ABX2017

2017 APPLICATION & CONTRACT

Expo: November 8-9 | Conference: November 8-10
The Boston Convention and Exhibition Center | Boston, MA | www.abexpo.com

PRIMARY COMPANY INFORMATION:
The "Exhibiting As" company name, city, state, toll-free phone and URL listed below will be displayed on-site Expo Guide and the online exhibitor list at www.abexpo.com.

Legal Company Name: _____

Exhibiting As: _____

Mailing Address: _____ City, State, Zip: _____

Country: _____ Web Address: _____ Phone: _____

PRIMARY CONTACT INFORMATION:
"If show contact is not responsible for the overall health and safety at the event then please email the appropriate contact information to bkeefe@architects.org".

Contact Name: _____ Title: _____

Phone: _____ Email: _____

INVOICE/ACCOUNTING CONTACT INFORMATION: (For all Invoice and Accounting correspondence. If different address than above, please complete below.)

Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

BOOTH CONTACT INFORMATION: (For all booth specific correspondence, if different than primary contact above, please complete below).

Contact Name: _____ Title: _____

Phone: _____ Email: _____

EXHIBIT BOOTH SELECTIONS

List all preferred booth space(s). All space is allocated in 100 sq. ft. increments. Please provide 6 options.

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

Please reserve exhibit space in ABX 2017. We request the exhibit space(s) listed above. (If our space choice has been allocated, we request that show management assign what it considers to be the best space available.)

List ***specific companies*** (not product lines) you do not wish to be next to, limit of four companies. (See item #4 on reverse side.)

1. _____
2. _____
3. _____
4. _____

EXHIBIT SPACE COST AND SPONSORSHIP OPPORTUNITIES

RATES (per square foot)	
Standard Booth	$37.50
Corner	$41.25
Peninsula	$43.13
Island	$45.00

SHOW PROGRAM / ADVERTISING	
☐ Full Page, Color	$4,300
☐ Full Page, Back Cover	$5,418
☐ Half Page, Color	$2,786
☐ **Quarter Page, Color**	$1,597

PROGRAM & WEBSITE ENHANCEMENTS	
☐ Bold Face Type	$275
☐ Company Logo	$275
☐ Bold Face Type / Logo Combo	$385
☐ "See our Ad on Page xx"	$275
☐ Company Logo - Website Listing	$385

NEW & GREEN PRODUCTS	
☐ New Product	$385
☐ Green Product	$385
☐ Combination of Both	$600

TOTAL SQUARE FEET		EXHIBIT SPACE COST/SQFT		SPONSORSHIP OPPORTUNITY		TOTAL
$_____	X	$_____	+	$_____	=	$_____

DEPOSIT PAYMENT SCHEDULE

March 15, 2017
25% of total balance due

May 1, 2017
75% of total balance due

June 15, 2017
100% of total balance due

METHOD OF PAYMENT: U.S. funds only, please check one:

☐ **Check made payable to: ArchitectureBoston Expo** ☐ **Wire / ACH*** ☐ **Credit Card**

MAILING ADDRESS:
6191 N. HIGHWAY 161, SUITE 500 IRVING, TX 75038

QUESTIONS?
Please contact Show Management at 617-391-4029 or bkeefe@architects.org with any questions. All payments should be in U.S. funds. Exhibitors are responsible for all bank collection fees and/or discounts associated with their payments.

PCI compliance requires credit card information must only be received via our secure fax line 972.550.5390. ** Refer to Clause 7 on reverse*

FOR SHOW MANAGEMENT USE ONLY

Date Received: _____

Booths Assigned: _____

TSF: _____

Deposit Received: _____

AE: _____

CO ID#: _____

We understand this application becomes a binding contract when accepted by ABX & Informa Exhibitions. We agree to abide by the Exhibitor Contract Terms and Conditions and rules listed in the Exhibitor Service Manual, all of which are incorporated by reference into this contract. We understand that all deposits/final payments are non-refundable except in the limited circumstances outlined in this contract.

