

**APPRAISAL INSTITUTE 2019 ANNUAL CONFERENCE -- EXHIBITOR/SPONSOR CONTRACT**

Company Name:
Primary Contact:
Title:
Mobile Phone:
Mailing Address:
E-Mail Address:
Company Website URL:

**DEADLINES**

- Company URL, high-resolution company logo and 30-word company description due at time of signing
- Signed contract and payment in full accordance with the agreement below

*To assign your booth space, please list your top 3 booth locations plus names of competitors you DO NOT wish to be near:*

**SELECT YOUR SPONSORSHIP PACKAGE/OPPORTUNITIES BELOW**

<b>Sponsorship Package:</b>	<b>Additional Sponsorship Opportunities:</b>	
Diamond: \$15,000	Gen Session/Keynote: \$15,000	Cookies: \$2,500
Multi-Platinum: \$10,000	Final Night Party: \$10,000	Hotel Room Drop: \$2,500
Platinum: \$5,000	Wi-Fi Sponsor: \$7,500	Sunglasses: \$2,000
Gold: \$3,000	Conference Bags: \$5,000	Pens: \$1,500
	Notebooks: \$3,500	Lint Sheets: \$1,500
	Lanyards: \$3,000	Mobile App Banner Ad: \$1,500
	Hotel Key Cards: \$3,000	Bag Insert/Gift: \$1,000
	OTHER/NOTES:	

**AGREEMENT:** By signing this contract, I affirm that I am a duly authorized agent of my organization, that I have the authority to complete and submit this application, and that my organization agrees to all the terms and conditions contained in the exhibitor/sponsor contract. By signing this contract, I acknowledge that I am responsible for full payment of selected sponsorship item(s).

Upon receipt of the signed contract, you will receive an invoice which requires a minimum deposit of 50% of your total fees within 30 days of receipt. Full payment must be received by April 5, 2019 to confirm your sponsorship selection and booth assignment. Contracts received after April 5, 2019 will be invoiced 100% of your total fees immediately and must be paid in full within 30 days of receipt of invoice. Booth assignments will not be confirmed until after full payment has been received.

Cancellations received prior to April 26, 2019 will be entitled to a 50% refund of the contracted and paid fee. No refunds will be given on cancellations received after April 26, 2019. All cancellation requests must be made in writing to the Appraisal Institute Meeting Services Department: [aimetings@appraisalinstitute.org](mailto:aimetings@appraisalinstitute.org).

