

# Application and Contract for SkillsUSA TECHSPO

June 20-22, 2023

**SkillsUSA National Leadership & Skills Conference**  
**Georgia World Congress Center, Atlanta, GA, USA**

In accordance with the terms Company/Organization/Division identified below ("EXHIBITOR") applies to SkillsUSA TECHSPO Partnership ("ORGANIZER") for exhibit space ("SPACE") at the event ("SkillsUSA TECHSPO") identified above, and the terms and conditions of this application and contract ("CONTRACT"), and the "Terms and Conditions of Participation" of this Contract (collectively, the "AGREEMENT").

Organization Name	Contact Name	Job Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address	City	State/Region	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact E-mail	Contact Mobile Phone
<input type="text"/>	<input type="text"/>

Booth Size \_\_\_\_\_ Career Cluster \_\_\_\_\_

By checking this box, I consent to having my information shared with official vendors and relevant partners for SkillsUSA TECHSPO.

Products and services you plan to display

The Georgia Sales Tax Form (Rev. 04.14.16) must be completed by vendors of shows that are selling items to attendees during show hours. (See Form G)

Payments for space are due at time of application:

EXHIBITOR agrees that any CONTRACT accepted by SkillsUSA without payment, shall be deemed valid and binding to the same extent as if a deposit had been made. EXHIBITOR understands and agrees that no portion of this payment is refundable, and that, except as outlined in item VI of the Terms and Conditions of Participation of this AGREEMENT, EXHIBITOR is liable for the total participation fee plus all options and services contracted for. **All fees are payable in U.S. dollars to SkillsUSA 14001 SkillsUSA Way, Leesburg, Virginia 20176.**

**Note:** This document, when signed by EXHIBITOR and representative at SkillsUSA, Inc., constitutes a binding legal AGREEMENT. ORGANIZER agrees to review EXHIBITOR's CONTRACT and assign SPACE to EXHIBITOR's Organization if available, consistent with show eligibility requirements and policies. EXHIBITOR agrees that upon ORGANIZER's acceptance of this CONTRACT, with or without appropriate payment of fees for participation, options and services, this AGREEMENT shall become a legally binding CONTRACT; enforceable against EXHIBITOR in accordance with its terms. By the signature below, the individual signing this document represents and warrants that he/she is duly authorized to execute this binding AGREEMENT on behalf of EXHIBITOR. EXHIBITOR agrees to be bound by the information and terms on pages 1 through 6 herein. Submission of this application by EXHIBITOR shall constitute acceptance for representatives, employees, and agents of all the rules, terms and conditions contained in the EXHIBITOR's completed space application.

Authorized Signature	Printed Name & Title	Date	
Organizer's Use Only	V.10.11.2022	Accepted By	Date

SkillsUSA TECHSPO · 14001 SkillsUSA Way · Leesburg, Virginia 20176

Direct questions to [BPD@skillsusa.org](mailto:BPD@skillsusa.org)

SkillsUSA will follow all COVID protocols as required at time of Conference

**Definitions**

“ORGANIZERS,” as used in these rules, means SkillsUSA Inc., and the authorized agents and representatives of each, acting within the scope of their authority. The “Show” as used in these rules means SkillsUSA TECHSPO to be held in Atlanta, Georgia, U.S.A, June 20–22 2023, inclusive.

“EXHIBITOR,” as used in these rules, means any person or organization exhibiting in the Show, its representatives, agents and employees at the Show. The decisions of the ORGANIZERS in interpreting these rules shall be final.

**I. Eligibility**

- A. The ORGANIZERS reserve the right to deny exhibit space to any organization or product, and eligibility to exhibit shall generally be a continuing requirement as of the date of the opening of the Show.

**II. Limitation of Liability Indemnification**

- A. EXHIBITOR waives all claims of every kind against the ORGANIZERS, its directors, officers, members, shareholders, parents, subsidiaries, affiliates, agents and employees including, without limitation, all claims for damages based on personal property damage, destruction, loss or theft, personal injury, cancellation of the Show, failure or refusal to provide space for any exhibit, preventing the display, operation, removal or dismantling of any exhibit, and any other act or failure to act of the ORGANIZERS.
- B. EXHIBITOR agrees to indemnify and save the ORGANIZERS harmless from claims by EXHIBITOR's agents or employees or by any other person, arising out of any act or omission in any way related to EXHIBITOR's participation in the Show, except if caused by ORGANIZERS' negligent act or omission or willful misconduct.
- C. In the event of cancellation or disruption of the Show for any cause, the ORGANIZERS shall have the right to retain such part of EXHIBITOR's space payments as may be required to reimburse the ORGANIZERS for expenses incurred in connection with the Show.

