



## 27<sup>th</sup> NATIONAL SPACE SYMPOSIUM CONTRACT FOR EXHIBIT SPACE

In accordance with the terms of the contract stated herein, the undersigned, by its duly authorized agent or employee (hereinafter called "Exhibitor") hereby contracts for exhibit space and services offered by the Space Foundation at the 27<sup>th</sup> National Space Symposium to be held April 11-14, 2011 at the Broadmoor Hotel in Colorado Springs, Colorado.

### 1. EXHIBIT RENTAL FEES:

#### *Broadmoor hall rates:*

\$51.00 per sq foot for Foundation Corporate Member Company

\$61.00 per sq foot for Non-Member companies

#### *Colorado hall rates:*

\$41.00 per sq foot for Foundation Corporate Member Company

\$51.00 per sq foot for Non-Member companies

**2. PAYMENT POLICY/CANCELLATION POLICY:** Please mail or fax the signed contract immediately in order to reserve exhibit space. A 50% deposit is due upon receipt of invoice. Failure to pay the required deposit within 30 days of receipt may result in forfeiture of exhibit space. **The 50% deposit is non-refundable.** In the event the exhibitor fails to fulfill its contractual obligations, violates the contract agreement, or withdraws from the event, all monies paid shall be retained by the Space Foundation. The remaining balance is due on January 4, 2011. Exhibit space purchased within 90 days of the event requires payment in full upon receipt of the invoice.

**3. BOOTH SIZE:** \_\_\_\_\_ feet x \_\_\_\_\_ feet = \_\_\_\_\_ **Total Square Feet**

**4. BOOTH COST:** \_\_\_\_\_ sq feet x \_\_\_\_\_ rate = \$ \_\_\_\_\_ **TOTAL COST**

**5. DESIRED LOCATIONS:** Please select three locations in order of preference. Every reasonable effort will be made to accommodate exhibitor location requests. The Space Foundation reserves the right to make changes to the program, location of the exhibit booths to maximize usable space, or hours of exhibition when in the best interest of the 27th National Space Symposium.

- 1. Booth # \_\_\_\_\_
- 2. Booth # \_\_\_\_\_
- 3. Booth # \_\_\_\_\_

**6. EXPECTED NUMBER OF EXHIBITOR BADGES REQUIRED:** \_\_\_\_\_

### 7. EXHIBITOR INFORMATION

Company Name \_\_\_\_\_

List in Program Book as: \_\_\_\_\_

**\*Please note:** The *exact* way your company is listed in this space will be the *exact* way it is used in our printed materials and on our Web site. Please verify with your corporate guidelines the correct usage including wording, tagline, case, etc., so we can keep your company's identity consistent. We greatly appreciate your cooperation.

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Country \_\_\_\_\_

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

SEND INVOICE TO: \_\_\_\_\_ Email \_\_\_\_\_

**8. EXHIBITOR'S ACCEPTANCE:** I, the duly authorized representative of the undersigned organization, on behalf of said organization, subscribe and agree to all terms and conditions, including, but not limited to, the rules and regulations stated in this contract for exhibit space and services.

**ALL FUTURE EXHIBIT MATERIALS WILL BE SENT TO PERSON LISTED BELOW:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

EXHIBITOR POINT OF CONTACT \_\_\_\_\_

Title \_\_\_\_\_ E-Mail \_\_\_\_\_

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

**9. "RULES AND REGULATIONS":** Attached.  
310 South 14<sup>th</sup> Street Colorado Springs, CO 80904 Tel 719.576.8000 Fax 719.576.8801 www.NationalSpaceSymposium.org