Required Signature: x_____ Printed Name: _____ Date: _____

By providing your contact information and signature, you are authorizing ABX & Informa Exhibitions to send you promotional materials via mail, fax, SMS or email.

ABX 2017 EXHIBITOR CONTRACT TERMS AND CONDITIONS

1. Defined Terms
The term "Event" means ABX 2017, currently scheduled to be held on Nov. 8-9 (the "Event Dates") at the Boston Convention and Exhibition Center in Boston, MA USA (the "Exhibit Facility"). The Event is owned by the BSA and co-managed by the BSA and Informa Exhibitions (together, "Show Management"). The term "Exhibitor" means, collectively, the entity or person that executes this Contract as the "Exhibitor" and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable. The term "Contract" means this agreement, all amendments and modifications thereto, and all other materials, documents, rules and regulations expressly incorporated herein by reference.

2. Contract Acceptance
This Contract shall become binding and effective only when it has been signed by Exhibitor, and accepted as valid by a duly authorized representative of show management. The final exhibit space specifics and/or location may be different from the Exhibitor's original requests. Show management reserves the right to deny access to any company.

3. Qualifications of Exhibitor
Show management, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who manufacture, remanufacture, or supply products, tools, equipment, supplies or services used for the building industry. Applicants who have not previously exhibited at the Event may be required to submit a description of the nature of their business and the items to be exhibited. Show management reserves the right to restrict or remove any exhibit which show management, in its sole discretion, believes is objectionable or inappropriate.

4. Assignment of Space
Show management may change the date of the space draw without notice. Show management reserves the right to change the floor plan or the location of an Exhibitor's booth if show management in its sole discretion determines that to do so is in the best interest of the Event. Show management will consider requests to keep certain companies from being next to each other; however there is no guarantee that by making this request you will not be located next to one of these companies. Show management assumes no responsibility in such instances.

5. Use of Space
The space contracted for is to be used solely by and for the Exhibitor whose name appears on the Contract, and it is agreed the Exhibitor will not sublet nor assign any portion of same without the prior written consent of show management.

6. Cancellation by Exhibitor
If Exhibitor desires to cancel this Contract, Exhibitor may only do so by giving notice thereof in writing sent to show management with evidence of receipt. If such written notice is received by February 15, 2017, then Exhibitor will remain liable for 25% of the total exhibit fee. If such written notice is received between February 16, 2017 - March 31, 2017, then Exhibitor will remain liable for 75% of the total exhibit fee. Cancellations received after April 1, 2017 will be liable for 100% of the total exhibit fee, regardless of when this Contract is executed by Exhibitor. In addition, Exhibitor will remain liable for 100% of all fees paid or payable in respect of sponsorships and promotional products, regardless of when this Contract is executed or cancelled by Exhibitor. These amounts are considered to be liquidated and agreed upon damages, for the injuries show management will suffer as a result of Exhibitor's cancellation. This provision for liquidated and agreed upon damages is a bona fide provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability and, if applicable, the cancellation of sponsorships and/or promotional materials, in each case at a time when other parties would be interested in such space and/or products, will cause show management to sustain substantial damages that will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Contract as a valid pre-estimate of these damages. The date of cancellation shall be the date show management receives the notice. Show management reserves the right to treat Exhibitor's downsizing of booth space as cancellation of the original space and purchase of new booth space, and Exhibitor may be required to move to a new location if it requests a downsizing of space.

