



**2024 Exhibit Space Contract**  
**February 11-13, 2024**  
**Colorado Convention Center**

## 1. CONTRACTING PARTY

Company Name: \_\_\_\_\_ ("Exhibitor" or "Company")  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Company Email: \_\_\_\_\_ Website Address: \_\_\_\_\_  
Primary Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

BILLING ADDRESS (if different from above)

Company Name: \_\_\_\_\_ ("Agency" or "Bill to Company")  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
A/P Contact Person: \_\_\_\_\_ A/P Email: \_\_\_\_\_

## 2. AGREEMENT OF RESPONSIBLE PARTIES

The above described Exhibitor hereby agrees with Diversified Communications ("Diversified") operator of Geo Week (hereinafter "Event") to pay the below described fees on the below noted dates as consideration for its exhibition and to comply with the Conditions, Rules and Regulations as set forth in **Exhibit A**. In the event that an Agency is referenced above, the payment obligations under this Contract shall belong to the Agency exclusively.

## 3. DEPOSIT

A deposit equaling 50% of the total cost of Exhibitor Rate is due upon receipt of Invoice in order to reserve the space requested. The balance must be paid by October 14, 2023. Contracts received on or after October 14, 2023 must be accompanied by full payment.

## 4. PAYMENT TERMS/METHODS

- 1.) 50% due upon receipt of invoice.
- 2.) Balance due on or before October 14, 2023

All payments must be made in U.S. dollars to:  
**DIVERIFIED COMMUNICATIONS**

Follow the instructions on invoices and statements carefully to ensure your payment is applied to your account.

**CAUTION: Any updates to payment details will ALWAYS be reflected on an official Diversified Communications invoice**

## 5. CANCELLATION POLICY

No cancellation by an Exhibitor is effective unless given in writing by mail to Diversified Communications, 121 Free Street, Portland, ME 04112-7437 or by email to [creynolds@divcom.com](mailto:creynolds@divcom.com). The terms and conditions for cancellation are set forth in the Conditions, Rules and Regulations at **Exhibit A**.

Cancellations received by Diversified on or before October 14, 2023 shall be subject to a cancellation fee equal to 50% of the total cost of canceled space. Cancellations received by Diversified after October 14, 2023 are subject to a cancellation fee equal to 100% of the total cost of canceled space.

**All outstanding fees are payable immediately upon cancellation.**



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## 6. EXHIBITOR RATES (IN \$US)

More detailed information regarding Exhibit offerings can be found at: [www.geo-week.com](http://www.geo-week.com) or by contacting your sales representative. **Additional full conference staff passes can be purchased at a discounted rate.**

**Exhibitor Rate per sq. ft. (For Space Only)..... \$51**

All Exhibit Space Includes:

Exhibit Booth Dimensions Requested: \_\_\_\_\_ x \_\_\_\_\_

Total requested sq ft: \_\_\_\_\_

- Pipe and drape
- ID sign with Company name and booth number
- Company listing on Event mobile show app and [www.geo-week.com](http://www.geo-week.com)
- 2 All Access Passes for staff (per 100 sq. ft. of space) includes access to all conference sessions and the exhibit hall
- 2 Exhibit Hall Only Passes for staff (per 100 sq. ft. of space)

Total requested corners: \_\_\_\_ x \$100 per corner = \$\_\_\_\_\_

Co-Exhibitor fee \$250 x \_\_\_\_\_ = \$\_\_\_\_\_

**NOTE: A** maximum of two companies or brands may co-exhibit per 100 sq ft booth. One booth sign and one show app listing per Co-Exhibitor is included. Lead Exhibitor is responsible the Co-Exhibitor fees, which are charged only if brands or companies exceed 1 per 100 sq ft. All Co-Exhibitors (whether companies or brands) must be identified on the Co-Exhibitor form and are subject to approval by Diversified in its sole discretion.

**Booth packages are NOT included in above prices. They are available for purchase through Freeman Decorating. All custom construction requires submission and approval of design plans. See the Exhibitor Resource Center for more information.**

**GRAND TOTAL  
EXHIBITOR RATE:**

\$

## 7. AUTHORIZATION

Undersigned on behalf of Exhibitor has reviewed and affirms that Exhibitor shall abide by all Conditions, Rules and Regulations governing the Event as set forth at **Exhibit A**, located at [www.divcom.com/exa-space-contract/](http://www.divcom.com/exa-space-contract/) which are included with this Exhibit Space Contract and incorporated by reference. Exhibitor further affirms that acceptance of this contract by Diversified constitutes a legal and binding agreement and that undersigned is authorized to bind Exhibitor regarding same.

**Seen and Agreed to on behalf of Company AND in the event that an Agency is billed, on its own behalf as well.  
Contract must be signed & deposit paid to secure booth.**

Signature: \_\_\_\_\_ Individual's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. EXHIBITOR REQUESTS TO SHOW ADMINISTRATION – Diversified may or may not grant in its sole discretion

I'm interested in sponsoring a 15 minute Product Preview Presentation or [other marketing](#) that will be delivered at the Event. A salesperson will contact you if you have indicated your interest here.

### BOOTH LOCATION REQUEST

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_ 4<sup>th</sup> choice: \_\_\_\_\_