

# AERC Convention 2020

March 6 & 7, 2020

Hyatt Regency Jacksonville Riverfront • Jacksonville, Florida

Dear Exhibitors,

Welcome to the 2020 AERC Convention and Trade Show! We are thrilled to be heading to Florida for our first-ever AERC convention in the Sunshine State. The Hyatt Regency Jacksonville Riverfront is a gorgeous property and we can't wait to welcome you to Northeastern Florida!

For 2020 we are teaming up with SERA, the Southeast Riders Association, and other local groups for an extra-special celebration! As always, the trade show is a great place to connect with those new to the sport and new to your products as well as the longtime riders who are always on the lookout for new and replacement items. We look forward to welcoming back some regular exhibitors and welcoming new ones who are close to the Florida location.

Enclosed please find the following:

- \* Trade show exhibitor contract
- \* Trade show terms and conditions
- \* Trade show floor plan (as of September 2019; subject to change)

*Note: Booth availability is based on a first come, first served basis.*

Sign up for your booth space(s) with our online trade show contract form:

**Link here: [AERC.org/static/2020tradeshow.aspx](https://www.aerc.org/static/2020tradeshow.aspx)**

If you wish to fill out the form on paper, you may email your contract (to [membership@aerc.org](mailto:membership@aerc.org)), fax it to 530-823-7805, or mail it to the AERC office at P.O. Box 6027, Auburn, CA 95604.

GEMS, a Florida-based expo management company, will be setting up the 2020 trade show and will send out information via email for ordering booth items prior to the trade show.

If you have any questions, please give us a call, toll-free, 866-271-2372 or email Kyra at [membership@aerc.org](mailto:membership@aerc.org). We look forward to seeing you in Jacksonville.

Kathleen, Troy and Kyra  
AERC National Office

For AERC convention and hotel reservation information, visit: [AERC.org/Convention](https://www.aerc.org/Convention)

**American Endurance Ride Conference**

866-271-2372 • Fax 530-823-7805 • [www.aerc.org](http://www.aerc.org) • [office@aerc.org](mailto:office@aerc.org) • P.O. Box 6027, Auburn, CA 95604

# American Endurance Ride Conference Annual Trade Show 2020

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Information supplied will be included in the 2020 exhibitor guide.

Exhibitor: \_\_\_\_\_  
*One exhibitor per booth – no “booth sharing.” Please print name as it will appear on booth sign.*

Contact person: \_\_\_\_\_ Business phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Names of reps for badges: \_\_\_\_\_

Product (*general description for exhibitor guide*): \_\_\_\_\_

\_\_\_\_\_

<b>Booth Preference</b>	1st choice booth #(s)	2nd choice booth #(s)	3rd choice booth #(s)
Please refer to floor plan. We will make every effort to meet original booth requests but reserve the right to modify booth assignments. <b>Note: Floor plan is subject to change.</b>			

**Insurance:** Please provide a certificate of insurance naming AERC as an additional insured. Certificates **must** be received by AERC within one month of signing agreement. For those signing after January 6, 2020, certificate must be received by February 5, 2020. Contact the AERC office if you have any questions or wish to request assistance regarding insurance options. **An additional \$75 will be charged (or billed) if AERC must purchase insurance on your behalf.**

<b>Trade Show Fees</b>	<b>Payment:</b> <input type="checkbox"/> Check <input type="checkbox"/> VISA/MasterCard
One 10' x 10' booth <sup>TM</sup> \$415 \$ _____	Please charge \$ _____ to my credit card.
Number of additional 10'x 10' booths @ \$325 \$ _____ (Limited to same exhibitor)	<i>Balance due will be charged on February 19, 2020</i>
Total (pay in full) \$ _____	Account #: _____
or deposit enclosed (50% of total cost) \$ _____	Expiration date: ____ / ____ CVV: _____
<b>Balance due by February 18, 2020</b> \$ _____	

