

The Catalyst Expo 2023  
April 18 – April 19, 2023 • Catalyst Campus • Colorado Springs, CO

# CONTRACT FOR EXHIBIT SPACE

The undersigned, by a duly authorized officer, agent or employee of named exhibitor (hereinafter called "Exhibitor") hereby enters into a contract with the Catalyst Campus for Technology and Innovation (hereinafter called "CCTI") for exhibit space at the Catalyst Expo on April 18 -19, 2023, Catalyst Campus, 555 East Pikes Peak Avenue, Colorado Springs, CO (hereinafter called "Facility").

## TERMS FOR RENTAL AND CONTRACTUAL OBLIGATIONS:

- A. DEPOSIT AND PAYMENT TERMS:** Non-refundable payment in full is due by April 1, 2023 to participate in the Catalyst Expo. Failure to make payment by April 1, 2023 will exclude your company from the Catalyst Expo and therefore, there will be no reserved booth for you. Liability waiver must be signed to participate along with payment in full at time of reservation.
- B. CANCELLATION:** In the event of exhibitor cancellation – there will be no refunds. In an emergency, Act of God, or instance of death – CCTI will take case by case and provide partial or full refunds as warranted. CCTI follows Peterson Space Force Base and will be operating under their direction in case of snow day or delay. ALL participants/exhibitors will be notified at 6am any inclement weather delays.\*
- C. WHAT YOUR BOOTH SPACE INCLUDES:** Access to Power and a table will be provided (you are also welcome to bring your own table and booth set up) - please notify CCTI if anything else is needed
- D. EXHIBIT SPACE:** Booth Number: \_\_\_\_\_  
Booth Size: 8ft. X 10ft Total Cost: \_\_\_\_\_
- E. PRODUCTS TO BE EXHIBITED:**  
\_\_\_\_\_  
\_\_\_\_\_
- Are you bringing a backdrop? \_\_\_\_\_ What Size? \_\_\_\_\_
- Are you bringing a table? \_\_\_\_\_ Do you need access to power? \_\_\_\_\_
- Are you bringing a screen/TV display? \_\_\_\_\_ I need a 6ft table \_\_\_\_\_

## EXHIBIT SPACE RATES:

MAIN LEVEL: \$3,650 THE  
LODGE: \$3,325 PETITE  
BOOTHS: \$700

## F. PRIMARY CONTACT INFORMATION

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip code \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature by Authorized Representative of Exhibitor

Date

By signature above, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract on behalf of named exhibitor and agrees to all terms and conditions and rules and regulations of this contract.

## The Catalyst Expo 2023 Terms & Conditions

**ASSIGNMENTS:** Exhibitor shall not assign, sublet, transfer, sell or share the space assigned without the prior written consent of CCTI.

**GENERAL OPERATING RULES AND REGULATIONS:** The acronym "CCTI" as used herein shall mean Catalyst Campus for Technology and Innovation, its officers, agents, or employees acting for them in the management of the booth displays. CCTI reserves the right to determine the eligibility of any company or product for inclusion in the exhibits.

**CANCELLATION OF EXHIBIT SPACE:** All requests for cancellation of space must be made in writing to CCTI. The date of cancellation shall be the date that CCTI receives the written cancellation request. Both the exhibitor and CCTI acknowledge that, in the event of cancellation, CCTI may sustain substantial monetary losses.

**EXHIBITOR BREACH:** CCTI reserves the right to cancel the exhibitor's participation if the exhibitor breaches any of its obligations or does not comply with the terms and conditions of this contract including, but not limited to, making any payment that is due as per the contract, or failing to set up an exhibit in the contracted space within the time limit set for opening the exposition. If CCTI does cancel the exhibitor as per this section, the exhibitor will have been deemed to have canceled its own participation and thus be subject to cancellation fees as stated in the cancellation of exhibit space section above. The date of cancellation for calculating the cancellation fees shall be the date that CCTI cancels the exhibitor for breach.

**SPACE ASSIGNMENT:** A) Space will be assigned by CCTI in accordance with the policy announced at the time display space is offered for reservation. Although CCTI will attempt to accommodate exhibitor requests for specific booths, no guarantees can be made that the exhibitor will be assigned the specific booth(s) requested. CCTI reserves the right to relocate exhibit spaces for the benefit of the exhibitor, or for the betterment of the exposition. No contract shall be in force until accepted by the organizer. B) In the event the exhibitor fails to install his display within the time limit set for opening the exposition, or fails to pay the space rental at the time specified, or fails to comply with any provisions concerning his use of display space, management shall have the right to take possession of said space and resell same, or any part thereof.

**USE OF BOOTH SPACE:** Exhibitors must utilize their assigned space in a manner that adheres to the published display rules.

**DEFACING OF BUILDING:** Companies are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment or for damages caused in any other manner. You may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.

**REJECTED BOOTH DISPLAYS:** The Company agrees that this exhibit shall be admitted and shall remain from day to day solely on strict compliance with rules, herein laid down. CCTI reserves the right to reject, eject, or prohibit any booth displays in whole or in part, or any company or representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the company of the amount of rental unearned at the time of ejection. If a company is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

**INSURANCE/LIMITATIONS OF LIABILITY:** Each exhibiting organization agrees to obtain and keep in effect during the event, a commercial general liability insurance policy with a combined single limit for personal injury and property damage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. CCTI shall not be liable, nor shall the exhibiting company make any claim for any reason whatsoever, including negligence, against CCTI, the display site, nor any of their members, employees, or agents, for theft, loss, fire damage, or destruction of goods; or for any personal injury while in the designated exhibit area or associated conference facilities. The company shall indemnify and hold CCTI and the display site harmless for any and all claims, suits, liabilities,

**CLEANING:** CCTI will have the common areas of the exhibit hall cleaned once each day during closed hours, but this service does not include dusting, arranging, or otherwise maintaining exhibitor's display areas. Exhibitors are solely responsible for the cleaning of and trash removal from their respective exhibit spaces.

**COMPANY REPRESENTATIVE RESPONSIBILITY:** Each company must name at least one person to be the representative in connection with installation, operation, and removal of booth displays. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the company shall be responsible.

**EXHIBIT HOURS:** Exhibitors agree to abide by the installation and dismantling times set by CCTI and to have at least one person staffing their booths during published exhibition hours.

**ATTENDANCE:** CCTI shall have sole control over attendance policies at all times. Conference credentials (Exhibitor and/ or Attendee badges) remain the property of CCTI at all times and as such may be revoked at any time A) No person under the age of 18 is permitted to enter the exhibit areas during set up or tear down. No exceptions. B) All persons under 18 must be accompanied at all times by a credentialed participant during those times outside of set up or tear down C) Children aged 16 and over may attend the Exposition provided they are accompanied by an adult at all times. No one under the age of 18 is permitted in the exhibit halls during installation and dismantling hours.

**GOVERNING LAW:** The contract shall be governed by the laws of the State of Colorado, without giving effect to its conflicts of law principles. The parties' consent to the exclusive jurisdiction of such court and each party waives any objection to the exclusive jurisdiction of such court.