

DIGITAL RESOURCES TECHNOLOGY SHOWCASE

EXHIBITOR BOOTH CONTRACT

EXHIBITOR INFORMATION

COMPANY NAME (BILL TO)	
COMPANY NAME (ON SIGNAGE)	
BILLING CONTACT	
BILLING CONTACT EMAIL	
MANUFACTURER NAME(s) TO BE LISTED ON WEBSITE	

To register attendees, please visit our website www.digitalresources.com/exhibitors

EVENT INFORMATION

LOCATION

Grapevine Convention Center
1209 S. Main Street | Grapevine, TX 76051

EVENT SET-UP

Wednesday February 16, 2022
2:00pm—7:00pm

DATE OF SHOW

Thursday February 17, 2022
9:00am—4:00pm
Teardown is from 4:00pm—6:00pm



CLASSES & SEMINARS

At this year's event, DRI is looking for companies that can host an educational technology class or seminar that would be engaging, informative and, if possible, offer **CTS renewal credits**. We want to offer our clients this unique opportunity and feel this will recruit more attendees to our event. If you would like to participate, please email Tim (tbock@digitalresources.com) with details.

Digital Resources, Inc.

2107 Greenbriar Drive Ste. B | Southlake, TX 76092 | (817) 481-9300

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ORDER FORM

QTY	DESCRIPTION	COST
	Exhibitor Booth Includes: (1) 10 ft. x 10 ft. Booth Space , (1) 7 in. x 3½ ft. Sign w/ Exhibitor Name & Booth # (1) 8 ft. x 2½ ft. Skirted Table , (1) 8 ft. Back Wall Drape , (1) 3 ft. Side Rail Drape (1) Electrical Outlet (1) Lunch <i>Please note: extension cords are not provided.</i>	\$600.00
	Additional Table—Skirted, 6 ft.	\$30.00
	Additional Lunch	\$15.00
	Gold Sponsor <i>Includes premier double booth and location, three lunches, company logo on promotional items and highlighted on DRI website as well as VIP marketing for the event.</i>	\$2,000.00
	Supporting Sponsor <i>Includes single booth, two lunches, company logo on promotional items and highlighted on DRI website as well as recognition throughout the event.</i>	\$1,250.00
	TOTAL	

PAYMENT METHOD

☐ CHECK ☐ CREDIT CARD

Payment must be received in full by December 1st, 2021 with a completed copy of this contract to reserve booth space.

NAME ON CREDIT CARD	
CREDIT CARD NO.	
EXPIRATION DATE	
CVC CODE	
BILLING ZIPCODE	

Send completed pages (1 & 2) to **Emily Bock** at ebock@digitalresources.com

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RULES AND REGULATIONS

The Exhibitor agrees to abide by the terms herein and any revisions or amendments thereto made by the Digital Resources, Inc. (DRI). Nothing shall be constructed, built, installed or used as part of or in connection with an exhibit which does not conform to the requirements of federal, state and municipal laws, ordinances, fire codes and regulations. Rules of the convention facility management must be observed and adhered to. Interpretation of these rules is solely within the discretion of the DRI.

1. EXHIBIT SPACE

DRI reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for DRI or the exhibit area. Exhibitor is encouraged to discuss the intended exhibit with the DRI Exhibits Manager in advance.

2. FLOOR PLAN/SPACE ASSIGNMENTS

The arrangement of exhibit space is shown on the floor plan booth layout. All dimensions and locations shown on the floor plan are believed, but not warranted, to be accurate. DRI reserves the right to make modifications, to whatever extent DRI deems appropriate, to the floor plans as may be in the best interests of the show.

3. PAYMENT

Full payment must be received by December 1, 2021 or exhibit space and deposit will be forfeited.

4. CANCELLATION PENALTY

Cancellations must be made in writing to the DRI Exhibits Manager. A 50% penalty of the TOTAL COST OF EXHIBIT SPACE CONTRACTED will be assessed in the event of cancellation by the Exhibitor more than 90 days prior to the opening date of the show. A 60% penalty will be assessed if the Exhibitor cancels less than 90 days but more than 60 days from the opening date of the show. NO REFUNDS will be made if Exhibitor cancels less than 60 days prior to the opening date of the show and Exhibitor will be responsible for total amount of space contracted for and will be billed for any balances outstanding at time of cancellation.

5. INDEMNITY

Exhibitor further agrees to hold harmless DRI, its officers, employees and members from any and all liability to any person or persons for or by any reason of any act or omission of said Exhibitor, or any of its agents, servants or employees. Indemnity includes, but is not limited to, claims of copyright, trademark or patent infringement, unfair competition and products liability. The Exhibitor, on signing this contract, expressly releases DRI and individuals from any and all claim for such loss, damage or injury. Further, Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the exhibit facility and shall indemnify and hold harmless the exhibit facility and its agents, servants and employees from any and all such losses, damages and claims.

6. USE OF COMMON SPACE

Common space, such as aisles, passageways and overhead spaces, remain strictly under control of DRI, and no signs, decorations, banners, advertising matter or special exhibits will be permitted in them except by special permission of the DRI Exhibits Manager. All exhibits must remain within the confines of their own spaces. Exhibits may be placed in the area not more than four feet forward from the back wall of the booth and up to a height not to exceed eight feet. Island displays may not exceed an overall height of twelve feet, without special permission obtained in advance from the DRI Exhibits Manager.

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RULES AND REGULATIONS, continued

7. EXPO SERVICES

A service order kit containing information regarding the Show, instructions for shipping and handling of freight, and instructions and rates regarding services of the official contractors will be provided by the Official Service Contractor for this event, within two weeks of notification by DRI. Exhibitors must use exhibit management appointed contractors for electrical, plumbing, material handling, rigging, cleaning, and standard show rental furniture

8. INSURANCE

Exhibitors agree to maintain such insurance that will fully protect DRI from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display. Exhibitor agrees to indemnify and hold harmless DRI for any such claims, irrespective of insurance coverage's. Exhibitor agrees to provide DRI a certificate of insurance of workers' compensation and general liability coverage, upon request. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a nominal cost protecting them against the loss/damage to their materials by fire, theft, accident, etc.

9. SECURITY: NON-LIABILITY OF DRI

DRI and/or the Convention Center will provide security during the hours the exhibit area is closed, but will have no liability for any loss or damage sustained by Exhibitor during such hours or at any other time, whatever the cause.

10. SET-UP OF EXHIBITS

Adequate set-up time will be allowed prior to the official opening of the show. It is incumbent upon the Exhibitor to coordinate with the Official Show Service Contractor so that the Exhibitor's material is scheduled in to the exhibit hall in ample time to be erected and ready when the Show officially opens. Exhibitor will be supplied with setup times and show hours with adequate time prior to show.

11. SHOW SET-UP

No set-up will be permitted once the Expo is open. If an Exhibitor is a "no-show" when set-up hours close, the space is automatically forfeited and no refunds will be made. All exhibits must be set up and ready by 8:45am on the date of exhibition.

12. MANNING OF EXHIBITS

Exhibits must be manned during exclusive exhibit hall hours. Exhibits may be left unattended if necessary so personnel can attend the complimentary luncheon.

13. TEAR DOWN EXHIBITS

No tear down of exhibits will be permitted until the closing hour on the final day of the Show. The Exposition & Event Services Contractor has been instructed by the Exhibits Manager that there are to be no exceptions to this rule. Any exhibitor that tears down or leaves before show closing time will not be allowed to exhibit in future shows.

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