

Space Coast Apartment Association Trade Show

Terms of Service

1. Acceptance of Terms: By participating in the Space Coast Apartment Association (SCAA) 2025 Trade Show, exhibitors agree to comply with these terms and conditions. SCAA reserves the right to modify or update these terms at any time, and exhibitors will be notified of any changes.

2. Eligibility: To receive member booth pricing, exhibitors must be current members in good standing with the Space Coast Apartment Association. Non-members interested in participating should contact the SCAA for membership information before applying for exhibition space. There is an additional fee of \$400 to exhibit as a non-member.

3. Booth Reservation: Booth space reservations are made on a first-come, first-served basis. SCAA will attempt to assign booth space, guided by the exhibitor's preferred choice of location. SCAA reserves the right to allocate booth space/rearrange the floor plan at its discretion.

- **Rental Space:** Includes the following exhibit equipment:
 - 8' table
 - (2) chairs
 - Black pipe and drape booth setup (backdrop curtain and side curtains)
 - See Exhibit Layout for booth sizes
 - Please bring your own signage and any other exhibiting materials you may need.
- **Electricity/Wifi:**
 - Electricity will be available, but exhibitors must bring extension cords.
 - Wi-Fi is very limited in the auditorium. If Wi-Fi is needed, you will need to use a personal hotspot.
 - Crew leaders will be available to assist with electrical access if needed.
- **Booth Worker Policy:**
 - Each 2025 trade show booth purchase includes entry for **TWO** booth workers/personnel to represent your company during the event.
 - Additional booth worker entries are available for \$25 each if purchased during booth registration (now).
 - **Please note that the cost to add additional booth personnel will increase to \$50 after 5/21/2025.**
 - We encourage you to finalize all booth worker entries during registration to ensure a smooth check-in process and avoid additional fees. Thank you for your cooperation!

4. Payment: All fees associated with booth reservations must be paid online. A credit card is required for booth payment. **Full booth payment is due at the time of registration online.**

5. Cancellations and Refunds Cancellations must be submitted in writing to SCAA. Refund policies are as follows:

- **Booth cancellations submitted after March 31, 2025, will not be refunded.**

6. Booth Setup and Teardown: Exhibitors are responsible for setting up their booths during the designated setup times and dismantling them within the specified teardown period. There is no early entry. Any damage caused during setup or teardown is the exhibitor's responsibility.

- Deliveries:
 - Deliveries are to be scheduled for the event date, and not before the approved arrival time for exhibitors.
 - Exhibitor agent must be present to accept approved deliveries. Auditorium/SCAA staff will not be responsible for accepting deliveries and will refuse delivery if an appropriate agent is not present for verification.

7. Exhibit Content: All exhibits must be in good taste and adhere to applicable laws and regulations. SCAA reserves the right to prohibit or remove any exhibit that is deemed inappropriate, offensive, or not in line with the values of the association.

8. Demonstrations & Promotions: No promoting/exhibitor demonstrations are permitted outside of the assigned exhibitor booth space. Any person, firm, or organization not having regularly contracted with SCAA for the occupancy of space will be permitted to display or demonstrate its products, processes, or services, distribute advertising materials, or in any other way occupy or use the facilities for any purpose inconsistent with the terms of service.

9. Security and Liability: While reasonable security measures will be in place, SCAA is not responsible for any loss, theft, or damage to exhibitors' property. Exhibitors are encouraged to secure their valuable items and materials.

10. Food and Beverages: No food or beverages may be served or distributed in the exhibit area without the written approval of SCAA.

- **No outside alcohol of any type may be served or handed out to attendees.** Concessions for food and drink will be available for purchase.

11. Insurance: Exhibitors are encouraged to carry their insurance to cover their property and materials during the trade show. SCAA does not provide insurance coverage for exhibitors.

12. Compliance with Laws Exhibitors must comply with all applicable federal, state, and local laws and regulations. SCAA reserves the right to report any violations to the relevant authorities.

13. Termination of Participation SCAA reserves the right to terminate an exhibitor's participation in the trade show for any reason deemed necessary by the association. In such cases, no refunds will be provided.

By participating in the Space Coast Apartment Association 2025 Trade Show, exhibitors acknowledge their understanding and acceptance of these terms and conditions.