



Trade Show Application
 Sheraton Downtown Denver Hotel
 1550 Court Pl, Denver, CO 80202
 South Convention Lobby, Second Level Tower
Deadline to register: May 1, 2018

IMPORTANT DATES & TIMES
Event date: Friday, July 20, 2018
Setup: 7:00-8:00 a.m.
Show runs: 8:00 a.m.-12:00 p.m.
Breakdown: 12:00-12:30 p.m.

REGISTRATION INFORMATION

Exhibitor Name: _____

Exhibitor Description: _____

Name & Job Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Website: _____

Giveaway Prize: (if any) _____ Value: _____

PRICING

	Price	Type
<input type="checkbox"/>	\$300.00	Exhibitor Registration: Includes one 6' table, 2 chairs, electricity for booth and one Exhibitor Pass. Does not include conference access. You must register for conference separately if you want to attend any other events. Exhibitor badges will be available for pick up at the Trade Show.

ADD-ONS

Quantity	Price	Type
_____	\$35.00	Additional Exhibitor Pass: For exhibitor reps that are not registered for conference, but will attend the trade show.
	Badge Name(s):	

EXPECTED PAYMENT AMOUNT

Total:	\$
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CANCELLATION POLICY

Trade Show Cancellation Policy: Cancellations for exhibit space before June 1, 2018 will be refunded in full. Cancellations for exhibit space before June 29, 2018 will be refunded in full less a \$100 processing fee. No refunds will be processed for exhibit space cancellations after June 30, 2018.

The undersigned has read and agrees to the "RWA Exhibitor Space Agreement" and the Trade Show Cancellation Policy.

Signature: _____	Date: _____
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Submit completed form to conference@rwa.org.
 Your application will be reviewed for approval.
 Upon approval, an invoice will be sent via email. Payment can be made online via credit card or PayPal.

RWA Exhibitor Space Agreement

This **Exhibitor Application and Space Agreement** ("**Agreement**") is made between **Exhibitor**, whose name and address is set out below, and **Romance Writers of America** ("**RWA**") for exhibit space at **RWA2018 Trade Show** ("**RWA2018**"), scheduled for July 20, 2018 in Denver, CO. This Agreement is made for the benefit of Exhibitor and RWA. This Agreement becomes effective as of the date of its acceptance by RWA and RWA's receipt of the registration fee from Exhibitor. The terms and conditions of this Agreement, including but not limited to the plan of exhibits, rates and the rules and regulations, and general exhibit information provided to Exhibitor, may be updated and amended by RWA at its sole discretion and are binding on Exhibitor. **Notwithstanding RWA's acceptance of this Agreement or of any payment from Exhibitor, RWA reserves the right to (a) deny entrance or re-entrance to, or to remove, any Exhibitor(s), Exhibitor representative(s) or suppliers, and Exhibitor invitees, from RWA2018, and (b) reject, remove, or prohibit any Exhibit property, in whole or in part, at RWA's sole discretion if not in compliance with RWA2018 rules and regulations.**

Eligibility: RWA, in its sole discretion, determines the eligibility of any company or product for exhibit. RWA reserves the right to withdraw its acceptance of an application or deny participation of any individual or organization at any time if it determines that a company or product is not eligible for exhibit or Exhibitor is in arrears for payments due for other RWA events. If Exhibitor fails to comply with any of the terms of this Agreement, RWA may, among other things, refuse Exhibitor the right to participate further in this exhibition and may refuse to consider Exhibitor for participation in future exhibitions. RWA is not responsible for any costs associated with the exhibit or travel costs if an exhibitor is uninvited to participate. For RWA purposes "Predatory Publishing" means a business model based on selling products or services to authors rather than selling books to readers. Services or publishing packages offered by the entity are usually priced higher than similar services found in the open marketplace. Promises of mass-distribution, marketing services, or expertise in editorial, design and delivery of quality works made by Predatory Publishing companies are rarely fulfilled and often result in unsuccessful distribution or sales. This definition includes, but is not limited to, publishing programs that withhold or seek full or partial payment or reimbursement of publication or distribution costs before paying royalties. Predatory publishing companies shall not qualify to exhibit.

Application & Payment: Applications must be received with a valid check or valid credit card information for payment in full of all fees due no later than May 1, 2018. Exhibitor spots are not held until payment had been made.

Cancellation Policy: Cancellations for exhibit space before May 1, 2018 will be refunded in full. Cancellations for exhibit space before June 29, 2018 will be refunded in full less a \$100 processing fee. No refunds will be processed for exhibit space cancellations after June 30, 2018.

Taxes and Licenses: Exhibitor shall be responsible for obtaining all licenses, permits and approvals required under local and/or state laws applicable to its participation in RWA2018. Exhibitor shall be responsible for obtaining all tax identification numbers and paying all taxes, license fees and other charges that shall become due under any government authority in connection with its participation in RWA2018.

Use of Space. Exhibitor may not assign or sublet any space allotted to it without RWA's prior written consent. Exhibitor agrees to exhibit only products listed on its Application and approved by RWA, and such products shall be manufactured or distributed by the Exhibitor in its regular course of business. Exhibitor shall display such products and services in a manner that is intended to describe and depict the advantages of using such products or services.

