

## DEAL MAKING BOOTH REQUEST FORM

### When

October 6 | 9:30 am – 6:00 pm

October 7 | 9:30 am – 12:00 pm

### Where

Kay Bailey Hutchison Convention Center

### Includes

#### Package A - (per 10' x 10')

- Pipe & drape (not provided with island booths)
- Standard carpeting
- One full conference badge per exhibiting company
- Company ID Sign

#### Package B - (per 10' x 10')

- Pipe & drape (not provided with island booths)
- Standard carpeting
- One full conference badge per exhibiting company
- Company ID Sign
- One 6' draped table
- Two chairs

### Guidelines

- Exhibits must not extend beyond the boundaries of the booth.
- All exhibitors are required to provide General Liability insurance naming ICSC, the official expo contractor and the Kay Bailey Hutchison Convention Center as co-insured to the ICSC contact listed below.
- All guidelines are subject to regulations of venue and ICSC.

### Availability

- Booths are confirmed on a first-come, first-served basis.
- Sending in this Deal Making Booth Request Form does not guarantee a booth will be reserved for you.
- Applications cannot be processed without payment.
- ICSC cannot guarantee that you will not be placed near a competitor.

### Deadline

In order to be listed in the Deal Making Directory, ICSC must receive your exposition agreement with full payment by **August 22, 2016**.

### Fees

Check or credit card accepted as payment. Make check payable to ICSC. Booth fee is non-refundable.

Check One	Member	Non-Member
<input type="checkbox"/> Package A - per 10' x 10'	\$550	\$795
<input type="checkbox"/> Package B - per 10' x 10'	\$650	\$895

### Booth quantity:

\_\_\_ 10' x 10' booth = 100 square feet

\_\_\_ 10' x 20' booth = 200 square feet

\_\_\_ 10' x 30' booth = 300 square feet

\_\_\_ 20' x 20' booth = 400 square feet

\_\_\_ 30' x 30' booth = 900 square feet

Other \_\_\_ x \_\_\_ = \_\_\_ square feet

### Notification

You will receive a written Booth Confirmation from ICSC three months prior to the meeting, if a booth has been reserved for you. **If you do not receive a letter regarding the status of your request, contact Keith Colavito at [kcolavito@icsc.org](mailto:kcolavito@icsc.org).**

### Cancellation

Notify ICSC immediately if you must cancel. All exposition deposits/ payments are non-refundable and non-transferable.

### Contact/Please Return Form to

ICSC

**Keith Colavito**

Trade Expositions Director

P.O. Box 26958

New York, NY 10087-6958

Fax: +1 732 694 1800

E-mail: [kcolavito@icsc.org](mailto:kcolavito@icsc.org)

### Terms, Conditions and Rules

This application is subject to ICSC Terms, Conditions and Rules for Exhibitors available at [www.icsc.org/event-terms-and-conditions](http://www.icsc.org/event-terms-and-conditions), which are hereby incorporated by reference.

Contact name (for booth confirmation)

Company

Company name that should appear on Company Identification Sign

Address

City

State/Province

Zip/Postal Code

Telephone

E-mail

(TX2016)

☐ Please check here if any of the above information has recently changed.

### Method of Payment

☐ Check made payable to ICSC enclosed for \$ \_\_\_\_\_

☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover \$ \_\_\_\_\_

Name (as it appears on credit card)

Signature

Credit Card Number (include all digits)

Expiration Date (month/year)