**Exhibitor Registration Form**

**Name of Company** Click here to enter text.

**Your Name:** Click here to enter text.

**Job Title:** Click here to enter text.

**Address:** Click here to enter text.

**City, State Zip**  Click here to enter text.

**Office Phone:** Click here to enter text.

**Cell Phone:** Click here to enter text.

**Email Address:** Click here to enter text.

Please describe your Company for insertion in to the Program Book

Click here to enter text.

Name of the Representative who will register for the conference?

Click here to enter text.

What is their Mobile Number? Click here to enter text.

**Payment**

[ ]  Check Enclosed

[ ] Invoice my company at the above address. I understand payment is due upon receipt of invoice.

[ ] Please use this Credit Card for payment

Card #\_Click here to enter text.

Card Billing Address: Click here to enter text.

City, State Zip: Click here to enter text.

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

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] I hereby acknowledge that I am authorized on behalf of company to enter into this agreement. I have read, understand and agree to the terms, conditions, and procedures on both pages (see fine print) of this agreement.

Accepted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL AMOUNT: Click here to enter text.**

**Make checks are payable to** **ACCI** and mail them with this form to: ACCI, PO Box 2528, Tarpon Springs FL 34688-2528. Call 727-940-2658 x 2002.

We will notify you when received and you will be provided a receipt.

## The Fine Print

**Security:** Although the exhibit hall area will be locked during hours when the exhibit area is set but closed and unsupervised by conference personnel, it is the individual exhibitor’s responsibility to safeguard equipment and material from the time it is brought into the facility until it has been removed. It is also the exhibitor’s responsibility to remove any dangerous materials from their displays when their staff is not there to supervise its use and to provide and use their own proper hazardous waste disposal system.

**Failure to Occupy:** Any space not occupied by 7:00 am on Thursday, March 21, 2015, will be forfeited by the Exhibitor without refund of rental price, unless arrangements for delayed occupancy have received prior written approval by the Conference Administrators. All display equipment must be in position before the exhibit hall opens and must remain in position and staffed during the activities scheduled in the exhibit area. **Displays may not be broken down prior to the scheduled time.**

**Special Restrictions:** (a) Circulars, advertising matter, etc., may be distributed and patronage solicited only within the space assigned to the exhibitor presenting the materials. (b) Exhibitors are prohibited from using amplifying equipment of any nature without permission from the Conference Administrators and, if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities in the exhibit hall. (c) Nothing will be used within the exhibit hall that will injure, mar, or in any manner deface any surface of the hall or any equipment contained herein. (d) It is the exhibitor’s sole responsibility to pay any royalties or license fees due to but not limited to BMI, ASCAP or to the host city or state. No music may be played at an exhibitor's space, without prior notice to and approval by the Conference Administrators.

**Nonflammable Materials:** All materials including muslin, velvet, silkeen, or other cloth drape or banner used in the exhibit hall MUST be nonflammable. The exhibitor agrees to accept full responsibility for the compliance with city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment under city codes. It is the exhibitor’s responsibility to check with the official exhibit service contractor to be certain their exhibit and accompanying equipment can be moved into the designated exhibit area and conforms to safety and fire regulations. Any and all services needed from the service contractor or facility over and above those provided as standard are the responsibility of the exhibitor.

**Sales:**  Direct over-the-counter cash sales will be permitted. All goods, advertised items and services must be those provided during the exhibitor’s regular course of business and listed in the appropriate place on the application for space. Florida Department of Revenue requires the collection of sales tax for all direct sales by both in-state and out-of-state companies. Filing the proper forms and complying with the regulation are the direct responsibilities of the exhibitor. Applicable sales tax is the responsibility of the exhibitor directly.

 **Amendment:** Any point requiring a decision relative to the exhibits, if not specifically covered in writing, is subject to determination by the Conference Administrators. The Conference Administrators will have sole authority to interpret and enforce all rules and regulations, contained herein, to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of the conference. All such amendments and future rules and regulations will be made available to the exhibitor.

**Compliance:** Exhibitors will comply with these terms and conditions, rules and regulations of the "Conference Administrators," city, state, or federal regulations governing this exhibition, hazardous waste, labor unions, HCEA and the Exposition Service Contractors Association guidelines and regulations.