7. Cancellation by Show Management / Payments
If Exhibitor fails to timely make any payment required by this Contract or otherwise breaches any of its obligations under this Contract, show management may immediately terminate this Contract (and Exhibitor's participation in the Event) by providing written notice (or, if appropriate under the circumstances, oral notice with written notice to follow) to Exhibitor of such termination. Show management shall have no obligation to refund monies previously paid. Show management reserves the right to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payment due to show management. Show management is expressly authorized (but has no obligation) to occupy, cause to be occupied or dispose of any space vacated or made available by reason of action taken under this paragraph in such manner as it may deem best, and without releasing Exhibitor from any liability hereunder. Show management reserves the right to terminate this contract at any time.
Informa Exhibitions is a PCI DSS compliant company and as such we are prohibited from receiving card holder data via email or any other unsecured method where card holder data can be stored. At a minimum, cardholder data consists of the full PAN. Cardholder data may also appear in the form of the full PAN plus any of the following: cardholder name, expiration date and/or service code. Please use alternate channels for payment.
*WIRE/ACH: Show management is not responsible for any losses suffered due to third party fraud or misdemeanour, including, without limitation, false change of bank account communications, identity theft and other scams. Payments into show management's designated bank account only shall satisfy Exhibitor's payment obligations under this Contract. If you receive any communication notifying of a change in show management's designated bank account, you should verify the authenticity of the change with show management. If show management does not receive payment by the established due dates show management may immediately terminate this Contract.

8. Cancellation of the Event
If show management cancels the Event due to circumstances beyond the reasonable control of show management (such as acts of God, acts of war, governmental emergency, labor strike or unavailability of the Exhibit Facility), show management shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred by show management, in full satisfaction of all liabilities of show management to Exhibitor. Show management reserves the right to cancel, re-name or re-locate the Event or change the dates on which it is held. If show management changes the name of the Event, re-locates the Event to another event facility within the same city, or changes the dates for the Event to dates that are not more than 30 days earlier or 30 days later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but show management shall assign to Exhibitor, in lieu of the original space, such other space as show management deems appropriate and Exhibitor agrees to use such space under the terms of this Contract. If show management elects to cancel the Event other than for a reason previously described in this paragraph, show management shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of show management to Exhibitor. Exhibitor agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the Event.

9. Exhibit Space Occupancy
Hours and dates for installing, occupying and dismantling exhibits shall be those specified by show management. If Exhibitor fails to install its display in its assigned space by 5:00 pm, on Tuesday, November 7, 2017 or leaves its space unattended during the Exhibit hours, show management shall have the right to take possession of the space, without releasing Exhibitor from any liability or obligation hereunder, and no refund will be due to Exhibitor. All exhibits must be open and manned for business during the Event hours. Exhibitor may not dismantle the display until the Event is officially closed by show management.

10. Listings and Promotional Materials
By exhibiting at the Event, Exhibitor grants to show management a fully-paid, perpetual non-exclusive license to use, display and reproduce the name, trade names and product names of Exhibitor in any directory (print, electronic or other media) listing the exhibiting companies at the Event and to use such names in ABX promotional materials. Show management shall not be liable for any errors in any listing or descriptions or for omitting any Exhibitor from the directory or other lists or materials. Show management may also take photographs of Exhibitor's booth space, exhibit and personnel during, before or after the open hours of the Event and use such photographs for any show management promotional purpose. Exhibitor warrants that it owns, or has right to use pursuant to a valid license, all intellectual property (copyright, trade mark, etc.) to be used by Exhibitor for promotion or exhibition at the Event.

11. Care of Exhibit Facility
Exhibitor shall promptly pay for any and all damages to the Exhibit Facility or associated facilities, booth equipment or the property of others caused by Exhibitor. Exhibitors are responsible for removing all displays, product, flooring and trash. Show management will charge the Exhibitor the cost to remove any items left post show.

12. Taxes and Licenses
Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local law applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event. Exhibitor will not permit the delivery of merchandise at the Event Facility without the express permission of show management.

13. Copyrighted Materials
Exhibitor shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payments.

14. Observance of Laws
Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, Exhibitor shall comply with all applicable requirements of the Americans with Disabilities Act, including with respect to the building of its exhibits.

15. Exhibitor Information & Updates
Show management will provide Exhibitor information and updates to the designated representative of the Exhibitor, including an Exhibitor Service Manual. The Exhibitor Service Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, and move-in, move-out schedules. The designated representative of the Exhibitor will also receive updates about the Event via fax, mail, e-mail and/or SMS.

