

1. Company Information

Company _____ Address _____

Contact Name _____ City _____ State/Province _____

Title _____ Zip/Postal Code _____ Country _____

Email Address _____ Phone _____ Website _____

Booth Logistics Contact Name _____ VAT # (if applicable) _____

2. EXHIBIT SPACE PRICING

BOOTH OPTIONS

	By 3 Mar 2022	By 30 June 2022	By 17 Aug 2022	Standard Rate
<input type="checkbox"/> Modular Booth (2x3):	€8.500	€9.000	€9.500	€10.000
<input type="checkbox"/> Double Modular (3x4, 2x6):	€17.000	€18.000	€19.000	€20.000
<input type="checkbox"/> Space Only (price per meter ²):	€1.300	€1.350	€1.400	€1.450

$$\frac{\text{Length}}{\text{€}} \times \text{Width} = \frac{\text{Total m}^2}{\text{Booth Rate}} = \text{Total Cost}$$

REGISTRATION

Add conference registration for €500

Yes No Number of Registrations: _____

Discounted Registration (if applicable): € _____

Adjustment (if applicable): € _____

VAT (if applicable): € _____

Total: € _____

3. BOOTH BENEFITS

- One complimentary registration per 6m²
- Pre-show promotion on the Conference website
- Appointment tool
- Display in the mobile app and online floor plan
- Minimum of 7 hours selling time*
- 1 Priority Point for every 6m²

*Subject to change

BOOTH RENTAL INCLUDES:

Modular Booth Rental: Includes 2mx3m stand complete with graphics, counter, table, 4 chairs, power socket, lights and 1 complimentary registration.

Double Modular Booth Rental: Includes 2mx6m or 3mx4m stand complete with graphics, 2 counter, 2 table, 8 chairs, power socket, lights and 2 complimentary registrations.

Space Only Booth Rental: Includes contracted floor space and 1 registration for 6sqm; 2 for 6-18 sqm; 3 for 19-30 sqm; and 4 conference registrations for 30+sqm.

4. REGISTERING EXHIBIT PERSONNEL

All exhibit personnel must be fully registered and must pay the corresponding registration fee of either an Exhibitor or Allied Member. Exhibitor complimentary registration allocations are listed above. To use the complimentary registrations, exhibitors must register 14 days before the event.

5. BOOTH CANCELLATION POLICY

Should Company wish to cancel, it must notify GBTA in writing. All sales are considered final and full payment is required. If Company cancels and has a balance due, it must be paid in full to GBTA within 30 days of cancellation. Should a company choose to decrease their booth size, the company is still responsible for the originally contracted amount.

If Company cancels and has not paid the overdue balance within 60 days, all company registrations will be canceled, and no refunds will be issued.

Keep a copy for your files and return to:
Kenzie Call, Sr. Manager, Expo Operations
1101 King Street, Suite 500, Alexandria VA, 22314
or email: kcall@gbta.org

2022 Booth Assignment:

Booth Number _____ Size _____

6. PAYMENT

The amount in full is due 45 days from signature, or upon receipt if within 45 days of event. If Company fails to pay for their booth space by 30 June 2022, the rate herein may increase to the prevailing 2022 rate. Starting 30 June 2022, GBTA may assess a late fee of €100 per month the account is not current with GBTA.

- American Express Diners Club Discover MasterCard Visa Wire/ACH Check
- Please clearly print credit card information.

Credit Card Number _____

Exp Date _____ CVV # _____ Amt to Charge € _____

Cardholder Name _____

Cardholder Signature _____

- Pay in Full
- Billing Address is the same as the company information above
- * If payments are made via wire transfer, Exhibitor is responsible for fees deducted by the bank.
- ** All Credit Card transactions are subject to a 4% service fee.

7. GENERAL TERMS

Company agrees to abide by the "IAEE Guidelines for Display Rules and Regulations" and by the "GBTA Addendum to IAEE Guidelines for Display Rules and Regulations", which are part of this Exhibit Space Rental Agreement (the "Agreement") by reference and abide by all rules and regulations found in the "Exhibitor Service Kit," and any such additional rules and regulations as may be adopted by GBTA. Company understands that exhibit space allocations shall be at the discretion of GBTA. If Company requests a change to booth footprint (increase or decrease in sq. m) it may result in moving Company to a new location on the expo floor.

This Agreement is subject to the "Exhibit Space Rental Master Terms", which is available below. This Agreement and the incorporated documents, when executed by the undersigned, shall constitute a binding agreement between the parties for the rental of exhibit space in the identified location, and represents the parties' entire agreement concerning the subject matter and supersedes all previous agreements. We, the undersigned, have the authority to enter into this agreement on behalf of Company and do hereby apply for the selected services for the GBTA Conference 2022 – Brussels in Partnership with VDR.

