



**Application and Contract for Booth Space  
2017 CMAA National Conference & Trade Show  
Hilton Washington – Washington, D.C.  
Conference Dates: October 8-10, 2017  
Trade Show Dates: October 9-10, 2017**

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Company Website \_\_\_\_\_

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

By signature above, the individual signing this application represents and warrants that he/she is duly authorized to execute this binding contract. Signer agrees to comply with the trade show Rules & Regulations, instructions and conditions published in this contract, in the official Exhibitor Kit being forwarded at a later date, and with all conditions under which facilities at the hotel have been rented to CMAA.

Correspondence/Billing Contact (if other than or in addition to signer) with Address, Phone, and Email  
 \_\_\_\_\_  
 \_\_\_\_\_

**Booth Price Includes:**

- 10' wide x 10' deep booth with one 6' draped, skirted table; two plastic contour chairs; wastebasket; and identification sign
- 8'-high draped back wall and 3'-high draped side walls;
- Pre- and post-conference attendance roster with mailing/email addresses (when permitted by attendee) for promotion;
- One (1) Trade Show Only registration with each 10'x10' space, not full conference registration;
- Firm listing with description in Onsite Program; advertising in the Onsite Program is available at an additional cost; and
- Firm listing on CMAA's Conference web page with logo, company description, and link to exhibitor's website

**Booth Prices:**

Standard  
Prime

**Rate**

\$2,400\* per 10x10  
\$2,700\* per 10x10

**\*Non-Members add \$300**

Please reserve the following booth(s) for my firm.

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

**Total Amount to Be Paid** \_\_\_\_\_

**Booth Assignments:** Upon receipt of application/contract with payment, confirmation of booth assignment and additional information will be forwarded to the contact(s) noted above.

**Cancellation Policy:** In the event that an Exhibitor wishes to cancel all or part of the contracted exhibit space, the Exhibitor must do so in writing. Refunds of 100 percent, less a processing fee of \$100, will be processed until **June 15, 2017**; no refunds will be made after that date.

**Payment Information:** *Regardless of payment method, send a copy of application by fax (703.356.6388) or email (mgedris@cmaanet.org).*

- Check (Payable in US funds to: CMAA; Mail check w/application to secure lock box: CMAA, P.O. Box 37528, Baltimore, MD 21297-3528)  
 Credit Card (Select CC type):       AMEX       Visa       MasterCard

NAME ON CREDIT CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ SECURITY CODE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CREDIT CARD BILLING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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