SECO19 - OCT. 9-10
Pre-SECO Conference Workshops, Oct. 8, 2019
Hilton Atlanta Airport

THE EVENT FOR SMALL AND MID-SIZED COMMUNITY OWNERS

Network with hundreds of community owners and managers from throughout the country who you won't see at any other industry event. Exhibit and Sponsor opportunities available.

Contact Vendo Toming
vendo@secoconference.com - (770) 742-9919
www.secoconference.com
SECO19
October 9 - 10, 2019
New Location - Hilton Atlanta Airport

MEET DECISION-MAKERS THAT NEED YOUR SOLUTIONS AT SECO19.
WILL YOU JOIN US?

SECO is a non-profit (501c3) venue designed and executed for, and by, small and mid-size community owners and managers. Our primary goal is to provide cost-effective information to attendees aimed at increasing revenue, reducing costs, and increasing the value of communities.

Participating in SECO19 is valuable experience for manufacturers, distributors and representatives. The majority of attendees are looking for new products and services they will purchase within the next 12 months. Exhibitors and Sponsors are invited to attend all education sessions, exhibit hall hours plus networking luncheons and receptions.

NO PRICE INCREASE

$850 BOOTH
8'x10' area to set-up vendor-supplied booth. Comes with 2 chairs, one 6'x30" draped table, one ID badge and one conference registration. Includes 3 coffee breaks, 2 luncheons and 1 reception.

$475 TABLE
Comes with 2 chairs, one 6'x30" draped table, one ID badge and one conference registration. Includes 3 coffee breaks, 2 luncheons and 1 reception.

$225 ADDITIONAL CONFERENCE ATTENDEE
(from same firm)

Sign Up Today!
Contact Vendo Toming
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www.secoconference.com
Southeast Community Owners Symposium (SECO)  
Wednesday, October 9 - Thursday, October 10, 2019  
Hilton Atlanta Airport • 1031 Virginia Ave., Atlanta, GA 30354, USA

Questions? Contact Vendo Toming  
vendo@secoconference.com  • (770) 742-9919

Exhibitor Display Contract

Return this completed form, along with your payment to:

Company Name ____________________________________________________________
Address _________________________________________________________________
City ____________________________ ST _______ Zip ___________________________
Contact Name ____________________________ Title ___________________________
Contact Phone ____________________________ Fax ____________________________
Contact Email ____________________________ Website ______________________

Vendor Table Display Options:

__________ 1 BOOTH - $850 and includes:
  One 8’X10’ area to set up a vendor-supplied booth with two chairs, one (6 ft x 30
  in) draped table, an ID Badge and one conference registration (incl 3 coffee
  breaks, 2 lunches and 1 reception)

__________ 1 TABLE - $475 and includes:
  One (6 ft x 30 in) draped table with two chairs and ID Badge and one conference
  registration (incl 3 coffee breaks, 2 lunches and 1 reception)

__________$225 for each additional conference attendee (indicate how many
  additional attendees. Must be from the same firm)

Payment Schedule:
100% non-refundable payment is due with this completed contract

Preferred Booth / Table Location:

__________1st Choice  ________2nd Choice  ________3rd Choice

TOTAL AMOUNT DUE (Table/Booth + add’l attendees): $__________

Forms of Payment accepted: Check

Please be aware all payments are 100% Non-Refundable in case of cancellation requested
by the exhibitor.

Amount Due $__________

Exhibitor’s display option will only be
guaranteed upon receipt of check.

MAKE CHECKS PAYABLE TO: SECO
Please Mail check to:
SECO c/o Pentagon Properties, Inc
P.O. Box 20256
Atlanta GA 30325

See set-up and take down times on
reverse side of this contract.

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SECO OFFICE USE ONLY
Space # Assigned: ____________________
Total Charge: $_____________________
Payment Received: $_________________
Date Received: _____________________

Space Assignment: Please note that vendor table display slots are sold on a
space available basis. SECO will not hold space without a completed
contract and deposit. SECO reserves the right to reassign any table display
location as it deems advisable for the benefit of the conference.

Acceptance: We understand that this is a binding contract upon acceptance
by SECO and subject to all the “Conditions of Contract” that hereto
constitute a part of, or are included in, this contract. SECO reserves the right
to reject any vendor table display application for any reason.