Exhibitor Pass. Each company representative attending the trade show from the Exhibitor must display an RWA issued Exhibitor Pass during the duration of the setup, Show, and breakdown. This Pass will only be valid during this time and will not allow access to any other RWA-sponsored event at RWA2018. RWA members must be registered for conference to exhibit or attend the Trade Show.

Booth Guidelines: Signage and banners cannot exceed 8' in height. Any Exhibitor exceeding these limits will be required to adjust or remove its exhibit property to conform. Exhibitor may not hang signs or banners from the walls or ceiling of the exhibit hall. Signs can be hung from the Exhibitor's physical table or booth property if they do not exceed the designated height limitation of 8' in height. Exhibits shall be arranged so as not to obstruct the general view, nor hide the exhibits of, others. Exhibitor must maintain a line of sight to the exhibits next to yours. Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Exhibitor Activities: All of Exhibitor's demonstrations, advertising and promotional activities must be confined within the limits of Exhibitor's assigned space. No demonstrations, meetings, displays, literature distribution may be used, nor may product exhibits, displays or hired models may be used, outside of the assigned exhibit space unless Exhibitor has purchased a sponsorship that allows it to conduct such activities outside of its assigned booth/table and the activities are approved by RWA. Exhibitors planning hospitality suites or outside events of any kind whatsoever, either prior to, during or subsequent to RWA2018, must provide the designated RWA representative with a written schedule of such events. Exhibitor expressly agrees that such events will not conflict with Show hours or any official event scheduled by RWA. Failure to comply with this requirement may result in cancellation and removal of Exhibitor's exhibit without refund or liability to RWA.

Exhibit Safety: Exhibitor accepts full responsibility for (a) any personal injury or property damage that may result directly or indirectly from the collapse of its exhibit or any portion thereof, and (b) any other claim, loss, liability or damage suffered as a result of Exhibitor's construction or maintenance of an exhibit or equipment.

Exhibit Hall Hours: Exhibitors will not be allowed access to the exhibit hall during all non-show hours unless specified by RWA. The exhibit hall may be closed during specified times for event set-up purposes.

Exhibit Hall Floor Plan: Exhibit Floor Plan is subject to change.

Set-up and Dismantle: It is Exhibitor's responsibility to set-up and dismantle its booth and property. Exhibitor should properly label all of its exhibit properties for shipping from and to its facilities. If Exhibitor has not properly packed any of its exhibit or property for shipping at the time designated, such items will be stored, and Exhibitor will be invoiced for handling and storage of such items. RWA will not be responsible for any exhibit materials or equipment on the exhibit floor. Exact exhibit set-up and dismantle hours will be enforced.

Liability: RWA shall not be liable for failure to perform its obligations under this Agreement as a result of strikes, riots, acts of God, force majeure or any other cause beyond its control; including without limitation any act of war, terrorism or other military authority. RWA shall not be liable for any injury whatsoever to Exhibitor's property or to persons conducting or otherwise participating in RWA2018 or to invitees or guests of Exhibitor. Exhibitor agrees to abide by existing agreements and regulations covering the use of services and/or labor in the conference and exhibit facility. Exhibitor assumes full responsibility and liability for the acts or omissions of its agents, invitees, employees or independent contractors, whether acting within or outside the scope of their authority. Exhibitor shall hold RWA harmless from responsibility or liability resulting directly or indirectly from such acts or omissions. No warranty of any kind is made by RWA with regard to Exhibitor's assigned space or use thereof. No rights of RWA shall be deemed waived except as and unless specifically stated in writing signed by an authorized officer of RWA.

Liability Insurance: Exhibitor shall obtain at its own expense adequate insurance, including but not limited to, comprehensive general liability insurance including so-called "broad form endorsement." Such insurance shall name RWA, its officers, directors and employees as an Additional Insured. Certificates of Insurance shall be made available to RWA upon request.

Security: Exhibitor is solely and fully responsible for its own exhibit material and shall insure its exhibit and equipment against loss or damage from any cause whatsoever. Exhibitor understands and agrees that all Exhibitor properties are to remain in Exhibitor's care, custody and control in transit to and from and within the confines of the Exhibit Hall. Exhibitor agrees to waive its rights of subrogation against RWA and their vendors, officers, directors and employees. Each Exhibitor will be responsible for its exhibit at all times. RWA shall not be liable for any loss, damage or displacement of any Exhibitor's property due to any cause.

Governing Law and Venue: This Agreement shall be governed by the laws of the State of Texas without reference to its conflict of law principles. Venue for all claims, actions or disputes arising out of Exhibitor's use of the assigned space at RWA2018 shall be brought in a court located in Houston, TX.

Resolution of Disputes: In the event of a dispute or disagreement between Exhibitor and RWA all interpretations by RWA of the rules governing RWA2018 and all action or decisions concerning the dispute or disagreement intended to resolve the dispute or disagreement, shall be binding on the Exhibitor.

Amendment and Agreement to the Rules. Any matters not specifically covered by the preceding rules or other RWA2018 material provided to Exhibitor shall be subject solely to RWA's interpretation and decision.

Compliance. It is each Exhibitor's responsibility to read and comply with all rules and regulations stated in this Agreement.