

Community Associations Institute - Long Island Chapter

Annual Trade Show – Saturday, October 17, 2026 Terms and Conditions for Exhibit Space

1. Booths will be reserved on a first come first serve basis. Applications must be completed including a signed Terms and Conditions page, a completed Registration Form, and full payment.
2. Exhibit total space will be approximately 8' by 8'. The exhibit space will include a 6' skirted table, two chairs, a sign with your company's name, and breakfast/lunch for one representative. There will be a \$100.00 Member / \$125.00 Non-Member charge for each additional representative. Exhibit space should be set up no later than 8:30 a.m. and exhibits must be dismantled and cleared no later than 3:00 p.m., Saturday, October 17, 2026.
3. Electric service to a booth will require an additional fee of \$135.00 for Member / \$150.00 for Non-Member per booth payment. Any audio recordings played at a booth must be at a volume that will not disturb any other exhibitors. CAI-Long Island reserves the right to limit or deny the use of any audio-visual equipment or any other equipment or material which may disrupt other vendors or the trade show. Exhibit space may not be shared, nor may any exhibitor assign the use of its booth or any portion thereof without written approval of CAI-Long Island.
4. Exhibitor shall be responsible for any and all damage caused to the premises by the exhibitor, including any damage which may be caused by taping, nailing or otherwise affixing material to walls, tables or any other surfaces, which is strictly prohibited. Exhibitor agrees to leave the exhibitor space and the premises in the condition it was in prior to the trade show, including the removal of all materials, including boxes, garbage and all other waste and agrees to dispose of any such material off site.
5. Exhibitor acknowledges that there are no refunds for any reason. A credit will be provided for next year's Trade Show upon notice to info@cai-li.org at least ten business days prior to the day of the Trade Show. Failure to provide such notice, or failure to participate in the Trade Show, will result in a forfeiture of payment.
6. Exhibitor hereby covenants, agrees, and undertakes, to the fullest extent of the law, to indemnify, hold harmless, and defend Community Associations Institute – Long Island Chapter (CAI-Long Island), the exhibition hall facility (Hilton Long Island/Melville) and their respective employees, representatives, agents, members, officers, and directors, (together, "Insured Persons") from and against any and all losses, costs, liabilities, claims, damages, and expenses (including reasonable legal fees) relating to, arising out of, or resulting from Exhibitor's participation in the CAI-Long Island Trade Show, including but not limited to personal injury, death, property damage or any other damage or injury sustained by any person. Exhibitor agrees to carry insurance not less than \$1,000,000 combined single limit for personal injury and property damage, naming Community Associations Institute – Long Island Chapter and Hilton Long Island/Melville as Additional Insured on such policy. The exhibitor understands that neither Community Associations Institute – Long Island Chapter or the Hilton Long Island/Melville maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Company Name: _____

Authorized Representative Signature: _____

Print Name: _____ Title: _____

Date: _____