_____________________________  ______________________
AUTHORIZED SIGNATURE  DATE

PRINT NAME
1. CONTRACT FOR SPACE
The contract for space, the formal notification of space assignment, and full payment of rental charges, together constitute a contract between the exhibiting organization, hereinafter known as the exhibitor, and Southeast Community Owners (SECO) hereinafter known as the Conference Management, for the right to use space in SECO19 Symposium in the year designated in this contract. The contract is based upon the plan of exhibits, rates shown thereon and general information provided by SECO, all of which are to be considered along with details on the front and back of this form as part of the contract. Full payment of the vendor table display space value, is due with this completed application or space can be released. Conference Management reserves the right to reassign vendor table display space for which complete payment has not been made by the remittance date. Full payment for space applied for after the remittance date is due upon receipt of the contract by the Conference Management.

Cancellation of space will result in the loss of funds paid. All deposits and holding fees are non-refundable.

In the event the exposition is not held for any reason, the rental and lease of space to the exhibitor shall be cancelled and all funds paid received by Conference Management shall be returned to the exhibitor less all legitimate expenses incurred for advertising, promotion, rentals, salaries, and travel. Return of such funds paid will terminate the liability of Show Management.

2. INSTALLATION AND DISMANTLING OF VENDOR DISPLAY TABLES
Installation of exhibits will take place on the dates hereinafter shown. The exhibits must be ready for inspection no later than 5:00pm of the final set-up day. Goods and materials used in any display, except bona fide samples, shall not be removed from the exhibit space until the exposition has officially been closed. Any exception to this rule must have the approval of Conference Management. Dismantling must be completed and all exhibit materials removed by the final move-out date and hour shown.

3. STORAGE OF BOXES AND PACKING CRATES
Exhibitors will not be permitted to store extra equipment anywhere outside of their vendor table display area. Prior to 8:00am of the first show day, all boxes and crates outside their vendor table display area will be removed and discarded.

4. DISPLAY RULES & USE OF SPACE
All demonstrations, distribution of circulars, or other promotional activities must be confined to the area of the vendor table display and must not interfere with adjacent exhibitors. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business, except for prizes. No competitive products may be showcased in display area. Exhibitor representatives manning the displays will be owners, employees or agents of exhibiting companies, and such representatives will wear proper badge identification furnished by the exposition. Such badges will be supplied upon presentation of the list of personnel by the exhibitor or by application made at the Registration Desk. Exhibitors will not pass along badges designated for exhibit personnel to their customers or prospects. If such use of exhibitor’s badges is made and this is recognized, these badges will be removed. Each exhibitor will place the name of the representative on file at the Registration Desk who has the prime responsibility on the floor for the exhibitor’s display, and who is authorized to make decisions for the exhibitor as requested by the exposition director.

5. CARE OF BUILDING AND EQUIPMENT
Exhibitors or their agents shall not injure or deface the building, the booths or the equipment of the booths. The exhibitor is liable to the owner of the property so damaged.

6. INSURANCES
Exhibitor must provide a certificate of liability naming SECO as an additional insured.

7. RESTRICTIONS IN OPERATION OF EXHIBITS
Conference Management reserves the right to restrict exhibits which, because of noise, lighting, method of operation, materials, or for any reason are considered objectionable, and also to prohibit from exhibiting or evict from the exposition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that Conference Management determines is objectionable. In the event of such restriction or eviction, Conference Management is not liable for any refunds of rentals, or other exhibit expenses. Sideshow tactics, scantily attired models or other undignified promotional methods will not be permitted.

7. IMPORTANT DATES & TIMES
Vendor Table Display Set-up:

 Tues. Oct. 8, 2019 11:00am – 3:00pm

Exhibit Dates and Hours

 Tues. Oct. 8, 2019 4:00pm – 7:00pm

Wed. Oct. 9, 2019 8:00am – 5:00pm

Thurs. Oct. 10, 2019 8:00am – 3:30pm

Dismantle & Removal:

 Thurs. Oct. 10 2019 3:30pm – 5:00pm

Note: All times subject to change.

Under contract, the exhibiting company must obey the times and days of the Conference. This contract does not allow for early break down of displays.

www.SECOConference.com

Revised 2/6/2018