16. Authorization to Contact
Exhibitor acknowledges that show management shall be permitted to share Exhibitor's name and contact information with, and Exhibitor consents to being contacted directly by, vendors, sponsors and partners authorized by show management.

17. Incorporation of Rules and Regulations
Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this Contract shall be subject to determination by show management in its sole discretion. Show management may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitor. Any such rules and regulations (whether or not included in an Exhibitor Service Manual or similar document) are an integral part of this Contract and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations made by show management as soon as they are communicated to Exhibitor. This Contract (including the Exhibitor Service Manual and any additional rules or regulations adopted by show management from time to time) states the entire agreement of the parties with respect to the subject matter hereof.

18. Installation and Dismantling
Exhibitors must comply with the move-in and move-out times indicated in the Exhibitor Service Manual. If an Exhibitor fails to remove an exhibit in the allowed time, show management shall be permitted (at Exhibitor's sole expense) to remove and place same in a warehouse subject to the Exhibitor's disposition, and/or to ship to Exhibitor via common carrier with all charges to follow at no liability to show management. All exhibits must remain intact until the Exhibition is officially closed.

19. Contractor Services
In the interest of making available the best qualified craftsmen in numbers sufficient to handle all of the services necessary for the operation of the Event, show management has contracted on an exclusive basis official contractors to provide certain services. Service companies other than the official contractors will not be allowed to perform any of these exclusive services. Non-exclusive services may be performed by exhibitor-appointed contractors (EAC) within certain guidelines. A complete listing of exclusive services and EAC guidelines will be provided in Exhibitor Service Manual.

20. Lead Retrieval
Exhibitor acknowledges that the official service provider for lead retrieval services is CompuSystems. Exhibitor may use the official service provider to collect contact information from persons who visit such Exhibitor's space ("Attendee Data") or they may use a third party, who is not contracted by show management, for the same service. In both cases, Exhibitor acknowledges that any Attendee Data so collected shall be used solely by Exhibitor for its legitimate internal business purposes. Without limiting the foregoing, Exhibitor understands and agrees that (i) it will not sell, transfer or otherwise distribute to any third party all or any part of any Attendee Data, (ii) it will not make or attempt to make any compilation of the attendees and/or other participants of the Event or any other derivative work of any Attendee Data, (iii) it will not otherwise use any Attendee Data in connection with any illegal, distasteful, immoral, dishonest or fraudulent activity and (iv) the compilation of the attendees and/or other participants of the Event is the sole property of show management.

21. Exhibit Guidelines
Distribution of samples and printed matter of any kind, and any promotional material, is restricted to the exhibit booth. Exhibitor agrees to exhibit only products which it manufactures, represents or distributes. All exhibits shall display products or services in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under control of show management and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of show management. Uniformed attendants, models and other employees must remain within the booths occupied by their employers. Any and all advertising distribution must be made from Exhibitor's booth space. Popcorn, balloons and stickers (including handouts with gummed backing that adhere or cause adhesion) are prohibited in the exhibit area. Equipment must be arranged so that show visitors do not stand in the aisle while examining equipment or watching demonstrations. Strolling entertainment or moving advertisements outside of an Exhibitor's exhibit space is prohibited. The use of Segway's or Segway-type units is prohibited on the show floor. Photography or videography is permitted only with prior approval of the exhibiting company. Failure to obtain prior consent may result in removal from the exhibit hall.

22. General Terms and Conditions
Show management has sole control over attendance policies. Except as expressly provided in this contract, all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, show management in its sole judgment may refuse to consider for participation in future Events an Exhibitor who violates or fails to abide by the contract and any of the accompanying rules and regulations. Any amendment to this Contract must be in writing and signed by an authorized representative of show management.

23. Assumption of Risks; Releases
Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any subrogation claims by its insurer. Neither show management nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither show management nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities described in this paragraph.