## 2019 Appraisal Institute Annual Conference

July 22-24, 2019

Hyatt Regency Denver

### TERMS & CONDITIONS:

1. **General Event Information.** The event detailed on the front of this contract ("Event") is being organized by the Appraisal Institute. The Event is conditioned upon the facility in which the Event is scheduled to be held ("Facility") making available the space during the times listed below. The Appraisal Institute makes no representations or warranties regarding the number of persons who will attend the Event. You, the sponsor (hereinafter "Sponsor") agree to abide by the terms and conditions herein.
2. **Application and Eligibility.** The Appraisal Institute reserves the absolute right to decline any application for any reason, if, in the Appraisal Institute's sole judgment, the products or services to be shown or demonstrated are not applicable to the real estate business, are inconsistent with the stated purposes of the Event or the Appraisal Institute and the interests and welfare of its members, or are unreasonably duplicative of services or products offered by or available from the Appraisal Institute. The Appraisal Institute further reserves the right in its sole discretion, to limit the types of companies and products represented at its Event, and accept or reject applications as it deems appropriate. The Appraisal Institute reserves the right to revoke sponsorship with no refund if the Sponsor is in violation of these terms and conditions. Acceptance of sponsorship does not constitute an endorsement of Sponsor's products and/or services.
3. **Assignment of Booth Space.** The Appraisal Institute reserves the right to make and/or change all booth space assignments at any time as it deems appropriate.
4. **Staffing of Booth.** Sponsor must have staff present at its booth during all open exhibit hours.
5. **Booth Furnishings.** Appraisal Institute will provide a uniform style 10' x 10' booth. Display materials must not project so as to obstruct the view of any adjacent booths. Sponsor also agrees to comply with the requirements of the Americans with Disabilities Act and its regulations in all displays and booths.
6. **Event Hours.** Event hours will be established by the Appraisal Institute and the Appraisal Institute reserves the right to make changes to this schedule.
7. **Cancellation of Event.** The Appraisal Institute's performance is subject to strikes; labor disputes; acts, regulations or orders of governmental authorities; civil disorder; terrorism, disasters; acts of war; acts of God; fires, flood; any delay due to repairs of the Facility where the Event is to take place; or any other emergency beyond the Appraisal Institute's reasonable control making it impossible, illegal, or commercially impractical to perform its obligations under this Contract. Such non-performance is excused and the Appraisal Institute may terminate this Contract without further liability of any nature, upon return of Sponsor's fees and deposit. Sponsor further understands that the Appraisal Institute may in its sole discretion cancel the Event for reasons other than those stated above, in which case Sponsor's sole remedy is a refund of any fees paid to the Appraisal Institute. In no event shall the Appraisal Institute be liable for lost profits, consequential, indirect, special, incidental, punitive, or exemplary damages of any nature for any reasons whatsoever.
8. **Display Materials.** Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the Facility building or furniture without permission from Facility. Packing, unpacking, and assembly of materials shall be done only in designated areas and in conformity with directions of the Event manager, the Facility manager or their assistants. Anything necessary or proper for the protection of the Facility building, equipment, or furniture will be at the expense of the Sponsor. Sponsors will be responsible for any damage to persons or property caused by its displays or materials. Sponsors agree to abide by all policies and procedures set forth by the Facility. Anything left by Sponsor after the Event will be removed and destroyed by the Appraisal Institute. Sponsor may distribute only Sponsor's materials. No co-branding is allowed.
9. **Use of Booth.** The Appraisal Institute reserves the right to restrict or prohibit any contest, promotion, lottery, or give-away that causes blocking or disturbance to other sponsors or patrons or that could be considered illegal under the State laws where the Event is held. No Sponsor shall assign, sublet, or share space allotted without prior written approval of the Appraisal Institute. All of the following practices are expressly prohibited: promotion of products and services other than those manufactured or regularly distributed by the Sponsor; excessive noise that interferes with other sponsors or attendees; storage or use of flammable or explosive materials or any substance prohibited by local laws or insurance carriers; use of materials with strong odors; solicitation of business by anyone other than representative of Sponsor; and promotion of any activities that draw Event attendees or corporate delegates away from the Event during show hours. The Sponsor agrees not to utilize any displays which the Appraisal Institute determines, in its absolute discretion, would endanger the person or property of the attendees or of the sponsors, are in bad taste, are liable to discredit or subject the Appraisal Institute to criticism or legal liability, are inconsistent with the stated purposes of the Event or the Appraisal Institute and the interest and welfare of its members, violate the rights of the Appraisal Institute or any third party, or violate any other provision of this Contract. Sponsor represents and warrants that its displays and materials shall contain nothing illegal, slanderous or obscene. Appraisal Institute reserves the right to review display materials at any time. In the event the Appraisal Institute determines at any time that any display material may/or does violate this paragraph and the Sponsor is unable or unwilling to cure or correct such violation, Appraisal Institute may terminate this Contract immediately and may remove or cause the display materials to be removed at Sponsor's expense and Sponsor hereby waives any claim for refund of payment, return of the display materials or damages arising out of such termination and/or display materials removal.
10. **Insurance.** Sponsor will maintain sufficient insurance during the Event. Sponsors are required to carry insurance to cover their property against damage and loss and liability insurance for claims of injury to the person and property of others. Sponsor shall obtain and keep in force during the use of the Facilities, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Contract in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage. The Appraisal Institute, its directors, officers, employees and representatives, and the Facility, its owners, directors, officers, employees and representatives, shall be included in such policies as additional named insureds. Sponsor shall provide evidence of insurance upon request. In addition, Sponsor acknowledges that neither the Appraisal Institute nor the Facility maintain insurance covering Sponsor's property and that it is the sole responsibility of Sponsor to obtain insurance insuring any losses by Sponsor.

