



WORLD CONFERENCE  
& CLUB BUSINESS EXPO  
MARCH 4-8 • LAS VEGAS, NV

# Application and Contract for Exhibit Booth Space

Club Business Expo • March 6–7, 2024  
Mandalay Bay Convention Center • Las Vegas, NV

**Company Name:** \_\_\_\_\_  
(Company name and address that will be published on all materials)

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_

**Exhibitor Administrative Contact:** \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Published Representative:** \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The information provided above (with the exception of the Administrative Contact) will be published in any and all electronic or printed material pertaining to the 2024 Club Business Expo.

## Type and Cost of Space

Minimum booth size is 10' x 10' (100 square feet).  
Please visit [cmaa.org/expo](http://cmaa.org/expo) for a detailed explanation of booth types available.  
CMAA Partners, please refer to your Partnership Agreement for the appropriate exhibit space fee.  
**Pavilion Space** must be 1,400 square feet or larger.  
Contact CMAA for additional details.

Booth size requested (e.g., 10x10 = 100 sq. ft.):  
\_\_\_\_\_ ' x \_\_\_\_\_ ' = \_\_\_\_\_ sq. ft.  
Total sq. ft. requested \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_  
Number of corners \_\_\_\_\_ x \$200 = \_\_\_\_\_  
**Booth Space Total Cost** \$ \_\_\_\_\_

## Insurance

All companies participating in the Club Business Expo must provide a certificate of liability insurance that meets the required terms and conditions of this agreement. See 2024 Club Business Expo Rules and Regulations ([cmaa.org/expo](http://cmaa.org/expo)) for additional details. Proof of insurance must be received 30 days prior to the show.

## Contract Approval

By submitting this signed application and contract, we request booth space as identified above at the Club Business Expo of the Club Management Association of America at the Mandalay Bay Convention Center, Las Vegas, NV, March 6-7, 2024.  
We understand that assignment of specific booth space(s) cannot be guaranteed, but that CMAA will do its best to accommodate requests. It is additionally understood that once this Application/Contract is approved and booth space is reserved, an invoice will be provided to us for payment. If a deposit/payment is submitted prior, that will be reflected in the invoice. Upon

receipt of invoice, a minimum of 50 percent of the booth space rental fee is required within two weeks of contract acceptance and the remaining balance is due by December 1, 2023. If the contract is submitted after December 1, 2023, full payment is required for booth space.  
Cancellation of booth space must be made in writing and received at CMAA Headquarters by December 1, 2023. CMAA does not accept cancellations after this date.  
For Sponsorship payment and cancellation policies, please visit your individual sponsorship agreement.

We agree to abide by the Rules and Regulations of this contract ([cmaa.org/expo](http://cmaa.org/expo)) and as required by CMAA, Mandalay Bay Convention Center, Clark County, City of Las Vegas, and State of Nevada.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

## Remittance of Contract

Please return signed application and contract to Club Management Association of America, 1733 King Street, Alexandria, VA 22314. The completed application and contract may also be emailed directly to Kelly Jo Springirth at [kelly.springirth@cmaa.org](mailto:kelly.springirth@cmaa.org).