EXHIBITOR SPACE APPLICATION & CONTRACT/AGREEMENT

TO RESERVE YOUR SPACE

Application is hereby made by the undersigned exhibitor on this _____ day of _____ 20 ____, for exhibit space.

IACP Mid-Winter Conference Trade Show:
Wednesday, January 27th, 2027

Booth Choice(s): #1_____ #2 _____ #3 _____

Please be sure that our booth is **not** located next to: _____

Please submit this contract form, properly executed and signed, together with credit card information or check payable to "IACP" to:

INDIANA ASSOCIATION OF CHIEFS OF POLICE
6510 Telecom Dr. STE 370
Indianapolis, IN 46278
Phone 317.816.1619
E-mail: **office@iacop.org**

IACP reserves the right to relocate space, if necessary. Advance notice will be provided.

_____
Company/Organization Name

_____
Address

_____
City State Zip

_____
Contact Person/Title

_____
E-mail

_____
Product *(to appear on exhibitor listing)*

_____
Telephone

IN ORDER TO VALIDATE THIS CONTRACT:
Attach hereto your check payable to "IACP" or fill out the required charge information. One-half of the Total Due must accompany your contract. Balance Remaining is due prior to Trade Show.

Booths (Includes 2 Badges) #____@ $965 $____

Additional Employee Badges #____ @ $70 $____
(Limit of 2 per booth)

Manufacturer's Rep. #____ @ $400 $____

With _____

Total Due $____

Less 50% Deposit $____

Balance Remaining $____

Two badges will be issued to each exhibitor. There is a $70 fee for each additional employee. The fee is $400 for each manufacturer's representative attending the Trade Show with at least one of their distributors. No one will be admitted to the Trade Show without a badge.

NAME(S) FOR BADGES _____

_____

PAYMENT TYPE:

❑ **Check** ❑ **Credit Card**

If paying by CC, a link will be sent via email to the email address provided.

The Rules and Regulations appearing on the reverse side of this agreement are hereby incorporated by reference and we (the Exhibitor) agree to be bound thereby. Further, we agree that the space assigned to us shall be accepted by us unless we reject it within ten (10) days of your notice. It is understood that this is an application, subject to acceptance and approval. It is also understood by us (the Exhibitor) that upon acceptance and approval of this application, we (the Exhibitor) shall promptly pay the above rental when due.

_____
Signature

_____
Title Date

For Each Booth, the Exhibitor will receive:
8' Deep x 8' Wide Booth, Including Pipe and Drape, 6' Skirted Display Table, Identification Sign, Two Chairs, Two Badges *(required to enter exhibit area)*, Two Lunch Tickets, & Basic Electrical.

IACP, hereinafter referred to as "Show Management," and Exhibitor agree that the following rules and regulations are a part of the foregoing agreement between the parties. "Facility" hereinafter refers to the tournament management and staff, its owners, officers and directors that relate to the building in which the show is held.

1. SUBLETTING/SHARING
Subletting or sharing of the contracted exhibit space is not permitted.

2. REMOVAL OF BOOTHS
No dismantling or removing of booths or exhibits before the termination of the show.

3. SOUVENIRS
No food or drink sampling. Novelty and souvenir handouts permitted only upon approval of Show Director.

4. SOLICITATION
Interviews, demonstrations, distribution of literature, etc., will be permitted only within exhibitor's space. Aisles must be kept clear of exhibit materials and debris must be disposed of in building trash containers. Show Management will not permit non-exhibitors to canvas, solicit, hold conferences, or distribute literature or other promotional devices at the show.

5. INDEMNIFICATION BY EXHIBITOR
Exhibitor hereby releases and agrees to indemnify IACP and the Facility, its managers, officers, members, sponsors, employees, agents, successors and assigns, and save them harmless from any suit or claim, for any loss of property damage, or loss of property or personal injury by whomsoever sustained on or about exhibitor's display space, or arising out of exhibitor's participation in the show. Exhibitor hereby releases and agrees to indemnify, defend and hold harmless the Facility, and IACP, their managers, officers, members, sponsors, employees, agents, successors, and assigns, for any loss, or injuries to exhibitors or their employees, agent, or guest, or for any damage or loss from any cause whatsoever to property owned, or controlled by, or in the custody of exhibitors, or their employees, agents, or guests, whether or not negligence in connection therewith is that of the Facility. If requested by IACP, exhibitor will furnish certificate of comprehensive general liability coverage of $500,000 for bodily injury and $50,000 for property damage; and Workmen's Compensation in the amount satisfactory to Show Management. The exhibitor, his/her employees, and agents of the exhibitor agree to be bound by the terms of the show lease with the facility, the existing or enacted ordinances of the city in which the show is held and the state in which the show is held, and the United States of America.

