



**Region 5 Meeting 2023
Duluth, MN
October 16 – 18, 2023
Exhibit Space Contract**

CONTACT INFORMATION – will receive all show related emails

Company Name: _____ Contact Name: _____

Address: _____

Phone: _____ Twitter Account: _____

E-mail: _____ Website: _____

We do not wish to be adjacent to the following companies as space allows: _____

Booth Selection: Please provide 3 choices in the event your selections are already sold

Please indicate your booth selection(s):

1st choice _____ 2nd choice _____ 3rd choice _____

PAYMENT INFORMATION AND AUTHORIZATION (Cancellations must be received in writing. Deadlines apply.)

Exhibit Fees: UTC Associate Member = \$1,000.00 US / Non-member \$1,500.00

UTC Invoices will be sent electronically from meetings@utc.org. Please be sure to whitelist this email address to avoid processing delays. To make credit card payments, please contact Jamar.Rogers@utc.org or call Jamar at 202-833-6833. ACH payment instructions are included on the invoice.

By signing we agree to the following: Exhibit Space Contract Terms & Conditions, all terms of which are made a part hereof by this reference and fully incorporated herein, receipt of which is hereby acknowledged, and to all conditions under which space at the Exhibit Facility is leased by UTC.

Cancellation Policy: All cancellations must be submitted in writing and received by UTC on or before midnight 8/26/23, and exhibitors will be charged a 25% cancellation fee. After the cancellation date of 8/26/23 there will be no refunds and exhibitors will be liable for the full exhibit fee. Written cancellation notices can be emailed to meetings@utc.org. No verbal cancellations will be accepted, this includes voicemail messages.

Postponement/Rescheduling Policy: In the event the meeting is postponed/rescheduled, the new dates of the event shall apply, and all other terms and conditions of this Agreement will remain operative and in force. Any booth rental fees that have been paid will not be refunded, and any unpaid amount owed will be paid by the exhibitor to UTC as provided under the terms of this Agreement.

Virtual event: In the event the meeting is held virtually and not in person, all of the terms and conditions of this Agreement will remain operative and in force. Any booth rental fees that have been paid will not be refunded, and any unpaid amount owed will be paid by the exhibitor to UTC as provided under the terms of this Agreement.

Force Majeure: The performance of this Agreement by either party is subject to acts of God, war, terrorism, government regulation, disaster, fire, strikes, civil disorder, curtailment of transportation facilities preventing or unreasonably delaying at least 25% of attendees and guests from appearing at UTC's conference, or other similar cause beyond the control of the parties making it impracticable, illegal, inadvisable or impossible to hold the conference or provide the facility. This Agreement may be terminated without penalty for any one or more of such reasons by written notice from one party to the other. In addition to the foregoing, should there be any acts of terrorism in North America within 30 days prior to the arrival of the first members of the group which affect transportation facilities and which prohibit 25% or more of UTC's representatives from attending the Conference, this Contract may be terminated by written notice from one party to the other. In addition, this Agreement may be terminated upon the breach of any material term of this Agreement, provided written notice of such termination is given and another party has been given a reasonable opportunity, under the circumstances, to cure the default, if possible.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Submit completed form to Cheryl Stratos, UTC Sales at cheryl.stratos@utc.org

Logistical/Meeting/General Questions contact Kelly Moran, UTC Meetings/AHI at kelly.moran@utc.org

Countersigned:

Accepted on behalf of UTC _____

Date of acceptance _____

Submit completed form to Cheryl Stratos, UTC Sales at cheryl.stratos@utc.org

Logistical/Meeting/General Questions contact Kelly Moran, UTC Meetings/AHI at kelly.moran@utc.org