



**Group Name: A4LE Southern Regional Conference 2025  
Date: April 8-9, 2025**

**Exhibitor Name:** \_\_\_\_\_

**Booth/Table Number:** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Please check the following requirements for your booth:**  
ALL CHARGES ARE PER DAY, AND SUBJECT TO SERVICE CHARGE AND TAX

**Electrical Power Strip + Cabling** (shared 20amp circuit) \$50.00++ Per Outlet

**Electrical Dedicated 20-amp Power Drop** \$100.00++ Per Drop

**Wi-Fi** Included

**55" LCD Monitor + Stand** \$375.00++ Each

**Banner Hanging Fee** \$75.00++ Per Banner

**\*\*\*Rental Dates Needed:** \_\_\_\_\_

**Shipping and Receiving**

Boxes/packages may be sent for arrival a maximum of 48 hours to groups' arrival. Please include: group name, exhibitor name, event manager name, and booth number.

**Shipping address: Renaissance Dallas Richardson Hotel**

**Attn: Alva Dang + (Recipient's Name – Exhibitor) + (Group Name)**

**Hold for Arrival Date of MMM, DD, YYYY**

**900 E. Lookout Drive**

**Richardson, TX 75082**

There will be a handling/storage charge as follows:

Box Size	Price	Qty	Shipping Date	Arrival Date	Carrier Name
36x24x24	\$10.00++ per box per day				
Large Box / Display Case	\$15.00++ per box/case per day				
Pallets	\$100.00++ per pallet per day				

**Exhibitor Form Deadline: March 28, 2025**

Please return completed form to: [alva.dang@atriumhospitality.com](mailto:alva.dang@atriumhospitality.com)

For additional questions please contact:

Alva Dang, Conference & Event Manager – 972.367.6420

A credit card must be submitted to finalize the request - a secure credit card link will be sent separately

++ Subject to a 25% service charge and 8.25% sales tax ++

## EXHIBITOR HOLD HARMLESS AGREEMENT

The undersigned Exhibitor agrees be fully responsible to pay for any and all damages to property owned or leased by **Atrium Hotels Management, LLC d/b/a Renaissance Dallas Richardson** ("Hotel Owner") or **A4LE Southern Regional Conference 2025** ("Group"), their owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hotel Owner, Group, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from their use of the property, including attorneys' fees and expenses. Exhibitor's liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident, property damage, bodily injury or other occurrences to any person or persons or property, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, hotel or any part thereof. Exhibitor agrees to provide a certificate of insurance to Hotel Owner which evidences that Hotel Owner, Atrium Hospitality, LP, and Group and their affiliates have been named as additional insureds to their policy for the dates of the event, specifically from **April 8 through 9, 2025**. (*Be sure to include set-up and tear-down dates.*)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**EXHIBITOR NAME:**

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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