6. DISPLAY OF VEHICLE
Any exhibitor wishing to display a vehicle must purchase 3-4 booths, depending on location, and follow the guidelines established for display. In addition, that exhibitor must contact the Show Management to confirm that space is available for display of a vehicle.

7. IDENTIFICATION
Exhibitor's working personnel must display identification badges at all times they are working the exhibit.

8. LOSS LIABILITY
Show Management or the facility shall not be held responsible for any loss or damage that may result from robbery, theft, fire, strikes, accidents or other destructive causes. Show Management's coverage does not extend to exhibitor's property; however, adequate fire and police protection will be provided by Show Management at all hours.

9. COMBUSTIBLES
Oil, gas, or gasoline engines may not be operated at any time. Exhibitor shall abide by all municipal and state fire laws and regulations and shall not keep inflammable or combustible liquids or materials in, on, or around booth. Additionally, all table covers and display materials used and brought to the show by exhibitor must meet and exceed the local fire retardant regulations.

10. MUSIC
In adherence with the music licensing policies as established by ASCAP and BMI, exhibitor agrees not to play any recorded/taped music in the exhibit booth. Included here is any music that may be a part of an AV presentation. The only exception allowed will be for an exhibitor who has paid a licensing fee to ASCAP and/or BMI specifically permitting the use of specified recordings and arrangements. That being the case, said exhibitor must place a valid, notarized statement on file with Show Management clearly stating approval from ASCAP and/or BMI for exhibitor's use of selected recordings/arrangements at consumer shows. New legislation now in effect could result in substantial penalties being filed against exhibitor and Show Management if music is played without the appropriate, written authorization.

11. RESTRICTIONS
Show Management reserves the right to restrict exhibitors which, because of noise, method of operation, materials, or for any reason, become objectionable in the solid judgment of Show Management and also to prohibit or to evict any exhibit which in the opinion of the management may detract from the general character of the exhibition as a whole. This reservation includes persons, objects, printed matter or anything of a character which the management determines is objectionable to the exhibition.

12. APPEARANCE
All booths must be neat and professional in appearance and avoid the look of a "flea market" or "fire sale." Signage shall be neat. Tattered cardboard cartons, unattractive drums, tubes, etc. may not remain visible to the public. They must be covered.

13. CANCELLATION
Upon cancellation of this agreement by exhibitor, all sums paid shall be retained by Show Management as liquidated damages.

14. BREACH
A breach of any of the conditions of this agreement which shall result in damages to Show Management or a failure by the exhibitor to remove an exhibit, equipment or paraphernalia at the time determined by the Show Management shall cause the exhibitor to become immediately liable on any unpaid sums owing hereunder; Show Management is hereby given permission by exhibitor to take immediate possession of said equipment, paraphernalia or exhibit. Same may be removed, sold at public or private sales with or without notice to exhibitor to defray, liquidate or expunge any damage.

15. IMPOSSIBILITY OF PERFORMANCE
The Show Management will not be liable for the fulfillment of this agreement as to the delivery of space if non-delivery is due to any of the following causes: By reason of building being damaged or destroyed by fire, act of God, public enemy, war or insurrections; strikes; the authority of the law; postponement or cancellation of the exposition; or for any cause beyond their control. It will, however, in the event of its not being able to hold an exhibit for any of the above named reasons, reimburse space renters pro-rated on any amount paid in, less any and all legitimate expenses incurred for advertising, salaries, operating expenses, etc.

16. DISPUTE
Show Management reserves the right to deny or refuse any space application; all decisions involving disputes between exhibitors shall be determined by Show Management, which has the right to move exhibitor locations for the good of the show without recourse.

17. A BADGE IS REQUIRED FOR ALL PERSONS ATTENDING THE TRADE SHOW
If you would like agency personnel to visit your booth, please direct them to Show Management for registration information and invoicing.

EXHIBITOR'S RULES AND REGULATIONS