24. Indemnification
Exhibitor shall on a current basis indemnify, defend (with legal counsel satisfactory to show management), and hold show management and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with: (a) Exhibitors' participation or presence at the Event, (b) any breach by Exhibitor of any agreements, covenants, promises or other obligations under this contract; (c) any matter for which Exhibitor is otherwise responsible under the terms of this contract; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of Exhibitor; (f) harm or injury (including death) to Exhibitor; (g) loss of or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise and (h) any injury to any person (including an attendee) or property while in the Exhibitor's space or relating to Exhibitor's use of any exhibition space or services.

25. Limitation of Liability
Under no circumstances shall show management or the Exhibit Facility be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages whatsoever for any of their acts or omissions, whether or not apprised of the possibility of any such lost profits or damages. In no event shall show management's maximum liability under any circumstance exceed the amount actually paid to show management by Exhibitor for exhibit space rental pursuant to this contract. Show management makes no representations or warranties, express or implied, regarding the number and nature of exhibitors and/or attendees who will attend the Event or regarding any other matters.

26. Insurance
Exhibitor shall, at its own expense, secure and maintain at all times during the event, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.
(A) Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held;
(B) Comprehensive General Liability insurance with limits not less than $1,000,000 each occurrence, $2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and
(C) Automobile Liability insurance with limits not less than $500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) ABX, Informa Exhibitions and each of its direct and indirect subsidiaries and (ii) the Event Facility. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to show management, shall be promptly furnished to show management. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to show management. The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

27. Outside Exhibits/Hospitality Suites
Exhibitor is prohibited, without express written approval from show management, from displaying products/services and/or other advertising material in areas outside its booth space such as, but not limited to, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc., as well as unauthorized facility tours. Exhibitor also agrees not to operate hospitality suites or host any hospitality functions during official Event hours or when any show management-sponsored activities are being held. Hospitality functions are permitted only upon payment by the Exhibitor of all fees due hereunder. All requests for a hospitality suite or public function space must be made through show management. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, show management reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under Exhibitor's name. Exhibitor shall remain liable for the payments made to the hotel.

28. Sound, Lighting and/or Laser Devices
The use of devices for mechanical reproduction of sound or music; as well as lasers which are part of Exhibitor's display, are permitted, but must be controlled and maintained at a conversational level. Sound, lighting and/or laser beams must not be projected outside the exhibit booth. Show management may immediately discontinue the use of any sound system, lighting or laser device that does not comply with this paragraph. Exhibitors are specifically prohibited from employing any carnival-type attraction, animal or human, or from operating such noise-creating devices as bells, horns or megaphones.

29. Fire and Safety Laws
The Exhibitor shall comply with all state, city and local laws and ordinances relating to fire, safety and health. A description of these regulations will be found in the Exhibitor Service Manual; however show management will not be responsible for any errors or omissions contained therein.

30. Sponsorship
Sponsorship offerings are available to current-year Exhibitors and Show Management approved Non-Exhibitors. Should an Exhibitor, who is also a sponsor, cancel their exhibit space, their sponsorship may also be canceled. See Item 6 Cancellation by Exhibitor.

31. Violation of Rules and Regulations
Violation of this Contract or any rules and regulations governing the Event, including those published in the Exhibitor Service Manual, may result in one or more of the following actions taken against the Exhibitor: 1) the Exhibitor may be prohibited from exhibiting at the current year's Event and will forfeit all booth payments; 2) the Exhibitor's "points" for the following year's space draw may be taken away; and 3) the Exhibitor may be prohibited from exhibiting at the future events. This list of actions is not exhaustive and does not in any way limit available remedies provided in other provisions of this Contract or by law or equity. No delay by show management in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by show management of any other right, power or privilege hereunder preclude any other or further exercise of any other right, power or privilege hereunder.

32. Governing Law
This contract is governed by the laws of the State of Delaware as applied to contracts entered into and entirely performed within such state. Exhibitor agrees that the courts located in the State of Delaware shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this contract or the breach of any provision of this contract. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in Boston, Massachusetts.

