

REEA 2024 Sponsor/Exhibitor Application



REEA Conference Location: Hilton Memphis 939 Ridge Lake Blvd. Memphis, TN 38120

REEA Conference Dates: June 27-28, 2024

REEA GSI IDW Class Dates: June 25,26 & 29, 2024

Company: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

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

Email: _____ Signature: _____

Conference Sponsorships

- Platinum Level Conference Sponsor** \$10,000
- Gold Level Conference Sponsor** \$5,000
- Silver Level Conference Sponsor** \$2,500
- Opening Keynote Sponsor** \$2,000
- Bronze Level Conference Sponsor** \$1,000
- Closing Dinner Sponsorship** Pay direct
- Conference Bag Sponsorship** \$1,000
- Conference Break Sponsorships (4)** \$ 500 ea.
- Welcome Reception** Pay direct
- REEAWalkers** or Provide T-Shirts for Walkers \$ 750 value
- Day 1 - Conf Lunch Sponsorship** \$2,000

REEA GSI IDW Sponsorships

- REEA GSI IDW Full Sponsor** \$4,000
- REEA GSI IDW Bus Sponsorship** \$3,500
- REEA GSI IDW Playbook Sponsor** \$2,500
- REEA GSI IDW Lunch Sponsor/day** \$ 750
- REEA GSI IDW Breakfast Sponsor/day** \$ 500
- REEA GSI Afternoon Break Sponsor/break** \$ 300

(All REEA GSI IDW Lunch, Breakfast and Break rates above are listed with REEA providing and bringing in food & drinks. Check our Opportunities spreadsheet if you wish to provide & bring)
Check Breakfast, Lunch, or PM Break preferred:

Breakfast Day1 Day 2 Day 3 Lunch Day1 Day 2 Day 3

Afternoon Break Day1 Day 2 Day 3

Fax (520) 296-6006 or Email Your Application to Kris@REEA.org

Payment Type: MC Visa Check Name on Card: _____ (please print)

Credit Card No.: (please call-in card # to 520-609-2380) Expiration Date: ____/____ Security Code: _____

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

Phone (____) _____ Authorized Signature: _____

Exhibitor

See Sponsorship & Exhibitor Opportunities Flyer for Space Details

- Triple Exhibitor Space** \$2,500
- Double Exhibitor Space** \$1,750
- Single Exhibitor Space** \$ 950
- Unmanned Tabletop Display-Full Table** \$ 300
(For Display of material only - No chairs for Vendors to accompany table)

*(Complete additional Full Conference Registration names below included in your space. Additional registrations can be purchased per the Sponsorship & Opportunities Flyer at a special rate of \$350/per person, any additional can be purchased at full registration rate)
See Sponsorship Opportunity Spreadsheet for registrations included.*

FREE-1 Registration Attendee: _____

(Included in Platinum, Gold, Silver, Single, Double and Triple space, Opening Keynote, REEA GSI IDW Full Sponsorship)

FREE-2nd Registration Attendee: _____

(Included in Platinum, Gold, Double and Triple space only)

FREE-3rd Registration Attendee: _____

(Included in Platinum, Triple)

\$350 Add'l Registration Attendee: _____

(Included in Platinum, Gold, Silver, Opening Keynote, Triple, Double, Single, REEA GSI IDW Full Sponsorship)

\$350 Add'l Registration Attendee: _____

(Included in Platinum, Gold, Silver, Triple, Double)

\$350 Add'l Registration Attendee: _____

(Included in Platinum, Triple)

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

2024 ANNUAL REEA CONFERENCE SPONSOR/EXHIBITOR APPLICATION

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. LISTED IN ALPHABETICAL ORDER.

