



**Contact Information**

Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Exhibit Space Information**

Booth Size: \_\_\_\_\_ (Minimum – 10' x 10')

Booth Preference: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Early Bird Exhibit Rates (On or Before November 30, 2019)

VFS Corporate Member \$2,700 per 10'x10' Unit  
Non-Corporate Member \$2,850 per 10'x10' Unit  
Education Member/Gov't \$1,950 per 10'x10' Unit

Regular Exhibit Rates (After November 30, 2019)

VFS Corporate Member \$2,800 per 10'x10' Unit  
Non-Corporate Member \$2,950 per 10'x10' Unit  
Education Member/Gov't \$2,050 per 10'x10' Unit

List Companies you do not wish to be near: \_\_\_\_\_

List Companies you wish to be near: \_\_\_\_\_

**Payment Information**

**Cancellation Penalties**

Early Bird Payment due November 30, 2019

15% of total space cost through December 31, 2019

Regular Rate due December 31, 2019

100% of total space cost after December 31, 2019

2.5% processing fee applied for credit card payments

**Make Checks Payable to:**

Vertical Flight Society

**Mail Payments to:** Vertical Flight Society

2701 Prosperity Avenue, Suite 210 Fairfax, VA 22031

Tel: 703-684-6777 Fax: 703-739-9279 Email: exhibits@vtol.org

**Credit Card Payment:**

Visa

MasterCard

American Express

Card Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Card Signature: \_\_\_\_\_

This application shall become a contract only upon acceptance by VFS. If accepted, the undersigned agrees to abide with terms and conditions described in the Forum 76 Exhibitor Prospectus, Exposition Rules and Registration Manual. This writing embodies the complete agreement between the undersigned and VFS, unless modified by written consent of both parties.

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VFS Signature: \_\_\_\_\_ Booth: \_\_\_\_\_ Size: \_\_\_\_\_ Date: \_\_\_\_\_

# FORUM 76 EXPOSITION RULES

## 1. VENUE

Forum 76 will be held at the Palais des congrès de Montréal, Québec, Canada

## 2. SPACE RESERVATION

FORUM 76 exhibit space will be allocated on a first-come, first-served basis. Space requests will be accepted via mail, facsimile, and onsite at Forum 75. VFS will make every effort to locate exhibits in accordance with exhibitor's space preferences. VFS reserves the right to assign exhibit space subject to such parameters as booth space size, design and relationship to similar exhibits. VFS retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

## 3. SUBLEASING OF SPACE

Exhibitor may not sublet exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display.

## 4. EXHIBIT SPACE PAYMENT

A signed exhibit application and contract with payment must be received on or before **November 30, 2019** to qualify for the "Early Bird Exhibit Rate." A signed exhibit application and contract with payment received after **December 1, 2019** will qualify for the Regular Exhibit Rate." Unpaid exhibit space may be released on **January 1, 2020** and made available for resale. **A 2.5% processing fee may be applied for credit card payments.**

## 5. CANCELLATION BY EXHIBITOR

Exhibitors may reduce or cancel exhibit space by submitting written notice to VFS no later than **December 31, 2019**. If an exhibitor cancels exhibit space, VFS will charge an administrative fee of fifteen percent (15%) of the total display space cost up until **December 31, 2019**. No refunds will be made by VFS if the written cancellation notice is received at VFS Headquarters after **December 31, 2019**. All exhibit applications become a binding contract upon acceptance by VFS, including applications received without payment. An exhibitor is obligated to pay the fifteen percent (15%) administrative fee if exhibit space is canceled before **December 31, 2019**. After **December 31, 2019**, the exhibiting company is obligated to pay a 100% administration fee and payment is due within 30 days from receipt of a cancellation invoice or five (5) business days prior to move-in of the show or whichever is soonest. In addition to paying an unpaid exhibit space fee, an exhibitor will be responsible for paying all collection fees associated with its unpaid exhibit space.

## 6. OCCUPANCY DEFAULT

Any exhibitor failing to occupy exhibit space shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by VFS and re-located or reassigned for such purposes or used as VFS may see fit.

## 7. CERTIFICATE OF INSURANCE

Upon signing the Exhibit Space Application and Contract, the exhibiting firm is asked to provide the VFS with a certificate of insurance or an affidavit that it carries a minimum of \$1,000,000 in liability insurance applicable to its exhibiting at the VFS 76<sup>th</sup> Annual Forum and Technology Display by **April 20, 2020**

## 8. AGREEMENT TO RULES

An Exhibit Space Application and Contract signed by exhibitor representative, constitutes the complete agreement for the right to use the allocated space. VFS is not liable for resultant expenses or loss of revenue in the event that fire, flood, earthquake, strike, labor disorders, or other circumstances beyond the control of VFS prevent the use of the exhibitors' space inside the exhibit hall. The exhibitor, by accepting the allocated space, agrees to the terms and conditions and exhibit hall hours contained in this Exhibitor Prospectus, Forum regulations and subsequent bulletins. Any violation of VFS terms and conditions shall constitute a breach of this contract. VFS' remedy to any breach includes, but is not limited to, termination of any and all rights to the exhibit space assigned by VFS and the forfeiture of any fees paid.