



2010 DesignDC Exhibitor Space Contract

Exhibit Hall Dates: August 3rd & 4th, 2010 • Washington Convention Center, Washington, DC

New Floorplan Coming Soon featuring 12 Premier Booth Locations.

Premier Booth Spaces will surround central food and beverage area.

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 Jan 1, 2010	\$3300	+ \$500	
Contract received by May 1, 2010	\$3850	+ \$500	
Contract received by July 1, 2010	\$4,000	+ \$500	
Tabletop Space in Hallway Outside Exhibit Hall	6 ft Tabletop		
Contract received by Jan 1, 2010		\$1600	
Contract received by May 1, 2010		\$1800	
Contract received by July 1, 2010		\$1900	

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, 2010 will be assessed a fee of 30% of booth rental.

Cancellation between January 1 2010, and March 31, 2010 will be assessed a fee of 50% of booth rental.

No refunds on cancellations made after April 1, 2010.

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 it's 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% Due at Contract Signing

(All booth locations will be confirmed upon receipt of deposit)

Remaining balance due June 1, 2010.

If final balance is not received by June 1, 2010, Exhibitor risks forfeiture of booth space.

Checks should be made payable to:
Washington Architectural Foundation

Payment By Credit Card

Please fax the completed Exhibit Contract to
Jody Cranford: (888)450-2526

Payment Mailing Address

Please fax the completed Exhibit Contract to
Jody Cranford: (888 450-2526 then submit a copy of the contract along with check and mail to:
DesignDC • 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 it's 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