



RCI, Inc.  
1500 Sunday Drive, Suite 204  
Raleigh, NC 27607

# International Convention and Trade Show

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## Contract for Exhibit Space

# 2019

Trade Show Dates: March 16-17, 2019 • Rosen Shingle Creek Resort • Orlando, Florida

**AGREEMENT:** The undersigned Exhibitor hereby agrees to lease from RCI, Inc. exhibition space as described below, at the RCI International Trade Show, March 16-17, 2019 at the Rosen Shingle Creek Resort, Orlando, Florida. The exhibition will be held as part of the RCI International Convention and Trade Show, March 14-19, 2019 at the Rosen Shingle Creek Resort, Orlando, Florida. The exhibiting company and its representatives agree to abide by the rules, regulations, and guidelines established by RCI, Inc. Only one company name per exhibit space is permitted.

**TERMS OF PAYMENT: (A 50% DEPOSIT IS REQUIRED WITH THIS CONTRACT.)** This contract and a 50% deposit must be received by RCI to reserve exhibit space. The balance of the exhibit fee is due by December 14, 2018 (90 days prior to the event). A charge of 50% of the total exhibit fee will apply for all cancellations. Cancellations made after December 14, 2018 (within 90 days of the event) will receive no refund.

It shall be Exhibitor's responsibility to ensure that the exhibit space(s) specified in this agreement conform(s) to the show's official floor plan and the rules, regulations, and guidelines established by RCI.

If this agreement and the floor plan do not agree, the floor plan shall govern. Subject to receiving payment as described, the following exhibit space(s) is (are) reserved for you at this time by RCI. It is understood and agreed by the Exhibitor that show management reserves the authority to reassign exhibit space dimension and location at the show. Spaces confirmed are not transferable.

I acknowledge I have read the IAEE Guidelines for Display, Rules & Regulations document that applies to the RCI International Trade Show.

**Exhibit Fees:**

**100 square feet**

\$26.00 per square foot - RCI members\*  
\$30.00 per square foot - Nonmembers

**More than 100 square feet**

\$24.00 per square foot - RCI members\*  
\$28.00 per square foot - Nonmembers

**Selected booth # (s):** \_\_\_\_\_ 1 - 10'x10' booth = 100 sq. ft. | 1 - 20'x20' booth = 400 sq. ft.

**Exhibit fee per sq. ft.:** \$ \_\_\_\_\_ **X total sq. ft.:** \_\_\_\_\_ = **Total exhibit fee:** \$ \_\_\_\_\_

**50% deposit, due with contract:** \$ \_\_\_\_\_

**Balance due by December 14, 2018:** \$ \_\_\_\_\_ **(U.S. dollars only)**

Amount submitted with this contract:

\$ \_\_\_\_\_ A 50% deposit is due with this contract.

**Payment Method:**

- Check (pay to RCI)     Discover  
 Visa     MC     Am Ex

Card# \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name on card: \_\_\_\_\_

3- or 4-digit verification value code: \_\_\_\_\_

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

Name of exhibiting firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Name of person to be contacted on all matters pertaining to your exhibit:

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

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorization:** I am authorized to enter into this agreement on behalf of Exhibitor. By this signature, I agree to abide by the rules, regulations, and guidelines established by RCI, Inc.

Authorized signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*Member Rate Authorization:** RCI members are individuals rather than corporations. To qualify for the member rate, this contract must be associated with a current RCI member employed by the exhibiting company. Associated Member Name: \_\_\_\_\_ | Member No. \_\_\_\_\_