**III. Installation and Removal of Exhibits**

A schedule of dates for arrival and removal from the exhibit halls of exhibit material shall be announced. Any expenses caused by failure to conform to these schedules shall be paid by EXHIBITOR.

**IV. Dates and Hours of Show**

All exhibits shall be completely installed and ready for display no later than 8:00 a.m., Tuesday, June 20, 2023.

Show dates: June 20-22, 2023

**V. Dismantling of Exhibits**

No exhibits shall be dismantled or removed, in whole or in part, prior to close of show, Thursday, June 2, 2023, or such other time as designated by ORGANIZERS. ORGANIZERS may prevent the removal or dismantling of any exhibit before the time of closing.

**VI. Payment Schedule: Cancellation or Reduction of Space Notice of Change of Plans**

- A. Payments are due at time of reservation.
- B. Space payments are non-refundable. If the EXHIBITOR fails to use all or part of any contracted space during the show, no part of any payment hereunder with respect to unused space will be returned to EXHIBITOR.
- C. If at any time an EXHIBITOR determines not to use some or all of the space for which they have contracted, EXHIBITOR is still liable for the total contracted space fee plus all options and services contracted for. EXHIBITOR shall give prompt written notice to SkillsUSA TECHSPO of any change in participation plans, so that SkillsUSA TECHSPO may reallocate the unused space.

**VII. Rejected Display**

The ORGANIZERS reserve the right to reject, eject or prohibit any exhibit or its operation in whole or in part, or to eject or refuse to admit EXHIBITOR or EXHIBITOR'S representative for conduct deemed by the ORGANIZERS to be detrimental to the best interests of the Show. EXHIBITOR shall have no recourse against the ORGANIZERS and no portion of the space payment shall be refunded.

**VIII. Subleasing**

EXHIBITOR shall not sublet any part of his space.

**IX. Admission and Identification**

Admission of EXHIBITOR's representatives and visitors to the exhibit halls shall at all times be controlled solely by the ORGANIZERS. EXHIBITOR's representatives shall wear identifying badges as provided by the ORGANIZERS throughout the Show hours.

**X. Booth Representatives**

EXHIBITOR may be represented in its booth by direct representatives (employees who are scheduled for actual booth work) and distributor representatives.

**XI. Admission During Non-Show Hours**

- A. EXHIBITOR's representatives, distributors, and the working press shall be permitted to enter the Show two hours before the scheduled opening. Representatives of EXHIBITORS distributors, and the working press who require earlier entrance may obtain special permission on the previous day by 2:00 p.m.
- B. EXHIBITOR's representatives, distributors, and members of the press shall be permitted to remain in the Show 30 minutes after the scheduled closing of each day. Special permission must be obtained in advance if an extension of time is needed.

**XII. Photography**

ORGANIZER has express permission to take any photographs/videos of the show.

**XIII. Attire**

Show management reserves the right in its sole discretion to deny admission to any EXHIBITOR or attendee whose dress or conduct is deemed by the ORGANIZERS to be inappropriate.

**XIV. Labor and Services**

EXHIBITOR shall employ only labor made available from sources officially designated by the ORGANIZERS for the installation, maintenance and dismantling of its exhibit, and shall use only the service organizations officially designated by the ORGANIZERS for all services in connection with the installation, maintenance, cleaning and dismantling of exhibits and in connection with the operation of projection devices. Fern would not be exclusive labor provider, however exhibitors will need to follow union guidelines.

**XV. Conditions for Displays**

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to clarify the requirements for multi-story exhibit booths. The Fire Marshal has provided basic guidelines for compliance with Paragraph 9-4.4.3.7 of NFPA 101 Life Safety Code, which governs multi-level exhibit booths. In addition, the GWCC and Georgia Dome have developed additional guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are as follows:

- a. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
- b. The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
- c. Exhibit booth plans must be submitted to the Georgia World Congress Center/Georgia Dome Event Services Department for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.
- d. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
- e. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space).

Any violations of these rules may cause the use of the platform to be discontinued.