1. **ADDENDUM:** REEA reserves the right at any time to make changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exposition, with the provision that all exhibitors will be notified of such changes.
2. **APPLICABLE LAWS:** This contract shall be governed by the laws of the State of Delaware or Arizona as designated by CPA. Exhibitor agrees to abide by all federal (including but not limited to FDA), state, and city laws, ordinances, and regulations concerning fire safety, health, environment, public safety and hazardous materials and all regulations and restrictions imposed by the Facility. All displays and decorations shall conform to requirements as established by the venue.
3. **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 provided will consist of one 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.
4. **BASIC ELECTRIC SERVICE:** Electricity is not included in the cost of your exhibit 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.
5. **BOUNDARIES:** All parts of all exhibits must be exhibited within Exhibitor's assigned space boundaries. Aisle space is under the control of the venue.
6. **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 exhibits. 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.
7. **CONFERENCE ACTIVITY APPROVAL:** Any conference activity or demonstration planned before, during or after the meeting by vendors (including but not limited to exhibitors, sponsors) that involve conference invitees, meeting attendees, delegates, officers must be approved by REEA. Generally, such activities may not take place without pre-approval to maintain the educational integrity of the conference or meeting. Certain activities once approved may warrant premium charges.
8. **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.
9. **DISMANTLING:** The exhibit area officially closes at 4:00pm the last day of the conference. Exhibitors may not dismantle or disturb their exhibits until after the official closing unless prior approval has been made with REEA. 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 the last day. Exhibitors will be charged for the removal of any exhibition materials, supplies, or excess debris left.
10. **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 Exhibitor 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.
11. **EXHIBITOR SPACE - CONSTRUCTION & SHOW SERVICES:** Conference venue will govern requirements for exhibit size. Exhibitor specifications will be provided upon request. REEA is not responsible for any service provided by independent contractors. REEA reserves the right to finish and decorate any unfinished partitions, walls, or backs of signs.
12. **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. REEA reserves the right to determine the eligibility of any Company or Product to exhibit in the Show and further reserves the right to reject any application and/or limit space assigned to any one Company.
13. **INSTALLATIONS:** Exhibits will be installed in Exhibit Area at the Conference Location. Exhibitors may **set up after 12:00pm** the day before conference starts and prior to 7:30am the first day and will run through 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.
14. **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.
15. **COPYRIGHT LAW:** No copyrighted music may be played or sung in the exhibition area in any fashion (including, but not limited to, background music on video or audio presentations) without obtaining appropriate licensing. The exhibitor shall indemnify REEA and the facility, their officers, directors, employees, and agents and save them free and harmless from any and all liability whatsoever, for any infringement of or other violation arising out of the use of copyrighted music.
16. **DECORATIONS/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.
17. **EXHIBIT AREA BADGES:** All exhibitor personnel must be registered. Instructions for this process will be provided to exhibitor when confirmation of exhibit assignment is made.
18. **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.
19. **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. All exhibitors also agree that they will treat everyone in attendance with the utmost respect and professionalism. It is the policy of REEA that all parties doing business with REEA adhere to the principles of, and take responsible affirmative action to ensure, positive progress in Equal Opportunity Employment.
20. **FDA APPROVAL/CLEARANCE:** If an exhibitor intends to display, introduce, or feature an article whose pre-market approval or clearance is pending from the US Food & Drug Administration, the exhibitor's materials, and the exhibitor's personnel must disclose that such article has not received final FDA approval/clearance and clearly conveyed the status of such article consistent with such laws, rules and regulations administered by the FDA. The exhibit and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the US. Exhibitors shall indemnify and hold harmless Show Management and REEA from and against any and all costs, fees, expenses, penalties, damages, and claims arising from exhibitor's failure to comply with all laws, rules, and regulations (including those of FDA) applicable to such article (including any law, rule or regulation governing the display, introduction, or advertising of such article prior to final FDA approval/clearance).
21. **GENERAL SHOW POLICIES:** Noisy or offensive exhibits are prohibited. Distribution of literature or samples must be related to exhibit and distribution limited to within Exhibitor's space. Canvassing the exhibit area is strictly prohibited. No food or beverages may be distributed from Exhibitor's space without the pre-show approval of REEA and the venue. The Exhibitor may not display signs that are not professionally prepared or that in the opinion of the venue detracts from the appearance of the show in any manner whatsoever. REEA shall always have sole control over all admission policies and retains the right to have an exhibitor removed for unprofessional and/or discriminatory conduct.
22. **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 exhibits 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.
23. **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.

