



2009 RICA EXHIBITOR/TRADESHOW AGREEMENT BOOTH SPACE

- 1. Company Name: \_\_\_\_\_
- 2. Contact Name: \_\_\_\_\_
- 3. Email Address: \_\_\_\_\_
- 4. Company Website: \_\_\_\_\_
- 5. Address: \_\_\_\_\_
- 6. City/State/Zip: \_\_\_\_\_
- 7. Phone: \_\_\_\_\_
- 8. Fax: \_\_\_\_\_
- 9. Mobile Phone: \_\_\_\_\_

10. Size booth & cost: \$500.00 per 10'x 10' – unless otherwise noted...  
 If more then one booth is anticipated please contact Deb Ferns, Meeting Planner,  
 at [DFerns@Earthlink.net](mailto:DFerns@Earthlink.net) or at 520-572-9183. Multiple booth discount applies.

11. PAYMENT INFORMATION:  
 \_\_\_ Sending Company Check  
 \_\_\_ Charge my credit card (Circle: VISA Mastercard Am. Express) listed below:  
 \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Authorized Signature on File For Credit Card: \_\_\_\_\_

12. Return Agreement And Payment to:  
 Mike Scott - RICA Secretary-Treasurer  
 11811 N. Freeway, Ste. 205  
 Houston, TX 77060  
 Fax # 281-260-9143, scan email [secretarytreasurer@rica.org](mailto:secretarytreasurer@rica.org)

13. TERMS: RICA reserves the right to assign program and exhibit space. Exhibitor is aware that an independent event production company has been selected by RICA to handle part or all of your exhibition needs. Their contact information will be provided when agreement is provided. ALL exhibitor booths and materials must be sent through the event production company as the Williamsburg Lodge will not sign for any independent packages showing up other then what is sent through RICA executive board and/or RICA meeting planner.

Additional power, beyond the normal 1-110 circuit, to be billed by the Williamsburg Lodge to exhibitor. This signed Agreement and full payment must be to RICA no later then May 1, 2009. Any cancellation must be received in writing to RICA prior to May 1<sup>st</sup>, 2009. No refunds will be given after May 1, 2009. *Exhibit/Tradeshow Deadline: May 1, 2009*

**This agreement is for exhibitor space only and does NOT include registration or admittance at the conference for the exhibitor. Exhibitor **MUST** register for each person that is planning to attend the booth and or conference by going to [www.rica.org](http://www.rica.org) annual conference section.**

Authorized Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_