



Southeast  
Community Owners  
Symposium



## **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.

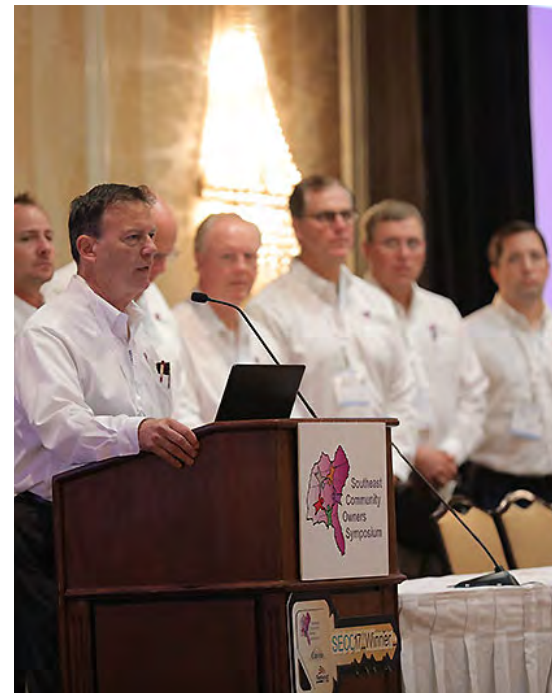
**\$225 ADDITIONAL CONFERENCE ATTENDEE**  
(from same firm)

Sign Up Today!

Contact Vendo Toming

[vendo@secoconference.com](mailto:vendo@secoconference.com) - (770) 742-9919

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# 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](mailto: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:

\_\_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice

**TOTAL AMOUNT DUE (Table/Booth + add'l attendees):** \$ \_\_\_\_\_

**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.

### 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: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

# CONDITIONS OF CONTRACT

## AND REGULATIONS GOVERNING PARTICIPATION IN THE SECO19 SYMPOSIUM

### 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](http://www.SECOConference.com)