24. **LIMITATION OF LIABILITY:** The Exhibitor agrees to make no claim for any reason whatsoever against: REEA, the Convening Organizations, their officers, directors, employees, agents and authorized representatives, the facility/hotel, Official General Service Contractor, for any of the following:
- Loss, theft, damage to goods, or injury to himself, his employees, or attendees while in the exhibition neither area, nor any consequential damage to his business for failure to provide space for the exhibit or for the failure to hold the event as scheduled. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save harmless all parties from claims, losses, damages to persons or property, governmental charges for fines and attorney's fees related to the use of the exhibition premises or part thereof. It is the sole responsibility of Exhibitor to obtain business interruption and property insurance covering such losses by Exhibitor.
 - The above-cited regulations as well as all conditions stated in the Exhibitor Prospectus and exhibit application become a part of the contract between the Exhibitor and REEA.
25. **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 without notice.
26. **MOTION PICTURES, SOUND DEVICES AND LIGHTING:** All motion picture projections 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.
27. **REFUND/CANCELLATION POLICY:** Any request to cancel a reservation must be submitted in writing to REEA.
- a. By signing this REEA Conference Exhibitor Application, we the undersigned understand that all REEA Exhibitor cancellation requests must be submitted in writing to REEA Headquarters to Kris@REEA.org:
 - i. Prior to April 1st for a full refund.
 - ii. Exhibitors who submit cancellation requests between April 1st and April 30th of the given year will be refunded 50% of the total amount paid.
 - iii. No refunds will be granted for exhibitor cancellations submitted May 1st of given year or later.
 - iv. REEA reserves the right to resell space.
 - v. All refunds due to an illness, injury, death, or emergency will be considered on a case by-case basis by the REEA Executive Director.
 - b. **Force Majeure:** In the event the Facility or any part of the exhibit area thereof becomes unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather or other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or other cause or agency over which REEA has no control or should REEA decide, because of such cause, that it is necessary to cancel, postpone or re-site the exposition or reduce the move-in or installation time, show time or move-out time, REEA shall not be liable to indemnify or reimburse exhibitor in respect to any damages or loss, direct or indirect, arising as a result thereof.
 - c. **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.
 - d. 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.
 - e. 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.
 - f. REEA has the right to alter and/or ad sponsorship opportunities without notice.
 - g. No refunds will be given for cancellations due to weather if the event itself is not cancelled.
 - h. REEA will not refund any travel expenses that may be incurred under any circumstances.
 - i. All requests for cancellation refunds must be in writing and emailed/mailed to the REEA Office at the address below within 14 days of the event start date with appropriate proof of travel cancellation.
 - j. All refunds due to an illness, injury, death, or emergency will be considered on a case-by-case basis by the REEA Executive Director.
28. **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.
29. **PRIZE GIVEAWAYS:** Any exhibitor may offer prize giveaways during the Conference. Exhibitors are responsible for the distribution of all prize giveaways.
30. **SECURITY:** Although security service will be furnished, REEA cannot and will not be responsible for damage to, loss and/or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors, or guests. Each exhibitor must carry their own insurance.
31. **TERMINATION OF RIGHT TO EXHIBIT:** REEA reserves the right to terminate without notice an exhibitor's right to exhibit if an exhibitor or any of their representatives fail to observe the conditions of this contract, or in the opinion of REEA, or they conduct themselves in an unethical or unprofessional manner. Such exhibitors will be dismissed without refund.
32. **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.
33. **UNION LABOR:** Exhibitors are required to observe all union contracts in effect at the venue, official contractors, facilities, and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the general service contractor. Tipping is strictly forbidden for any personnel providing any services.
34. **USE OF DISPLAY SPACE:** A representative of the exhibiting company is encouraged to be present at the exhibit(s) during posted exhibit hours. Physical sale of product or services will be governed by the venue requirements. The use of REEA logo on displays, signs, giveaways, promotional literature, or other material is strictly prohibited. In addition, the use of the acronym of the Convening Organization must not be used on pre, at-show and/or post show promotional material unless specific written permission is granted. Use of any Convener, Sponsor or other logos is strictly prohibited unless permission is granted directly from those organizations in writing. Signs or other articles are prohibited from being fastened to the walls, pillars, or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any other tool or material that could mar the floor or walls is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage.
35. **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 not be permitted to solicit business in any manner in the exhibit area.
36. **WORK RULES:** Help and equipment needed to move, erect, or dismantle exhibits the exhibitor's responsibility.

Authorized Name Printed

Signature

Company Name

Date