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11. **Indemnity and Limitation of Liability.** Neither the Appraisal Institute nor the Facility, nor either of their directors, officers, agents, employees, or representatives shall be held liable for any damage, loss, harm, or injury to the person or property of any third party or the Sponsor or any of its visitors, invitees, officers, agents, employees or other representatives, arising out of Sponsor's participation in the Event. The Sponsor shall indemnify, defend, and hold harmless the Appraisal Institute, its directors, officers, agents, employees and representatives, and the Facility, its owners, directors, officers, employees, agents and representatives, from all claims, demands, suits, liabilities, damages, loss, costs, attorney's fees, and expenses of any kind arising from any action or failure to act on the part of the Sponsor or its directors, officers, agents, employees, or other representatives. Neither the Appraisal Institute nor the Facility shall be responsible for the security of Sponsor's products, proprietary information or materials. Under no circumstances shall the Appraisal Institute or the Facility be liable for lost profits, or other indirect, incidental, consequential or exemplary damages in connection with the Event. This provision shall survive the termination of this Agreement for any reason.
12. **Shipping.** Shipping instructions will be forwarded to Sponsor. Sponsor will be solely responsible for arranging shipping and other services with the appropriate contractors and for payment of all fees, insurance tariffs, taxes and charges due for services rendered.
13. **Photography.** No photographs or video shall be taken without the prior written consent of the Appraisal Institute. Sponsor agrees that Appraisal Institute may take photographs or video of Sponsor's display, display materials and personnel for any promotional or marketing use, reproduction or distribution by the Appraisal Institute.
14. **Limited License.** Sponsor grants to the Appraisal Institute the right to use, reproduce and distribute Sponsor's names, trademarks and logos in connection with the promotion and production of the Event.
15. **Warranty.** EXCEPT AS EXPRESSLY SET FORTH IN THIS CONTRACT, THE APPRAISAL INSTITUTE EXPRESSLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED.
16. **Observance of Laws and Regulations.** Sponsor shall abide by and observe any laws, rules, regulations, and ordinances in effect at the location of the Facility in connection with Sponsor's participation in the Event, including but not limited to those pertaining to public health and safety. Display materials must not block access doors to emergency fire exits. Sponsor must observe all union regulations (if applicable) and electrical codes to which the Facility is subject. Special electrical, gas or water services, as well as other special services needed by individual sponsors, are provided only when the Sponsor orders and agrees to pay for them from the supplier authorized to supply such services in conformity with Facility requirements.
17. **Attendee registration list.** If Sponsor obtains the attendee registration list and/or personally identifiable information of Event attendees, Sponsor shall not sell, provide or share the attendee registration list with any third party. Sponsor agrees to comply with all applicable laws and regulations in the handling, collection, use and disclosure of Event attendees' information, including but not limited to the CAN-SPAM Act.
18. **Taxes and Licenses.** Sponsor shall be responsible for obtaining all licenses, permits, and approvals under any and all countries' local, state, or federal laws applicable to its activity at, and obtaining all taxes, tariffs, and other charges that become due to any governmental authority in connection with the Event.
19. **Copyrights:** Sponsor will assume all costs arising from the use of patented, trademarked, or copyrighted materials, devices, and/or dramatic rights used in or incorporated in the Event. Sponsors agree to indemnify, defend and hold harmless the Appraisal Institute from any claims, demands, losses, damages or costs, including attorney fees, which might arise from use of such material, devices, and/or dramatic rights.
20. **Miscellaneous.** Nothing in this agreement is intended to, or shall be deemed to, establish any agency, partnership or joint venture between any of the parties or authorize any party to bind the other in any manner. Sponsor expressly agrees to be bound by all the terms, conditions and specifications herein and as from time to time thereafter modified, and expressly agrees that this space application and Contract contains the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This Contract shall be interpreted under the laws of the State of Illinois. Sponsor may not assign or delegate its rights or duties under this Contract with the Appraisal Institute's prior written approval. Sponsor understands and agrees that this Contract is subject to the terms of the Agreement between Facility and the Appraisal Institute.
21. **Reservation of Right to Make Changes.** Any matters not specifically covered herein are subject to decision by the Appraisal Institute. Appraisal Institute reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the Sponsor, with the provision that Sponsor will be advised of any such change.

I HAVE READ AND AGREE TO ABIDE BY ALL THE TERMS AND CONDITONS SET FORTH IN THIS AGREEMENT.	
SIGNATURE	DATE
PRINT NAME	TITLE

**CONTRACT MUST BE COMPLETED IN FULL - DUE DATE TO SUBMIT: APRIL 26, 2019**

<b>FOR AI USE ONLY</b>
Date Received:
Amount:
Booth Assigned: