



2011 DesignDC Booth Registration Contract

2011 Exhibit Hall Dates: June 21st & 22nd, 2011
Washington Convention Center, Washington, DC

Exhibiting Company

Contact Name: _____
Title: _____
Company: _____
Address: _____
City _____ State _____ Zip _____
Telephone: _____
Fax: _____
E-mail: _____
Web Address: _____
We will display the following product(s):

Exhibit Space Cost Breakdown

Exhibit Hall Booth Space	10 x 8 Booth	10 x 10 Premier	Total
Contract received by Dec 31, 2010	\$3,200	+ \$500	
Contract received by March 1, 2011	\$3,800	+ \$500	
Contract received by May 1, 2011	\$4,000	+ \$500	

Tabletop Space in Hallway Outside Exhibit Hall	6 ft Tabletop
Contract received by Dec 31, 2010	\$1,400
Contract received by March 1, 2011	\$1,600
Contract received by May 1, 2011	\$1,900

Number of 10 x 8 Booths: _____ Cost: \$ _____
Number of 10 x 10 Premier Booths: _____ Cost: \$ _____
Number of Tabletops: _____ Cost: \$ _____

Space Location Choice: (Once floorplan is finalized, space choice is offered in the same order as contracts are received.)

Choice #1 _____ Choice #2 _____ Choice #3 _____

Neighboring Booths

Please indicate any companies that you prefer not to be located next to:

DesignDC Cancellation Policy:

If the Exhibitor cancels this contract after the signing of the contract, the below fees will be assessed and owed to AIA DesignDC as liquidated damages and not as a penalty.

Cancellation before January 1, 2011 will be assessed a fee of 30% of booth rental.

Cancellation between January 1, 2011, and March 31, 2011 will be assessed a fee of 50% of booth rental.

No refunds on cancellations made after April 1, 2011.

For DesignDC Staff Use Only

Date received _____ Space assigned _____
Signature _____ Total Cost: _____

DesignDC is owned by the Washington Architectural Foundation. This contract is binding upon the parties whose authorized signatures appear below. The Exhibitor agrees to abide by the terms and conditions as contained herein and as set forth in Exhibit A, "Exhibition Rules and Regulations," attached, and as may be established by the Washington Architectural Foundation or its assignee(s) (the "Sponsor") in the applicable Exhibitor Services Manual, including and any subsequent revisions or amendments; and as may be set forth in general exhibit information promulgated by the Sponsor.

Method of Payment

Check Visa MasterCard American Express

(Please Circle Appropriate Payment Method)

Purchase Order Number (Govt. Only) _____
(Purchase Order Must Accompany Contract)

Billing Information

Credit Card Number _____

Expiration Date (mm/yy) _____

Print name exactly as it appears on credit card:

Billing address _____

City _____ State _____ Zip _____

Telephone _____

Signature _____

Payment Terms

_____**50% Downpayment due with contract, balance due by April 1st 2011.**

_____**We would like to pay for our exhibit space in full now.**

Any remaining balance is due no later than April 1, 2011. If credit card is used for deposit, we will call to authorize balance payment before April 1st.

If final balance by check or credit card is not received by April 1, 2011, exhibitor risks forfeiture of booth space.

To Secure Space:

Fax completed Exhibit Contract to: **(888) 450-2526**

If paying by credit card: Complete details above.

If paying by check:

Fax your contract to (888) 450-2526 this holds your space.

Make checks payable to: **Washington Architectural Foundation**

Mail a copy of your contract along with your check to:

Design DC
1777 Church Street, NW
Washington, DC 20036

Exhibitor Signature

The Exhibitor acknowledges that participation will be limited to those companies whose products and/or services are of specific interest to those attending DesignDC as determined by the Sponsor at its sole discretion. The Exhibitor hereby agrees to abide by all rules and regulations of the exhibition and acknowledges receipt of a copy of Exhibit A, "Exhibition Rules and Regulations," which is a part of this contract and is incorporated herein.

Signature _____

Date _____

Print Name _____

Title _____

Questions? Contact Jody Cranford at: 800-818-0289