



# 75TH ANNUAL CONVENTION & TRADE FAIR

## 2022 EXHIBITOR APPLICATION & CONTRACT

### EXHIBITOR INFORMATION

\_\_\_\_\_ YES! We want in on PIAA's early Trade Fair pre-registration discount for \$725 per Exhibit space BEFORE April 17, 2022.

\_\_\_\_\_ YES! We are registering for PIAA's Trade Fair, but we understand we are paying \$775 standard rate for our Exhibit space after April 17, 2022

Exhibitor Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax#: (\_\_\_\_\_) \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products we are exhibiting: \_\_\_\_\_

Please select your choice of booth number from 1-50.

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Booth Personnel Registration/Company Representative #1 Name, City and State: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### AWARDS BRUNCH INFORMATION

Will You Be Attending Awards Brunch 5/19/22? Yes \_\_\_\_\_ No \_\_\_\_\_

One registration is included in your booth payment. Additional personnel may register for \$200 each.

All booth personnel must be registered to be admitted to the convention and/or trade fair.

Booth Personnel Registration/Company Representative #2 Name, City and State: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Booth Personnel Registration/Company Representative #3 Name, City and State: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The below named Company, hereinafter called "EXHIBITOR", hereby applies to PIA of Arkansas' 2022 Trade Fair to be held in Memphis, TN May 18-19, 2022, and "EXHIBITOR" further agrees to abide by and conform to Rules and Regulations, included herein and shall constitute part of this application/contract,. IN WITNESS THEREOF, "EXHIBITOR" applicant has caused this contract to be signed by an Officer of the Company "EXHIBITOR" or person so duly authorized.  
NO REFUND WITHIN 30 DAYS OF EVENT.

COMPANY "EXHIBITOR": \_\_\_\_\_

BY (print): \_\_\_\_\_ TITLE: \_\_\_\_\_



# 75TH ANNUAL CONVENTION & TRADE FAIR

## EXHIBITOR RULES & REGULATIONS

Exhibitors may take advantage of the Exhibitor Pre-registration discount at the early rate of \$725 per Exhibitor until April 17, 2022

and receive the following:

- ◆ 1 COMPLIMENTARY CONVENTION REGISTRATIONS!
- ◆ RECOGNITION IN FUTURE REGISTRATION MATERIAL!
- ◆ RECOGNITION IN PIA MAGAZINE PUBLICATIONS!

Exhibitors who fail to register before April 17, 2022 will have to pay the standard registration fee of \$775 per Exhibitor.

- ◆ BOOTH SPACE BASED UPON AVAILABILITY!

### BECOME A PIA EXHIBITOR

- Be sure to mail your signed contract and check prior to April 17, 2022 for the early, discounted rates.
- First choice of booth locations for pre-paid Trade Fair Exhibitors are on a first come, first serve basis.
- The Trade Fair will be held Thursday May 19, 2022 9am-11am. Includes 2 dedicated Trade Fair Hours!
- All Trade Fair Exhibitors, will have accommodations of 1 table, 2 chairs, signage, pipe, drape.
- Carefully read the Exhibitor Application & Contract to 'INSURE' you understand Rules & Regulations.
- Please keep copies of registration materials for your records & send the originals in with your check payable to: PIA at 102 Country Club Drive Suite 201 Maumelle, AR 72113

### Booth Electricity and Drayage Info:

Please email staci@piaar.com with questions regarding electricity and shipping information.

### EXHIBIT SPACE

Booths are approximately 8 feet wide by 8 feet deep. Back drape is 8 feet high and side drops 3 feet high. Your booth will also include 1 draped table, approximately 6 feet wide, 1 identification sign, 2 chairs.

### EXHIBIT FEES

An exhibit fee of \$725 is payable in advance of the early discount pre-registration deadline of April 17, 2022. After the April 17, 2022 deadline, the standard exhibit fee of \$775 will apply. This fee includes one complimentary convention registration; please refer to top of this page. Additional exhibit personnel must register and may do so for the rate of \$200 per person. These registrations include admittance to all on-site convention activities and meal functions.

### TENTATIVE TRADE FAIR SET-UP SCHEDULE

Wednesday May 18, 2022  
1:00pm-8:00PM Set Up Booths in Ballroom B & C  
The Guest House at Graceland

THURSDAY-May 19, 2022  
9:00AM-11:00AM  
Trade Fair Officially Opens

Please note there is one day to set up booths this year. The trade fair doors will be locked Thursday May 19, 2022 until 9AM when Trade Fair opens. This is to ensure that booths are not tampered with while other events are in process.

### DOOR PRIZES

VENDOR DRAWINGS and DOOR PRIZES WILL BE HELD THROUGHOUT TRADE FAIR. A PIA REPRESENTATIVE WILL VISIT EACH BOOTH. WINNER MUST BE PRESENT TO RECEIVE PRIZE.

**LIABILITY:** PIA of Arkansas, the Officers and/or Directors of the association, nor the employees or members thereof, nor their representatives, nor the Exhibition Services Company, nor their representatives will be responsible for any injury, loss, or damage that may occur to the EXHIBITOR, the EXHIBITOR'S employees or property prior to, during, or subsequent to the period covered by the exhibit contract. The EXHIBITOR, upon signing the contract, expressly agrees to indemnify same against any and all claims for such loss, damage, or injury.

**RESTRICTIONS:** PIA of Arkansas reserves the right to prohibit or require removal of any display or exhibit and/or EXHIBITOR, or any part of an exhibit, which it deems not suitable or in accordance with acceptable professional ethics or for other reasons deemed necessary or appropriate by PIA of Arkansas. All exhibits and/or EXHIBITORS shall conform in all respects to applicable safety, health, and fire codes. **SECURITY AND INSURANCE:** PIA of Arkansas will use reasonable care in providing security services during the Trade Fair. However, PIA of Arkansas does not insure EXHIBITOR'S property. Insurance of booth contents and personnel is the responsibility of the EXHIBITOR. **OTHER RULES:** PIA of Arkansas reserves the right to make such other rules as are deemed necessary to ensure the success of the Trade Fair. Scheduled Trade Fair times may be subject to change.

**ADDENDUM:** Please refer to Rules and Regulations on next page which also constitute a part of this contractual agreement.

BY (print): \_\_\_\_\_ TITLE: \_\_\_\_\_