B. Machines shall be displayed as much as possible in positions comparable to their actual installation in shops, and shall not be mounted on pedestals, platforms, or other height-increasing devices, except turntables, which shall be limited to a height of 18 inches (45.72 cm). However, skids of normal size may be left under machines when conditions require, and machines may be supported above the floor in order to avoid cutting a pit for part of the machine. The space occupied by machinery and equipment shall not exceed 60 percent of the total exhibit space, and operating equipment shall be at least three feet (.914 meter) from any aisle. Non-operating machines and displays must be set back 12 inches (30.48 cm) from the aisle line of the booth. The ORGANIZER shall have the final approval for equipment placement.

C. Multi-sided signs, projection screens or logos may not face an adjacent exhibitor less than or within 10 feet (3.04 meters) of the adjacent exhibitor. This will include back walls, side panels, headers and towers. They must also not be visible from adjacent EXHIBITOR when displayed on fabric/curtain.

Any signs with unfinished or unpainted backs must be draped, and not exceeding 24 x 24 inches (60.96 x 60.96 cm), may be placed directly against machine. EXHIBITOR shall not display signs referring to the products of another organization other than an affiliated organization or other EXHIBITOR. Signs stating that a machine on exhibition has been sold are prohibited. Should the wording or appearance of any sign in EXHIBITOR's booth be deemed by the ORGANIZER to be contrary to the best interests of the Show, EXHIBITOR shall make such changes as requested by the ORGANIZER.

Hanging overhead organization identification signs is not permitted in the halls for this event. There is not intended to be any rigging capacity. Signage may be floor structures and adhere to the stated [IAEE guidelines](#) for height restrictions as it applies to island booths.

D. Fabric floor coverings, linoleum, tile and safety mats may be placed on booth floors. All flammable materials must be flameproof (See Rule XXIII).

E. Storage of any kind is forbidden inside the display area, behind the back drapes, or beyond the display wall. All cartons, crates, containers, packing materials, etc., which are necessary for repacking must be labeled with "EMPTY" stickers and removed from the show floor. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit. Only a one-day supply of operational and advertising material may be stored inside the exhibit. EXHIBITORS dispensing matches are not allowed to store them in their booth overnight - unless they are placed in enclosed metal containers.

F. Live Animals. No live animals will be allowed on the exhibit floor with the exception of service animals.

**XVI. Illumination**

Lighting and Projection must be confined within the boundaries of the booth and should not project into other booths or into the aisles.

**XVII. Smoking is Prohibited**

Smoking is prohibited except in designated areas.

**XVIII. Sound Devices**

Sound produced by other means (See Rule XIX) should not exceed 75 decibels and not disrupt neighbors' activities relating to normal conversation. Machines are exempt from second rule.

**XIX. Movies-Slides-Television**

EXHIBITOR may project slides, motion pictures, last imaging and television images within its own booth, up to the height limitations for displays specified in Rule XV, provided that projection equipment, screens and sound equipment shall be located so that they are not objectionable to neighboring exhibitors and viewers do not obstruct aisles. Plans or sketches for all projections must be submitted to the ORGANIZERS by May 1, 2023. The ORGANIZERS reserve the right to curtail any sound device. EXHIBITOR assumes responsibility for compliance with union requirements relating to projection equipment and sound devices.

**XX. Noise**

EXHIBITOR shall cooperate in eliminating or reducing as much as possible the noise caused by operation of machines. Enclosures are required for equipment used in high-speed metal forming and metal cutting operations. Noisy or obstructive work during the open hours of the Show is prohibited. Displays involving noise that tends to interfere with ordinary conversation in adjacent booths shall be subject to such restrictions as to the location, frequency and other conditions of operation as the ORGANIZERS in its discretion may impose.

**XXI. Electrical Wiring**

A house electrician or Engineering Technician must perform all wiring, electrical installations and other exclusive services; however, authorization may be granted for company engineers or technicians to perform special electrical work on their own organization exhibit equipment. Authorization may also be granted for licensed electricians to perform certain audio/visual installation on theatrical sets. Contact GWCC Engineering for further information (404)223-4800.

