



November 12-14, 2008
Greater Richmond Convention Center

Virginia Society AIA
2501 Monument Avenue
Richmond, VA 23220
Tel: 804-644-3041
Fax: 804-644-6714

Contract between the Virginia Society of the American Institute of Architects and:

Company: _____

Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

Web site: _____

Billing Contact (if different): _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Fax: _____

Make checks payable to Virginia Society AIA. Mail to address above.

Booth Choices: 1st _____ 2nd _____ 3rd _____

Products exhibiting: _____

Company Name as you would like it to appear on sign: _____

The above company, the "Exhibitor", agrees to rent space(s) designated as Booth Number(s) _____ from the Virginia Society of the American Institute of Architects, "VSAIA", for Architecture Exchange East 2008 for the total amount of \$_____.

(Price is calculated using the 2008 base rate of \$14.60 per square foot, + 5% for corner, peninsula, or island booths. A minimum of four booths is required to qualify island space.) Your nonrefundable payment in full is due within 30 days of contract signing. A 1.5% service charge per month will be added to any payment outstanding 30 days past the due date. This contract is deemed to have been entered into in Richmond, Virginia and governed by the laws of Virginia.

For each 10-foot x10-foot booth space reserved and fully paid according to terms, the VSAIA will credit the Exhibitor with \$200.00 to be used exclusively towards the insertion of display advertising in *Inform* magazine. Credit applies towards a minimum insertion order of \$1980.00 gross ad value. All advertising must be scheduled to run during calendar year 2008.

Exhibits must be completely installed and ready for viewing by the official opening of the show and remain open for viewing and staffed until the official close of the show. Standard booths are 10-foot x 10-foot and multiples thereof. The VSAIA will provide an 8-foot tall, pipe-and-drape back wall and 2, 3-foot, pipe-and-drape side rails per standard booth space. All booth furniture, carpeting, telecommunications, electrical needs, etc. are the sole responsibility of the exhibitor. Subletting of booth space, partially or in its entirety, is not permitted.

The VSAIA reserves the right to add, delete or change the contracted space booth space(s) to facilitate crowd control, to comply with safety regulations, or for other reasons at the discretion of the VSAIA. The VSAIA shall not be liable for refunds or any other liabilities for the failure to fulfill this contract due to any of the following: (a) by reasons of the building or grounds in which the show is to be produced, being, before of during the show, destroyed or damaged by fire or any other calamity; (b) by an act of God, public enemy, strikes, ordinances or any other legal authority, or (c) by any other cause beyond the control of the VSAIA.

Exhibitors agree to make no claims whatsoever against the VSAIA, Architecture Exchange East or its employees or representatives for the loss, theft, damage, or destruction done to exhibits, exhibitors or their employees, nor for any injury to themselves or employees or guests while at the show. Exhibitors must also assume responsibility for any accident, injury, or property damage to any person viewing their exhibit where such an accident, injury, or property damage is caused by the negligence of the Exhibitor, its agents, or employees.

This rental contract constitutes the entire contract between the parties and no waivers, modifications, or amendments shall be valid unless submitted in writing and agreed to by the VSAIA.

In the event that an Exhibitor cancels or withdraws from the show, all moneys paid will be forfeited and the Exhibitor agrees to be legally obligated to remit any unpaid balance for such assigned space. Interest will begin to accrue from the day the debt becomes past due at 18% per annum. Exhibitor will pay all legal fees and collection costs.

All Booth Payments are Non-Refundable and may not be credited to any other product or service offered by the VSAIA.

The VSAIA reserves the rights to limit the type, brand, or model of units or products to be displayed and to restrict or limit the type of materials, brochures, or information displayed and/or distributed as part of Architecture Exchange East. A signed facsimile of this contract will serve as the legal agreement.

Exhibitor Contact (print)	Signature	Date
Virginia Society AIA Representative (print)	Signature	Date