ABX SUGGESTED EXHIBITION GREEN GUIDELINES

Greenbuild's Mandatory Exhibition Green Guidelines (GMEGG) is a **required sustainability initiative** that exhibitors must comply with for the construction and operation of a Greenbuild exhibit. However, it is suggested but not required for those exhibiting at ABX.

ENERGY CONSERVATION

Booth Lighting

- Incandescent bulbs are strongly discouraged for use in any medium screw-based lighting applications. LEDs or compact fluorescent light bulbs (CFLs) should be used instead.

Booth lighting should meet one or more of the following additional requirements:

- Exhibitor should not purchase new bulbs; bulbs should be reused from prior exhibitions. The organization should create a policy that would only replace bulbs upon burnout.
- LED, CFL, T-5 or T-8 tubular fluorescent lighting should be used exclusively in at least one of the following:
  - Accent lighting
  - Backlighting
  - Overhead signage
  - General lighting
  - Booth Lighting is not used.

Electronic Display

- All displays, monitors and booth lighting should be completely powered down each night after show/set-up hours. Any equipment that cannot be shut down should be put into sleep mode during non-expo hours.

Electronic display equipment (i.e. flat screen displays) should meet one of the following requirements:

- Display is reused from previous shows.
- Display meets criteria for ENERGY STAR qualification or equivalent energy efficiency program.

BOOTH MATERIALS

Flooring

Flooring should meet one or more of the suggested following requirements. Flooring that is utilized to demonstrate products that the booth is marketing are exempt from these suggestions.

- All flooring is reused and has been in use for at least one year.
- New flooring should be comprised of one or more of the following:
  - Carpet and Rug Institute (CRI) Green Label Plus Certified Carpet
  - 25% post-consumer recycled material
  - 100% recyclable material
  - 100% rapidly renewable material(s). Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle.
  - Forest Stewardship Council certified wood flooring.

Booth Graphics and Signage

Graphics and signage should meet one or more of the following requirements:

- Exhibitor should use graphics and signage that have been used or will be used multiple times.
- New graphics and signage should be produced on 100% recyclable substrate and will not be foam core or PVC materials.
- New graphics and signage should contain a minimum of 25% recycled material
- Graphics should be printed on fabric material and should be used at other shows (fabric should contain a minimum of at least 25% recycled content).

Booth Structure

Pop-up displays and booth structural support materials should meet one or more of the following requirements.

- Display elements are reused from past exhibitions or the company has created a plan for reuse through future exhibitions for at least one year.
- New display elements should be 100% recyclable.
- New display elements should contain a minimum 25% recycled content.
- Booth structure is rented from the ABX general service contractor, using standard inventory materials used throughout the year.

Communications & Collateral

The exhibitor should meet the following suggested requirement:

- All printed collateral, if used, should be on 100% recyclable paper and should contain 100% post-consumer recycled content or FSC-Certified content. Paper should be recyclable in a standard municipal recycling stream. Many laminated and coated papers are not recyclable and are strongly discouraged.

In addition, exhibitor should meet one of the following requirements:

- Exhibitor should eliminate print and promotional giveaways used for attendee distribution.
- Exhibitor should limit the quantity to less than 1,000 handouts and giveaways combined.
- Exhibitor should distribute handouts and giveaways that match the sustainability criteria below and quantity is limited to 2,000 pieces combined.
  - Paper Handouts: all paper handouts should contain 100% post-consumer recycled content or FSC-Certified content.
- Promotional giveaways should match one of the following options:
  - Giveaway material contains 30% post-consumer recycled content.
  - Giveaways are made from rapidly renewable materials *(Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle. -ie. Forest Stewardship Council certified wood flooring.)*
  - Promotional giveaways should be 100% compostable.

Indoor Air Quality

The booth construction and maintenance shoud meet one or more of the following requirements:

- No paints, sealants, coatings or adhesives should be used to maintain the booth.
- All booth flooring, counters, and paneling should be reused from previous shows
- Booth materials are new and meet one of the following criteria:
  - Materials contain third-party certified low- or zero VOC paints, sealants, coatings or adhesives.
  - New flooring, counters and paneling is third-party certified low or zero VOC.

