

REEA Sponsor/Exhibitor Application

Conference Location: Hilton Austin, Austin, TX

Conference Dates: June 29-30, 2019

IDW Class Dates: June 27 - July 1, 2019



Company: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Signature: _____

Available Sponsorships

- Platinum Level Conference Sponsor \$10,000
- Gold Level Conference Sponsor \$ 5,000
- Silver Level Conference Sponsor \$ 2,500
- Bronze Level Conference Sponsor \$ 1,000
- Opening Keynote Sponsor ~~\$ 2,000~~
- Closing Dinner Sponsor ~~\$ 2,500~~
- Saturday Lunch Sponsorship \$ 1,500
- Friday Night Welcome Session ~~\$ 1,250~~
- Conference Bag Sponsorship ~~\$ 1,000~~
- REEAWalkers \$ 750
- IDW Lunch Sponsorship (1) \$ 750 ea.
- Conference Break Sponsorships (7) \$ 500 ea.
- IDW Break Sponsorships (2) \$ 300 ea.

REEA has the right to alter and/or add Sponsorship opportunities at any time without notice.

Exhibitor Space for June 29-30, 2019 Only

- Triple Exhibitor Space \$2,500
 - Double Exhibitor Space with Table and Chairs
 - Strategic Location for Maximum Exposure
 - (2) Complementary Full Conference Registration
 - Recognition Signage Displayed
- 2 additional Full Conference Registrations can be purchased at a special rate of \$300/person)
- Double Exhibitor Space \$1,750
 - Double Exhibitor Space with Table and Chairs
 - Strategic Location for Maximum Exposure
 - (2) Complementary Full Conference Registration
 - Recognition Signage Displayed
- 2 additional Full Conference Registrations can be purchased at a special rate of \$300/person)
- Single Exhibitor Space \$950
 - Single Exhibitor Space with Table and Chairs
 - Strategic Location for Maximum Exposure
 - (1) Complimentary Full Conference Registration
 - Recognition Signage displayed
- 1 additional Full Conference Registration can be purchased at a special rate of \$300/person)

(Additional Full Conference Registrations list above can be purchased at a special rate of \$300/per person, any over can be purchased at full registration rate as of the date of submission)

- Unmanned Table Top Display—Full Table \$300
- Unmanned Table Top Display – ½ Table \$150 (For display of material only - No chairs for Vendors to accompany table)

Fax (520)296-6006 or Email your Completed & Signed Application to Kris@REEA.org

Payment Type: MC Visa

Name as shown on card, please print: _____ Authorized Amt to Charge: \$ _____

Company: _____

Credit Card No: _____ Expiration Date: ____/____ Security Code: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Authorized Signature: _____

Mail checks to:

REAL ESTATE EDUCATORS ASSOCIATION

7739 E. Broadway, #337 • Tucson, AZ 85710 • 520-609-2380 • Fax (520) 296-6006

All exhibits and exhibitors are subject to the following regulations. The phrase REEA herein refers to the Real Estate Educators Association acting through its officers, employees or members in the management of the Exhibit Area at the Annual REEA Conference

