration fee is required for additional attendants. Membership will be verified for member exhibitor.

STANDARD EXHIBIT EQUIPMENT: Exhibit Space is approximately 10’wide by 6-8’deep depending on space available). Fee includes: 8 ft. high back drapes, 3 ft. side pipe/drape, 6 ft. skirted table, wastebasket, & chairs. Set up and dismantle of exhibitor equipment is responsibility of exhibitor unless other arrangements are made by exhibitor.

ELECTRICAL: will be providing electric 110 volt outlet to your space. Electric request form will be included in packet.

AUDIO VISUAL (AV): AV equipment can be rented by the exhibitor through the hotel’s in-house AV company which can supply AV equipment rental needs separate from the exhibit rental agreement with SEAUPG.

INSURANCE / LIABILITY: The Exhibitor agrees to make no claim for any reason whatsoever, against SEAUPG Management or Hotel, for loss, theft, damage, or destruction of goods, not for injury to the Exhibitor or its employees while in the exhibit area. **Neither SEAUPG Management nor the Hotel shall be held responsible for the safety of exhibits in transport, or otherwise against robbery, mysterious disappearance, fire, accident or any destructive cause, nor for accident to Exhibitors, their employees or their property. Neither SEAUPG nor the Hotel maintains insurance covering Exhibitors’ property; therefore, it is recommended Exhibitors shall carry liability and property damage insurance of their own.**

The Exhibitor shall hold SEAUPG and Hotel harmless from any claims, expenses, damages, or liabilities resulting in damage to the Hotel, its guests, agents or employees caused by or arising out of the actions of the Exhibitor or any of its employees, agents or representatives.

CANCELLATIONS: Notification of cancellation must be received in writing (email, fax or postmaster), by SEAUPG Management no later than November 1, 2019 for Exhibitor refund **less 25% cancellation fee** (After this date refunds less cancellation fee will only be refunded if space is re-sold).

DEFAULT OF OCCUPANCY: Any exhibit space not occupied by: 6:00 PM on Tuesday, November 19 or by 8:00 AM on Wednesday, November 20, will be assumed forfeited by the Exhibitor. The Exhibit space may be re-sold, reassigned or used by SEAUPG without refund.

DAMAGES: Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the Hotel building or furniture. **No flammable** fluids or materials of any nature, including decorative materials, used of which is prohibited by the National, State or City regulations, may be used in any indoor exhibit space. Possession, display, use or demonstration of any devices or materials containing radioactive or hazardous substances or using X-rays is prohibited unless prior written approval is obtained from local and state government authorities and SEAUPG Management.

SAFETY DEVICES: The Exhibitor agrees to accept full responsibility for compliance with National, State, and City safety and fire regulations and do provide and maintain adequate safety devices on all display and exhibit materials. Pictures or controlled sound equipment will be permitted.

AMENDMENTS / REGULATIONS: All matters and questions not covered by these regulations are subject to the decision of SEAUPG. SEAUPG shall have sole authority to interpret and enforce all rules and regulations, and to make any amendments to the regulations as shall be necessary for the orderly conduct of the exhibits. The Exhibitor agrees that it and its employees will abide by the forgoing rules and by any amendments put into effect by SEAUPG Management.

SEAUPG reserves the right to change meeting dates and sites upon written notice to Exhibitors; and in such event, upon written request from the Exhibitor received within 15 working days from receipt of change notice, **SEAUPG** shall refund to Exhibitor its space fee, without interest, or any other further liability.

SEAUPG reserves the absolute right to cancel exposition and / or the Annual Meeting in whole or part and in such event, SEAUPG shall refund to Exhibitor its space fee, without interest, or any other further liability. In the event of strike, flood, fire, labor disputes, act of God or any other condition or circumstance outside the control of SEAUPG causing cancellation, delay, disruption, or curtailment of the Exposition, either in whole or part, after commencement of the installation of the Exhibits, SEAUPG shall not be held liable, therefore, and the registration and space fees shall not be refunded.

PLEASE KEEP A COPY OF THIS CONTRACT FOR YOUR RECORDS (Fax, email or mail first page with your payment / payment information or request for invoice).

Thank You

Jill R. Baumgardner
SEAUPG
P.O. Box 1067
ARKADELPHIA, AR 71923

PHONE & FAX

870-245-5665
Cell: 601-206-5330
870-245-5689 FAX
Jillrbaum@msn.com

HOTEL INFORMATION:

Hilton Baton Rouge Capitol Center
201 Lafayette Street
Baton Rouge, Louisiana 70801 USA

CUT-OFF FOR RESERVATIONS: OCTOBER 21, 2019

Group Room Rate beginning at:

\$159.00 (plus tax)

Reservations Phone Number: 800-955-6962 or 800-344-5866

Group Code: SEAUP

All Information, Room Reservation link to hotel and forms available online at

www.seaupg.org