**(Terms and Conditions on Reverse)**

I agree to be set up by 9:00 p.m. Thursday, March 5, 2020, and agree to maintain the booth exhibit until the closing times specified on the reverse side of this agreement. I acknowledge that I have read and agree to all terms and conditions of this agreement. I further agree to release AERC and the Hyatt Regency Jacksonville Riverfront from any and all responsibility or liability that may arise from my exhibit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail payment and one copy of signed contract to:**  
AERC Administrative Office • P.O. Box 6027 • Auburn, CA 95604-6027  
866-271-2372 • 530-823-2260 • Fax 530-823-7805 • Email: office@aerc.org

# Terms and Conditions of Exhibitor Agreement

**Contract/Deposit/Payment.** All exhibitors must complete the AERC contract in its entirety and submit it to the AERC Administrative Office with full payment or 50% deposit to reserve your booth(s). All fees are due and payable no later than February 18, 2020. Booth requests made after February 18, 2020, must be accompanied by full payment of all fees. No booths will be held pending arrival of deposit. MasterCard, Visa, check or money order only are accepted.

**Cancellation.** Refunds will be given on full payment or deposits of booth space if cancelled before February 6, 2020; half of full payment or deposit will be refunded if cancelled between February 7, 2020, and February 20, 2020. No refunds will be made after February 20, 2020.

**Liability.** Exhibitor agrees to indemnify and hold harmless the American Endurance Ride Conference, principals, agents, officers and its employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of exhibitor's agents, employees, invitees, guests or contractors which occur in or about the exhibitor's booth space for the entire convention. The exhibitor agrees to use and occupy the exhibit space at their own risk and hereby releases the American Endurance Ride Conference, its agents, officers, employees and invitees from all claims for any damages, loss or injury to persons or property to the full extent permitted by law occurring in or about the exhibit space, including, but not limited to damages resulting from the acts of other

exhibitors, theft, vandalism, fire and other casualty damage or damage arising from any defects on the premises.

Please provide a Certificate of Insurance naming AERC as an additional insured when you return your Exhibitor Agreement.

**Canopies/Tents. PLEASE NOTE THAT THE 2020 TRADE SHOW CEILING HEIGHT IS EIGHT FEET (8').** All canopies and tents must have a working smoke detector attached to the inside of the canopy/tent. One smoke detector is required for every forty (40) square feet. A Fire Marshal will be inspecting during the event to verify every tent/canopy has a working smoke detector. If you do not have a working smoke detector you will be asked to remove the canopy/tent immediately.

**Wifi.** Secure wifi will be provided during trade show hours at no cost to vendors.

**Animals.** No live animals are allowed on the Trade Show premises including, but not limited to, the loading and unloading zones around the event, for any reason.

**Badges.** Exhibitor badges must be worn at all times during move in and move out. If you need to get into the building before the Trade Show opens, display your exhibitor badge to security. No one is admitted before or after the Trade Show opens and closes without their exhibitor badge. No exceptions!

**Vendor Packets.** Vendor packets will be available Thursday, March 5, during set up hours. Packet will include wristband for one admission to every 2020 seminar.

## **Set Up and Tear Down**

### **Set Up:**

Thursday, March 5 • 9 a.m. to 9 p.m.

### **Tear Down:**

Saturday, March 7 • 5 p.m. to 8 p.m.

(Tear down available by request on Sunday, March 8 • 9 a.m. to noon)

## **Trade Show Hours**

**Friday, March 6 • 8 a.m. to 6 p.m. • Saturday, March 7 • 8 a.m. to 5 p.m.**

## **Booth & Table Dimensions**

Booths are 10' x 10'. Each booth will consist of sturdy, polished aluminum draped supports, 6' high with 3' high side division. **Note: ceiling height will be 8'.** Electrical outlets may be purchased separately from GEMS. Each booth will include one 6' draped table, two chairs and a small trash can. Also included is one 40" x 7" identification sign with exhibitor's name and booth number.

## **Additional Services Available**

GEMS will contact you directly by email regarding additional services available during the show, i.e., additional electrical outlets, phone lines, etc. Their information will include pricing.

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 booth has already been reserved