**XXII. Safety**

Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas; exhibit halls, services corridors, marshaling yards, etc. Within these areas and throughout the premises, the following guidelines will be strictly enforced:

- A. Absolutely no drinking of alcoholic beverages, except for booth parties and networking events pre-organized through the exhibitor services manual.
- B. No horseplay, practical jokes, etc.
- C. Possession or use of an illegal or controlled substance of any kind is prohibited.
- D. No speeding (over 5 mph) or reckless use of vehicles and equipment.
- E. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the building. No refueling activity of any kind permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
- F. Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.
- G. Utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
- H. Oil spills: loose or missing floor box covers, or any other visible safety hazard shall immediately be reported to GWCC Security (404) 223-4911(x4911 on Red House Phone).
- I. Work activities in Galleria areas on upper levels require additional supervision to ensure safety for attendees to other events.

on a Red House Phone).

**XXIII. Basic Fire Code Regulations**

The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.

- A. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
- B. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.
- C. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.
- D. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall be full when displayed within the facility. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.
- E. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by GWCC Event Services and the Fire Marshall for the State of Georgia. All requests must be submitted in writing and include appropriate and required documentation.

**XXIV. Removal and Delivery of Materials**

Finished work and material shall be removed each day, only after the Show's closing time, and materials shall be delivered only during non-show hours.

**XXV. Damage to Buildings**

EXHIBITOR shall surrender the occupied space occupied in the same condition as it was at the commencement of occupation, normal wear excepted, and shall be fully liable for the cost of restoring the space to its former condition if not complying with this provision. EXHIBITOR shall not fasten machines or equipment to the floor by drilling into floor level or by use of adhesives or sink machines below floor level. To make special provision for stabilizing machines, EXHIBITOR is required to obtain prior written permission from the exhibit hall management. If such permission is granted, all expenses involved shall be borne by the EXHIBITOR.

All cost for removing adhesive-backed, pressure-sensitive stickers and labels from floors, columns, walls, signs, other booths, etc., - anywhere in the exhibit halls - will be charged to the EXHIBITOR whose product they advertise.

**XXVI. Lotteries, Contests**

No casino-type games are permitted where contestant can lose his/her own money or goods.

**XXVII. Distribution of Literature, Samples, Souvenirs, Food, Drink, Etc.**

Samples, souvenirs, shopping bags, catalogs, pamphlets, publications, etc., shall not be distributed except from within EXHIBITOR's booths.

**XXVIII. Labels**

Adhesive-backed, pressure-sensitive stickers and labels shall not be distributed on Show site. Violations of this rule shall be deemed conduct detrimental to the best interests of the Show and will also subject the EXHIBITOR to any cleaning and repair charge incurred to remove them from floors, walls, columns, other booths, etc. Any food or beverage items distributed by EXHIBITORS to attendees must be purchased and supplied by Georgia World Congress Center Food Services.

**XXIX. Obstruction of Aisles or Nearby Booths**

Any demonstration, live performance or other activity that results in obstruction of aisles or that prevents ready access to a neighboring booth shall be suspended as the ORGANIZERS in its discretion may specify.

**XXX. Relocation of Exhibits**

The ORGANIZERS reserve the right to relocate exhibits in a space other than the one specified in the contract if, in its judgment, such relocation is necessary or appropriate to the satisfactory arrangement or conduct of the Show. No relocation shall be made, however, without affording EXHIBITOR full opportunity to indicate a preferred substitute location, but any decision by the ORGANIZERS with respect to relocation shall be final and shall not relieve EXHIBITOR of any obligation under this contract.

**XXXI. Insurance**

EXHIBITOR shall provide to ORGANIZER a certificate of commercial general liability and workers compensation insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming EXHIBITOR as insured and naming additionally insured "SkillsUSA TECHSPO", but only with regard to commercial general liability. The limit of such insurance shall be not less than \$1,000,000 per occurrence, \$2,000,000 per aggregate. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to ORGANIZER. The certificate of such insurance shall be delivered to ORGANIZER no later than May 1, 2023. If EXHIBITOR fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to ORGANIZER, after oral or written notice to EXHIBITOR, ORGANIZER may, but shall not be required to, purchase such insurance on behalf of EXHIBITOR. In that event, EXHIBITOR shall reimburse ORGANIZER for 150% of all costs of such insurance. Be sure your materials are insured from the time they leave your organization until they are returned after the show.

**XXXII. Additions and Amendments of the Rules**

The ORGANIZERS may from time to time issue such additional rules as they deem necessary for the orderly presentation of the Show. Any rule may be amended at any time by the ORGANIZERS provided that such amendment shall not substantially diminish the rights or increase the liability of EXHIBITOR.