- 1. Exhibit Sponsorship & Objectives:** Exhibiting at the REEA Annual Conference is meant to supplement the education programs by providing real estate educators/instructors and its members with information about the various types of products and services available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of real estate professionals. REEA reserves the right to refuse space to any applicant who, in the opinion of REEA, is unlikely to contribute to the overall objectives of the Conference.
- 2. Exhibitor Representative Responsibilities:** Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive the Sponsorship/Exhibitor agreements and all relevant materials relating to the Conference and Exhibit Area. The representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to REEA and to other contractors. At least one representative must be at the display during the official hours of the Conference.
- 3. Contract for Space:** This application for Sponsorship/Exhibit space, the notice of space assignment by REEA, and the full payment of rental charges together constitute an agreement for a right to use the space. Applications should be filed promptly and must be accompanied by a full payment for each sponsorship/exhibitor space reserved.
- 4. Arrangements of Exhibits:** All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard exhibit booth provided will consist of an 8' table(s), 2 chairs. No construction or built-up exhibit, including signs, shall exceed the overall height of the back wall, unless approved by REEA.
- 5. Basic Electric Service:** Electricity is not included in the cost of your booth but is available for purchase. There will be a service provider that will provide power for most display needs. All power necessities and requirements are available, and are available upon request.
- 6. Installations:** Exhibits will be installed in Exhibit Area at the Conference Location. Exhibitors may set up between 12-4pm Friday, the day before conference start and prior to 7:30am Saturday, the first day and will run through Sunday, the last day of conference 4:00pm. The exhibit area opens at 8:00am sharp. Exhibitors agree to hold harmless REEA and the Conference Location for any loss or damage to exhibitors' property.
- 7. Dismantling:** The exhibit area officially closes at 4:00pm Sunday, the last day of the conference. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at future events. All exhibits must be removed by 6:00pm on Sunday. Exhibitors will be charged for the removal of any exhibition materials, supplies, or excess debris left.
- 8. Unclaimed Space:** Any space unclaimed by 9:00am on the day of the conference may be reassigned by REEA and any fees paid forfeited. REEA will not be responsible for any expenses incurred by an exhibitor that forfeits space.
- 9. Work Rules:** Help and equipment needed to move, erect or dismantle exhibits the exhibitor's responsibility.
- 10. Use of the Exhibit Space:** No exhibitor shall assign, sublet or share the whole or part of the space allotted without consent of REEA and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular hours of business. No firm or organization not assigned space in the Trade Show will be permitted to solicit business in any manner in the exhibit area.
- 11. Motion Pictures, Sound Devices and Lighting:** All motion picture projections exhibitors must comply with the fire regulations of the County and State in which the Conference is being held and the requirements of the Conference Location. Prior consent of REEA must be received before operating such machinery. Sound equipment approved by REEA must be received before operating such machinery. Sound equipment approved by REEA must be maintained at a level not disturbing to adjacent exhibitors.
- 12. Circulation, Solicitation and Direct Selling:** Distribution by the exhibitor of any printed matter, souvenirs or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. All aisle space belongs to REEA. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor without prior consent by REEA. In the event that an exhibitor engages in on-location transactions, the exhibitor is responsible for complying with all Federal, state and local laws that pertain to such sales.
- 13. General Restrictions:** REEA reserves the right to restrict exhibits that because of noise, methods of operation, or that for any reason become objectionable and also to prohibit or evict without refund any exhibit or person that in the opinion of REEA may detract from the general character of the conference. No display material exposing an unfinished surface to neighboring booths or aisle will be permitted. Any exhibitor having gas filled balloons in their display will be liable for any charges incurred to remove any balloons that become lodged in the rafters or near the ceiling of the Conference Location.
- 14. Locations of Exhibits:** REEA reserves the right to alter the location of exhibits or exhibitor area shown on the official floor plans, as it deems advisable and in the best interest of the Conference.
- 15. Fair Employment:** The exhibitor agrees that during the life of this agreement, he/she will not discriminate against any employee or applicant for employment because of race, color, creed, sexual orientation, national origin or ancestry. It is the policy of REEA that all parties doing business with REEA adhere to the principles of, and takes responsible affirmative action to ensure, positive progress in Equal Opportunity Employment.
- 16. Liability and Insurance:** REEA will not be held liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The exhibitor shall indemnify REEA against and hold it harmless from negligence of the exhibitor or in connection with the exhibitor's use of display space.
- 17. Failure to Open Exhibition:** In case the premises of the Conference Location shall be destroyed or damaged, or if the conference fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented by strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this agreement may be terminated by REEA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of REEA shall be to return each exhibitor his space payments, less his pro-rata share of all costs and expenses.
- 18. Care of Buildings:** Exhibitors or their agents shall not injure or deface the walls or floors of the building, the exhibit area, and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any such damage caused by his or her agents. The exhibitor assumes full responsibility for complying with any Union regulations; local, city and state law regarding sales taxes and regulations concerning fire, safety, electrical wiring and health. All hangings must clear the floor. If the exhibitor neglects or violates these regulations or otherwise incurs fire hazards, REEA may cancel without refund all or such parts of the exhibit that may be irregular.
- 19. Decoration/Food:** Popcorn or any other food items may not be sold or given away during the conference, without prior permission from REEA and the Conference Location.
- 20. Refund/Cancellation Policy:** Any request to cancel a reservation must be submitted in writing to REEA. By signing this REEA Conference Exhibitor Application, we the undersigned understand that all 2018 REEA Exhibitor cancellation requests must be submitted in writing to Kris@REEA.org. Exhibitors who submit cancellation requests prior to March 25th of the given year will be refunded 50% of the total amount paid. No refunds will be granted for exhibitor cancellations submitted March 25th of given year or later. REEA reserves the right to resell space. All refunds due to an illness, injury, death or emergency will be considered on a case by-case basis by the REEA Executive Director.
- Nationwide Event Inclement Weather Policy:** Since REEA makes financial obligations based on the number of exhibitor spaces sold for events, REEA will only issue a credit for an exhibitor's fee if the event is cancelled by REEA due to inclement weather and a written request is received by the exhibitor. If REEA cancels the REEA Conference due to weather, REEA will issue a credit for the exhibitor fee upon written request, which may be applied toward the next scheduled REEA Conference or within twelve (12) months for another REEA event. All requests for credit due to a cancellation must be in writing and emailed/mailed to the REEA Office at the address below with appropriate documentation for the cancellation of travel within 14 days of the event's start date. In the event of inclement weather where REEA does not cancel the event, no refunds will be issued if the vendor chooses to cancel an appearance at the event because of travel cancellations or delays due to weather. No travel expenses incurred by an exhibitor will be refunded by REEA under any circumstances. REEA has the right to alter and/or ad sponsorship opportunities without notice.
- 21. Prize Giveaways:** Any exhibitor may offer prize giveaways during the Conference. Exhibitors are responsible for the distribution of all prize giveaways.
- 22. Regulation & Agreement:** These regulations have been formulated in the best interest of all concerned and become part of the agreement. All matters and questions not covered by these regulations are subject to the decision of REEA.

Authorized Name Printed/Signature



Date

Company