

## Exhibit Sponsor Application Form and Contract

Main Contact Person:		
Title:		
Company Name:		
Address:		
City:	State:	Zip:
Work Phone Number:	Cell Phone Number:	
Email Address (required for future correspondence):		
Exhibit Sponsor Level (choose one): Gold (\$20,000) _____ Silver (\$15,000) _____ Bronze (\$10,000) _____		
Individual Sponsorship (if applicable):		
<b>30-second video montage or social hour</b>		
Additional sponsorship opportunity: _____ \$ _____		
<b>TOTAL SPONSORSHIP COST: \$ _____</b>		

1. **Please return signed contract as soon as possible** in order to reserve your space. **Spaces are on a first come, first serve basis.**
2. The exhibit booth fee must be received by **March 31, 2024.**
3. **Set up will take place Tuesday, May 21, 2024 from 8:00 a.m. to 3:00 p.m.** Companies are required to exhibit for the full day of May 22, 2024.
4. AISI will cover the cost and provide one 8-ft. table, two chairs, pipe and draped walls and wireless internet. One electrical outlet included. **All additional equipment / needs must be prearranged with conference organizers by selecting this option on the exhibitor shipping and set-up form or by emailing [sponsor@greatdesignsinsteel.com](mailto:sponsor@greatdesignsinsteel.com) by March 31, 2024.**
5. Exhibit booths are 20 ft. x 10 ft. or 10 ft. x 10 ft. depending on selected sponsorship level and cannot block access or visibility of meeting rooms or fire exits.
6. **AISI reserves the right to remove items from your booth that are a competitive material to steel.**
7. Banners or extra materials may not be displayed outside of your assigned area. Exhibitors must remain inside the parameter of their assigned space. No signage or materials may be adhered to walls or the ceiling of the exhibit hall.
8. Only professionally printed signs / banners are allowed. Exhibitors must keep their area free of clutter (i.e., food, coats, moving containers).
9. One registered exhibit staff person must be at your booth from 7:00 a.m. until the end of the seminar the day of the event.
10. For everyone's safety and comfort, **no exhibits may be dismantled until the end of the symposium on May 22, 2024.**
11. **All exhibit staff must register for the event. Registration opens mid-February at [www.greatdesignsinsteel.com](http://www.greatdesignsinsteel.com)**
12. Onsite loading and unloading of any and all exhibit materials must be made only through the delivery area at Suburban Collection Showplace. Delivery vehicles may not block entrances or walkways. Once unloaded, exhibitors with trucks, vans and large vehicles must be moved. **No vehicles may be left unattended in the loading area.**
13. If you would like to have Art Craft Display manage shipping and / or set-up of your exhibit this will need to be noted on the accompanying Exhibitor Shipping Form. Exhibitors are responsible for all shipping charges to and from Art Craft Display and no C.O.D. shipments can be accepted. Materials must be crated, boxed or on skids. Items not containing a return shipping label will be stored at the exhibitor's expense at Art Craft Display.
14. Neither AISI nor its agents or employees shall be liable for any damage to the property or loss of business to the exhibitor, or any loss by theft, or damage by fire or other means, either during the exhibition or during shipment, or for any injuries to the exhibitor, its employees, agents, customers or guests, arising from any cause or matter whatsoever, even though occasioned, caused or contributed to by the negligence of AISI, its agents or employees.
15. The exhibitor, on behalf of itself, its employees and agents, agrees to protect, indemnify, save and defend, and hold harmless AISI, its agents and employees from all costs, losses, damages and expenses arising out of or from any accident or other occurrences connected with the use or occupation by the exhibitor of its booth space.
16. Exhibitors are required by Suburban Collection Showplace to add to their existing insurance sufficient coverage to protect them against loss or damage to their materials by fire, theft, accidents, etc.
17. Items required to be submitted upon signature and submission of this contract include the following:
  - a. High-resolution company logo in .ai or .png file formats
  - b. Completed exhibitor shipping & set-up form

**Please ensure** all organizational representatives onsite are informed of and comply with the exhibitor rules. Failure to comply with any of these rules could result in forfeiture of exhibit privileges at future Great Designs in Steel seminars.

My organization agrees to exhibit at Great Designs in Steel Wednesday, May 22, 2024. I will be invoiced upon selection and must pay in full by March 31, 2024. This application is made in accordance with the conditions, rules and regulations included within this application form. I have read and understand the aforementioned rules and regulations and agree to comply with them.



May 22, 2024 – Great Designs in Steel  
Suburban Collection Showplace  
[sponsor@greatdesignsinsteel.com](mailto:sponsor@greatdesignsinsteel.com)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Sign and return. A counter signed copy will be returned to you. Signatures of both parties constitute a contract.*

Email contract to [sponsor@greatdesignsinsteel.com](mailto:sponsor@greatdesignsinsteel.com)

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*For AISI use only*

Name: Kevin Dempsey \_\_\_\_\_ Date: \_\_\_\_\_

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