

# SPACE AGREEMENT

# 2025



Fort Worth Convention Center  
June 27 & 28, 2025  
Hours: (11 am to 5 pm)

Name:  
Company:  
Address:  
City: State: Zip:  
Phone: Fax:  
Email:

Contract sent date: 01/31/2025  
Assignment Order #  
Rep Expo:

**NOTE: Steps 1-3 are Mandatory to submit valid space agreement**

## STEP 1 EXHIBITOR ROSTER INFORMATION

Your Company's information will be published on Official Show website.

Company Name to be published: \_\_\_\_\_

15-word description of your products/services: \_\_\_\_\_

## STEP 2 BOOTH SELECTION

1st Booth Choice: # \_\_\_\_\_ Size: \_\_\_\_\_ 2nd Choice: # \_\_\_\_\_ Size: \_\_\_\_\_ 3rd Choice: # \_\_\_\_\_ Size: \_\_\_\_\_

## STEP 3 SCHEDULE OF PAYMENTS: Full payment is due with signed contract.

<b>2025 EXHIBIT RATES (size multiplied by sq. ft. rate):</b>	
100 - 399 sq.ft. :	\$ 17.75 / sq. ft. (Corner Booths are additional \$100)
400 - 600 sq.ft. :	\$ 11.00 / sq. ft. (add'l \$300 for island, \$200 for peninsula)
700 - 1200 sq.ft. :	\$ 10.75 / sq. ft.
1300 - 3000 sq.ft. :	\$ 10.50 / sq. ft.
3000 + sq.ft. :	\$ 10.00 / sq. ft.

### 2025 Exhibit Space Pricing (size multiplied by sq. ft. rate)

Booth #:	
Booth Size (sq. ft.):	
Booth (sq. ft.) Rate:	\$
Corner/Peninsula/Island add:	\$
\$100 Corner	
\$200 Peninsula	
\$300 Island	
Grand Total:	\$
Credit:	\$
Deposit Total:	\$
Balance:	\$

**PAYMENT WEBSITE:** For credit card and E-check payments  
**Go to: [americantowman.com/expopayments](http://americantowman.com/expopayments)** (case sensitive)  
(Note: Invoice # request is Optional)

**Payment must be made on secured website to reserve booth space**  
For questions email or call [Lisa@towman.com](mailto:Lisa@towman.com) 800-732-3869 ext. 205

\_\_\_ Credit Card (3.3% credit card processing fee plus 40¢ transaction fee)

\_\_\_ E-Check (no fee)

\_\_\_ Check to be mailed

**Make checks payable to: A.T. Expo Corp.**  
**A.T. Expo Corp.**  
**2 Overlook Drive, Suite 5, Warwick, NY 10990**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Phone: 800-732-3869 • Fax: 845-986-9517

**NOTE: If an exhibitor breaks down early, it will forfeit its position in the following year's Order Assignment system.**  
Signatory agrees to obey all rules, regulations herein and subsequently received to the Parties responsible for installing and maintaining the exhibit.

**Exhibitors agree to pay in full for actual exhibit space occupied that exceeds contracted space.**

We fully understand that this exhibit space application, the contract conditions on the reverse hereof, as well as the rules and regulations in the Exhibitor's Manual shall become a binding contract upon acceptance of the exhibit space assigned by Show Management. Exhibit space shall be assigned by Show Management in the best interests of the Show as a whole. Exhibitor agrees to accept re-location if it becomes necessary or advisable in the sole judgment of Show Management. No person, firm or organization, not assigned exhibit space by Show Management, shall be permitted to exhibit or to solicit any business from exhibitors, attendees or others within any area occupied by any part of this Show. Exhibitors further agree not to show or exhibit products outside of the Fort Worth Convention Center.

## CONTRACT CONDITIONS

1. The conditions set forth here in this contract and conditions set forth in the Exhibitors Manual constitute the entire agreement between the parties and, except as contained herein, there are no representations or warranties, expressed or implied. Any changes in this agreement must be in writing and signed by both parties. Show Management reserves the right in its reasonable judgment to render all interpretations and to establish further conditions as may be deemed necessary for the general success of the Show.