Authorized Signature _____

Name (Print) _____

Date _____

This Exhibit Space Master Terms Agreement ("Master Agreement") is entered into between Global Business Travel Association, Inc. ("GBTA") and the Company identified on the applicable Order Form, and effective as of the Company's date of signature on the applicable Order Form.

1. **Amendments.** GBTA reserves the right to cancel, rename or relocate the Event or change the dates on which it is held. If GBTA changes the name of the Event, relocates the Event to another event facility and/or city, or changes the dates for the Event to dates that are not more than 90 days prior or 13 months later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but GBTA shall assign to Exhibitor, in lieu of the original space, such other space as GBTA deems appropriate and Exhibitor agrees to use such space under the terms of this Contract. Any other revisions to the contract are impermissible unless otherwise written and signed by GBTA's authorized agent.
2. **Assignment.** Neither this Agreement nor any of the rights, interests, or obligations hereunder shall be assigned or delegated by Company, either in whole or in part, without GBTA's prior written consent.
3. **Non-waiver of Rights.** No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other by the other party with its obligation hereunder, and no custom or practices of the parties at variance with the terms hereof, nor any payment under this Agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.
4. **Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, United States of America ("USA").
5. **Jurisdiction.** The federal and state courts in the Commonwealth of Virginia, USA, shall have exclusive jurisdiction over any dispute or claim arising under this agreement.
6. **Compliance with Laws.** GBTA and Company agrees to comply at all times with all applicable USA federal, state, and local laws, regulations, rules, and orders. GBTA and Company also agrees to comply at all times with all applicable laws of any country in which the Agreement is performed.
7. **Force Majeure.** Neither Party shall not be liable for the fulfillment of the Agreement due to any causes or acts beyond GBTA or Company's reasonable control, including but not limited to acts of God, fire, storm, flood, earthquake, public disturbance, or terrorism.
8. **Indemnification.** Company will indemnify and hold harmless GBTA and GBTA's subsidiaries, affiliates, directors, officers, agents, and employees from and against any claims, loss, liability, expenses, and damages arising out of Company's performance or breach under the Agreement.
9. **Limitation of Liability.** GBTA shall not be liable for any injury sustained by any person on account of any action, omission, negligence, or misconduct of Company or any of Company's representatives, employees, or agents in connection with the Agreement. GBTA shall not be liable for any indirect, incidental, special, consequential, or punitive damages arising from or related to the Agreement.
10. **Publicity.** Before any publicity or publication is released by Company concerning or involving Company's efforts in connection with the Agreement, Company shall provide GBTA a reasonable opportunity to review in advance and approve any such publicity or publication. Company shall promptly provide to GBTA a copy of any publicity or other publications discussing Company's performance in connection with the Agreement.
11. **Termination.** (a) GBTA may terminate the Agreement for cause, at any time, in whole or in part, upon written notification to Company whenever it is determined by GBTA that Company has breached or failed with any term or condition of the Agreement and have failed to cure such breach of default within ten (10) days of notification if such breach or default is capable of cure. (b) The Agreement may be terminated, in whole or part, upon mutual agreement of the parties.
12. **Insurance.** Company shall maintain general liability insurance of a type and in an amount sufficient to cover the risk and liabilities associated with its operations. Company shall furnish GBTA with proof of insurance upon request.
13. **Fraud Reporting.** GBTA has zero tolerance for fraud. Fraud is any act or mission that intentionally misleads, or attempts to mislead, to obtain a benefit, or to avoid an obligation. If Company has concerns about potential fraud in any way related should contact GBTA's Compliance Hotline at to GBTA, Company +1 202-626-8630 or nfischman@polsinelli.com.
14. **Severability.** If any provisions of the Agreement is held to be prohibited by or invalid under applicable law, such provisions shall be ineffective only to extent of such prohibition or invalidating the remainder of such provision or the remaining provisions of the Agreement.
15. **Survival.** The obligations, liabilities, warranties, representations, rights, and remedies of both parties accrued, made, or incurred prior to or at time of any termination or expiration of the Agreement shall survive such termination or expiration.
16. **Harassment.** GBTA will not tolerate, harassment against employees, members, vendors, or other covered persons. This includes, but is not limited to, harassment on the basis of race, color, creed, ancestry, citizenship, marital status, religion, sex (including pregnancy, childbirth or related medical conditions, including lactation), gender identity or expression, sexual orientation, national origin, age, disability status, genetic information, service in the military or any other category protected by federal, state, and local anti-discrimination laws. Violating this policy may result in cancellation of this agreement without liability to GBTA. If either party has suspect of harassment, please visit GBTA [Code of Conduct](#).