



Toll Free: 877-219-3976 | Phone: 512-249-5303



Sales Rep: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION/CONTRACT

Exhibiting Company (how your company will be listed): \_\_\_\_\_

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

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_ Web: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### HOUSTON BUILD EXPO

NRG Park Center, Hall E1/E3

June 26-27, 2024

Wednesday & Thursday

Booth # \_\_\_\_\_ Category: \_\_\_\_\_

### EXHIBIT SPACE

- ☐ Std. 10x10 = \$2395
- ☐ Corner 10x10 = \$2595
- ☐ 10x20 = \$4095
- ☐ 10x30 = \$4895
- ☐ 20x20 = \$5595
- ☐ 20x30 = \$6995

### PAYMENT AUTHORIZATIONS TO: INTERNATIONAL CONFERENCE MANAGEMENT, INC

Type of Card (Check one): AMX \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_ CVC Code \_\_\_\_\_

Name, Exactly as it appears on card \_\_\_\_\_

Billing Address (Credit Card) \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signature: X \_\_\_\_\_

### NO REFUNDS AFTER EXHIBIT SPACES ARE ASSIGNED

This application is for exhibit booth space and/or sponsorships and advertising and becomes a contract upon completion, payment and acceptance by Build Expo. This agreement is based on exhibit hall floor plan, rates and rules governing the exposition, and constitutes a part of this contract. BUILD EXPO reserves the right to change show dates, times, locations, booth location, etc. BUILD EXPO makes no guarantees as to the number of attendees, and exhibitor is responsible for promoting itself prior to the Expo. EXHIBIT SPACE RENTAL FEE: The rental fee for exhibit space is listed above. SHOW TRANSFER FEE: Exhibitors whom wish to transfer contract to another Build Expo event will pay a \$500 transfer fee. That fee will be processed after transfer is requested in writing and before new contract is provided. Fee must be paid within 30 days of transfer request otherwise contract is voided. If transferring, company must participate in the show it chooses. If not, and company seeks to transfer multiple times, company's contract and monies are voided. Additional costs will include move-in/move-out services, utilities, rental of tables, chairs or other booth furnishings, as well as advertising in the Official Show Directory; and such costs are not included in the exhibit space rental fee. Exhibitor must use the Official Show Decorator for ALL show-site services. The exhibitor service manual will be sent no less than 30 days prior to the show unless an exhibitor signs up within 30 days of the show. This allows exhibitors to order services and furnishings needed for their booth. Rates are dependent on show location and will be included in the service manual. PAYMENT: Exhibit space will be assigned by completing the Application/Contract for Exhibit Space and providing payment. All Spaces must be paid for as agreed upon between BUILD EXPO and the exhibiting firm, with no refunds after exhibit space is assigned and client further agrees to make NO CHARGEBACK CLAIM to any credit card company. BUILD EXPO is not responsible for what exhibitors showcase. Acceptance of money by BUILD EXPO under this contract is not binding upon the Show if said money is returned before acceptance of contract. Verbal agreements or verbal promises claimed to be made by sales representatives will not be binding on BUILD EXPO, without the information provided in writing. All exhibit booth spaces to be paid in-full no less than 30 days prior to the show. Exhibitor will not receive service manual until booth is paid in-full. By filling out this application/contract, providing payment, and signing application/contract, exhibitor agrees to participate in event listed on the application/contract. Show Management will not be liable for the fulfillment of this Contract as to the delivery of Exhibit Space & Marketing Opportunities if non-delivery is due to any of the following causes: by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, extreme weather condition, terrorism, disaster, civil disorder, acts of aggression or for any cause beyond Show Management's control. Non-delivery may result if a reasonable fear exists for any one or more of such events occurring or threatening and making it inadvisable, illegal or impossible to hold the tradeshow. However, in the event of not being able to hold the Show for any of the above named reasons, it shall be the option of Show Management to i. hold such funds in escrow until an alternative date has been set for the Exhibition.[b] No refunds will be made if force majeure should occur before or during the show.

Exhibit Space	\$ _____
Sponsorship Package	\$ _____
Web Ad	\$ _____
Magazine Ad Purchase	\$ _____
Association Fee	\$ 25.00
Total Charge Amount	\$ _____

### Special Instructions:

# FLOOR PLAN

## HOUSTON BUILD EXPO

June 26-27, 2024  
NRG Park Center  
(Hall E1/E3)

**Exhibit Hours:**  
10am-3pm  
Both Days

**SCAN ME!**  
FOR FLOOR PLAN  
UPDATES

