

# SPECIALTY COFFEE EXPO

**Boston, Massachusetts April 11-14, 2019  
Boston Convention & Exhibition Center**

<b>2019 Contract Exhibit Space Type</b>	<b>Member Price</b>	<b>Non-Member Price</b>
10' x 10' Regular Booth	\$2,400	\$2,925
10' x 10' Corner Booth	\$2,800	\$3,550
20' x 20' Island Booth	\$11,700	\$15,700
20' x 30' Island Booth	\$16,400	\$20,750
20' x 40' Island Booth	\$21,700	\$27,500
Tabletop	\$1,500	\$2,200

### **SCA 2019 Terms & Conditions**

Booth spaces are sold as Regular, Corner, Island or Tabletop configurations. Regular booths are 10'x10' and can be purchased in multiples that are connected to make longer booths, such as three Regular booths making a 10' x 30' space. A Corner booth is any 10' x 10' space that is open to two sides at the end of an aisle, and can be purchased alone or in addition to adjoining Regular spaces. Adjoining Corner booths, commonly called "end-caps," cannot be purchased. Island Booths are spaces of 20' x 20' or larger open on all sides to aisles. Regular and Corner booths include carpet and 8-ft. back and 3-ft. side drapes. Island booths include carpet. Tabletop spaces consist of one 6-ft. x 30-inch skirted table supplied with two chairs. SCA reserves the right to refuse exhibit space applications. Tobacco, firearms, alcoholic beverages, and sexually explicit products may not be brought onto the show exhibit floor, nor may they be advertised, marketed, or displayed on the exposition floor. You must be 16 years or older to enter exhibit hall during move-in or move-out and 12 years or older to enter exhibit hall at any time.

Assignment of space is initially by seniority with remaining spaces filled on a first come, first served basis. SCA assignment of space is final and shall constitute an acceptance of the Exhibitor's commitment to occupy space. After assignment, space location may not be changed or transferred by exhibitor without the written consent of SCA. In consideration to SCA reserving the assigned space, Exhibitor hereby warrants a financial commitment to SCAA to the extent of the Total Booth Contract Cost. SCA reserves the right to move/assign exhibits to different locations than initially assigned.

**Space does not include:** Products or services of the Washington State Convention Center, its exclusive contractors or the show decorator, FREEMAN. Examples of items not included are drayage, freight, shipping, handling, electrical, plumbing, furnishings, phone, internet, cleaning or storage.

**Payment Terms:** Prior to October 13, 2018, 25% of total booth contract cost is due upon reservation of booth space. Exhibitors will be invoiced for the balance of the Total Booth Contract Price unpaid as of September 15th. Balance is due October 31, 2018. After October 15, 2018, booth space reservations must be accompanied by 100% of the Total Booth Contract Cost. Booths not paid in full by October 31, 2018 are subject to relocation or cancellation at SCA's discretion. Exhibitor must maintain their membership, be current with their company's professional membership fees and stay current through April 14, 2019 to qualify for Member booth pricing. If membership is not maintained, Non-Member pricing will apply. BG, RG and individual memberships do not qualify for exhibitor discounts.

**Refunds/Cancellations/Booth Downsizing Policy:** As the show dates approach, it becomes increasingly more costly for the SCA to re-sell cancelled exhibit booth spaces. Exhibitors that wish to cancel or downsize all or a portion of their reservation commitment must do so in writing. Such written notice will be deemed accepted on the date received by SCA. Cancellations or booth downsizings made prior to October 15, 2018 are subject to forfeiture of any deposit or 25% of the Total Booth Contract Cost. Cancellations or booth downsizings made between October 16, 2018 and January 15, 2019 will result in a 50% forfeiture of the Total Booth Contract Cost. Cancellations or booth downsizings made between January 16, 2019 but before March 1, 2019 will result in a 75% forfeiture of the Total Booth Contract Cost. After March 1, 2019, booth cancellations or downsizings will result in complete forfeiture of the Total Booth Contract Cost.

**CODES & AGREEMENTS:** Exhibitor hereby agrees to be bound by the "Rules and Regulations of the Exposition." Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, tax, copyright and building codes and regulations; (ii) any rules or regulations of the facility where the Exposition is being held; (iii) the terms of all leases and agreements between the SCA and the managers or owners of said facility; and (iv) the terms of any and all leases and agreements between SCA and any other party relating to the Exposition. Exhibitor shall not, nor shall Exhibitor permit others to do anything to the Booth or do anything in the facility which would cause a difference in conditions from those previously approved by the insurance carriers of the SCA, or the managers or owners of said facility, which will in any way increase premiums or costs payable by any of said parties.

**SPACE ASSIGNMENTS:** SCA shall use its best efforts to locate the Booth(s) in one of the locations as designated by Exhibitor in the Contract attached hereto. Notwithstanding the above, SCA reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary. Space will be assigned on a seniority basis at the 2018 show with remaining spaces assigned on a first-come, first-served basis. Special consideration will be given to unique problems. Mail-in requests for exhibit space will not be considered without appropriate deposit enclosed.

**INSURANCE - MANDATORY:** Exhibitor agrees to maintain adequate insurance to fully protect Show Management (SCA) and their affiliates, co-sponsors, service contractors and the SCA, Washington State Convention Center and Aramark from any and all claims, arising from the Exhibitor's activities including, but not limited to, the installation, operation and dismantling of Exhibitor's display. The foregoing insurance requirement includes claims under the Worker's Compensation Act or for personal injury, death, or for damage to property. Exhibitor understands that neither Show Management, nor the Convention Center maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to maintain such insurance. Non-US corporations, see page 8 of Rules & Regulations.