2. Show Management reserves the right to decline, prohibit or expel any exhibit which in its judgment is out of keeping with the character of the Show, this reservation being all inclusive as to persons, things, printed matter, product, conduct, etc.

3. Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the exhibitor's booth. Exhibitor's exhibit or product may not extend beyond the limits of the exhibitor's booth and no part of any exhibit or product may extend into any aisle. Exhibitors agree not to show or exhibit products outside the Fort Worth Convention Center. No exhibitor shall so arrange his exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of Show Management. No exhibitor may assign or sublet any part of his assigned space. Exhibitors are prohibited from breaking down their exhibit space display prior to end of show hour on the last day of the show. **If an exhibitor breaks down early, it will forfeit its position in the following year's Order Assignment system.**

4. Exhibitors shall be responsible for and bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility, the property or products of the exhibitor or the conducting of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the show is held.

5. REFUND POLICY - Exhibitors canceling more than 120 days before the opening day of the Show shall forfeit 50% of the total rental contracted for - less than 120 days but more than 60 days shall forfeit 75% and there shall be no refund if exhibitors cancel less than 60 days before the Show. Cancellation requests **MUST** be in writing and any refunds will be calculated based on the date the request was RECEIVED by Show Management and based on 100 percent payment of the booth rental fee has been received by show management.

6. The Show provides security guards. However, attention is called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from the place of shipment to the exhibition facility and return, including the period during which the materials remain in the exhibition. Except for the gross negligence or willful misconduct of the Show, its employees, agents or contractors the Show assumes NO responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damage,

and except for the gross negligence willful misconduct of any indemnified party, the Exhibitor expressly agrees to save and hold harmless the Sponsor, Show Management, and their management's agents and employees from any and all liability arising out of (1) the failure of Exhibitor, its employees or agents to comply with the terms and conditions of this Agreement or (2) the negligent acts or omissions of Exhibitor, its employees or agents.

7. It is agreed that if the exhibitor fails to comply in any respect with the terms of this agreement, and fails to cure such default within a reasonable time period after receipt of a written notice of such default, then Show Management shall have the right, without notice, to sell or to offer for sale the exhibit space covered by this contract, said exhibitor to be liable for any deficiency, loss or damage suffered by the Show by reason of the premises stated, which loss or damage the exhibitor agrees to pay the Show upon demand together with reasonable expenses and costs incurred by reason thereof.

8. It is further agreed that actual occupation of the exhibit space by an exhibit is the essence thereof, and that should the Show be unable to effect the sale of the space as herein provided, the Show is then expressly authorized to occupy or cause said space to be occupied in such manner as it may deem in the best interests of the Show, without any rebate or allowance whatsoever to the exhibitor and without in any way releasing said exhibitor from any liability here under, and said exhibitor expressly agrees to pay the Show the full sum as herein set forth.

9. Exhibitor agrees that whenever an attorney is used to obtain payment due here under, an attorney's fee of 30% of the sums due shall be payable by the exhibitor as and for reasonable attorney fees. This agreement shall be governed by the laws of the State of New York.

10. The Sponsor or Show Management will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exposition, or for any cause beyond their control. It will, however, in the event of its not being able to hold the exposition for any of the above named reasons, either rollover any exhibitor deposits to the following year's scheduled show or reimburse exhibitors on a pro-rata basis on any amount paid in, less any and all legitimate expenses incurred, such as but not limited to rent, advertising, sales expenses, operating costs, etc.

11. No exhibitor will be allowed to photograph with a camera, cellphone or other photographic/video recording equipment to reproduce another exhibitor's booth graphically, nor record interviews with other exhibitors or show attendees without written permission from show management. All requests to do so must be submitted in writing prior to the opening of the show.

12. Show Management shall have the full power in its reasonable judgment in the interpretation and enforcement of all rules and regulations contained herein, and the power to make such amendments thereto (which do not adversely affect exhibitor's rights or obligations hereunder) and such further rules and regulations as it shall consider necessary for the proper conduct and success of the Show.

tsTexaDepositTotal\_Out

tsTexaGrandTotal\_Out Copy

tsTexaGrandTotal\_Out OLD

**tsTexaDepositTotal\_Out OLD**

**tsTexaBalance\_Out OLD**