ABX SUGGESTED EXHIBITION GREEN GUIDELINES, CONT.

SHIPPING PRACTICES

Energy Conservation Shipping Methods

Exhibitor should meet one or more of the following requirements:

- If the exhibitor ships booth materials, the exhibitor should choose a logistics partner that participates in the U.S. EPA's SmartWay Partnership Program or an equivalent program.
- Shipments should be consolidated into only one shipment
- The exhibitor should purchase carbon offsets to cover all emissions resulting from shipping booth materials to and from ABX.

Shipping Materials

Exhibitor should meet the following requirements:

- No polystyrene should be used in booth shipment (i.e. packing peanuts, #6 or foam plastic).

Exhibitor should meet one or more of the following:

- All padding materials and exhibit crate(s) should be reused for all exhibition shipping.
- Exhibit crate(s) should meet one of the following options:
  - Made from rapidly renewable materials *(Rapidly renewable building materials and products are made from agricultural products that are typically harvested within a 10-year or shorter cycle. - Forest Stewardship Council certified wood flooring.)*
  - Contain 50% recycled content and can be easily recycled in the conference city.
  - Be comprised of FSC-certified wood

WATER RECLAMATION

If using water for display purposes, the exhibitor should use water reclamation/recycling (i.e. holding tanks). After show, water should be recycled and not dumped down drain.

ON-SITE OPERATIONS

Exhibitor Responsibility

Each booth is responsible for all materials brought into their booth at ABX. It is the responsibility of the exhibitor to convey all Suggested Green Guidelines and the exhibitor's sustainable practices to all third-party vendors hired by the exhibitor for show set-up, tear-down and staffing.

Staff Training

The exhibitor should discuss and make all on-site booth staff aware of the following, prior to the show opening:

- How the booth complied with each Suggested Green Guidelines category (including a printed or electronic copy of the booth's unique responses).
- Baseline knowledge of any other sustainable practices to be conducted within the exhibit booth, including plans for responsible waste management, food & beverage service, nightly shutdown and transportation.

On-Site Transportation

The exhibitor should ask booth staff to do at least one of the following:

- Take the provided conference shuttles or public transit to/from the convention center
- Walk or bicycle to/from the convention center
- If cabs are absolutely necessary, use of shared cabs: no individual cab trips should be taken
- If public transit and/or walking are not an option, the exhibitor should offset travel to and from the convention center by purchasing carbon offsets.

Waste Management

The Exhibitor will participate in ABX's Waste Management program, by properly disposing of all waste and utilizing all available recycling opportunities throughout the show, including set-up and move-out. Additional waste streams will be provided for special exhibition-related materials.

The exhibitor should not use individual waste containers in exhibit booths. The venue and show management will provide recycling stations throughout the exhibit area for attendee and exhibitor use during show hours. Each exhibitor is responsible for disposing of waste and recyclables at these stations.

Waste Management, cont.

The exhibitor should meet one of the following requirements:

- If the exhibitor plans on leaving any items after the show, the exhibitor should donate material through the Exhibitor Donation Program using the appropriate forms and labels.
- The exhibitor should have in place a "pack in/pack out" policy to minimize any waste left behind at the end of the show. All materials brought to ABX, including booth components, giveaways and reusable packing materials will be shipped back to the exhibiting company after the event.
- The exhibitor should return materials back to local offices or partners after the show.

Food and Beverage Service

Any food and beverage service conducted within the booth should be ordered to minimize disposable material use and properly handle waste in accordance of the requirements of the ABX Waste Management Program.

The exhibitor should meet the following mandatory requirement:

- The only food service ware used in the booth will be China service, compostable service ware, or recyclable service ware. The exhibitor should inform attendees of the compostability/recyclability of the products (if applicable), directing them to the proper disposal stream onsite.