



CONTRACT FOR EXHIBIT SPACE 2024

NEW HOURS FOR 2024

Sunday, April 7 | Welcome Reception

7:00 PM - 8:30 PM

Monday, April 8 | 12:30 - 5:00 PM

FOR FA&M USE ONLY

Date received _____

Booth assigned _____

Accepted by _____

Salesperson _____

**Sign and return the original with payment to:
 Tracy DiCello at dicellot@bnpmmedia.com**

Hyatt Regency Coconut Point
 Bonita Springs, FL

COMPANY CONTACT INFORMATION

COMPANY _____

CONTACT NAME _____ TITLE _____

ADDRESS _____ CITY _____

STATE _____ ZIP / POSTAL CODE _____

PHONE _____ FAX _____ EMAIL _____

WEBSITE _____

SIGNATURE _____

- Exhibitor Floorplan Listing - You will receive a personalized link to fill out your company booth information.
- Exhibitor Registration Code will be sent to the above contact - Please note maximum of 1 complimentary booth personnel registration is allowed per booth.

BOOTH SELECTION

1st Choice _____ 2nd Choice _____ 3rd Choice _____

SPACE RENTAL FEE

The fee includes an 8' deep x 10' wide exhibit space with back and side drapery curtains, a 6' skirted table, 2 chairs, wastebasket, and an exhibitor ID sign. Pop up booths are welcome. The fee also includes one complimentary full conference registration (per booth) for individual involved in the set-up, tear-down, and/or working the booth during the Expo. This registration is only good for exhibitor company employees. Electrical and any other decorator expenses will be billed separately. Confirmations and event communications will be sent to the contact person listed above after receiving contract and payment.

EARLY BIRD FEE (full payment before 2/2/2024) **\$2,450**
STANDARD FEE (full payment after 2/2/2024) **\$2,650**

TOTAL FEE \$ _____

METHOD OF PAYMENT

SEND INVOICE CHECK ENCLOSED – PAYABLE TO BNP MEDIA / FA&M

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

CARDHOLDER NAME _____

CARD NUMBER _____

EXP. DATE _____ / _____ 3 OR 4 DIGIT CVN NUMBER _____

SIGNATURE _____

LIABILITY

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the Hotel and agrees to indemnify, defend and hold harmless Food Engineering, Hyatt Regency, and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of use of the Hotel premises excluding any liability caused by the negligence of the Group or Hyatt Regency, its owners, servants, agents, and employees.

FIRST RIGHT OF REFUSAL

Exercise your exclusive first option to secure priority for reserving sponsorship by signing up before December 15, 2023.

TERMS AND CONDITIONS

All exhibitor payments are due in full upon contract submission. When an invoice is selected for method of payment, fees are due within 30 days from receipt of invoice. If a exhibitor contract is signed within 30 days of the event start date credit card payment must be provided with contract submission by Jan. 8, 2024. All exhibit space and/or sponsorship payments are final and no refunds will be issued, unless the entire event is canceled.

- * Please note that your credit card statement will reflect a charge under BNP Media.
- ** Registration for the conference is done separately.

If paying with check please sign contract and mail to:

**BNP Media Accounting
 Attn: Dawn Thibodeaux
 FA&M 2024
 550 W Merrill St, Suite 220
 Birmingham, MI 48009**