



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: _____

ATLANTA BUILD EXPO
 Cobb Galleria Centre, Hall A,B&C
 July 23-24, 2025
 Wednesday & Thursday

Booth # _____ Category: _____

EXHIBIT SPACE

- Std. 10x10 = \$2395
- Corner 10x10 = \$2595
- 10x20 = \$4595
- 10x30 = \$5595
- 20x20 = \$6795
- 20x30 = \$8495

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:

SCAN ME!
FOR FLOOR PLAN
UPDATES

FLOOR PLAN



KEYNOTE

CONCESSION

ATLANTA BUILD EXPO

July 23-24, 2025 | Cobb Galleria Centre, Halls A,B&C

Exhibit Hours: 10am-3pm Both Days

944	945	843	744	745	645	445	344	345	244	245	144	145					
940	941	840	841	740	741	640	641	540	541	440	441	340	341	240	241	140	141
938	939	838	839	738	739	638	639	538	539	438	439	338	339	238	239	138	139
																	137
934	935	834	835	734	735	634	635	534	535	434	435	334	335	234	235	134	135
932	933	832	833	732	733	632	633	532	533	432	433	332	333	232	233	132	133
																	131
928	929	828	829	728	729	628	629	528	529	428	429	328	329	228	229	128	129
926	927	826	827	726	727	626	627	526	527	426	427	326	327	226	227	126	127
																	125
922	923	822	823	722	723	622	623	522	523	422	423	322	323	222	223	122	123
920	921	820	821	720	721	620	621	520	521	420	421	320	321	220	221	120	121
																	119
914	915	814	815	714	715	614	615	514	515	414	415	314	315	214	114		117
																	115
																	111
910	808	710	608	508	410	308	210	110									109
																	105
902	802	702	602	502	402	302	202	201	102							103	
																	101

Entrance