



# EXHIBIT SPACE



## NATIONAL ASSOCIATION OF FOREIGN-TRADE ZONES ANNUAL CONFERENCE & EXPOSITION

Name \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### BOOTH REQUEST

Booth Number Request \_\_\_\_\_

### PAYMENT METHOD

Exhibit Registration Fee\* (Normal Booth) \$ 2,000

Exhibit Registration Fee\* (Premium Booth) \$ 3,250

Total Enclosed \$ \_\_\_\_\_

\* Includes registration fee for one booth personnel.

☐ Check ☐ VISA ☐ MC ☐ AMEX ☐ ACH

### ACCEPTANCE OF TERMS

I understand and agree to abide by all the Rules and Regulations (see following page) set forth in this exhibitor contract. Please retain a copy of this form for your files. Upon confirmation of space, a copy of this signed contract will be returned to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

### BOOTH PERSONNEL

Please note that EACH booth representative must be a paid registrant of the Conference & Exposition. The Exhibit Registration fee includes only one (1) registration. List the names of the representatives who will be operating the booth. Please submit a registration form in addition to submitting this contract.

A. \_\_\_\_\_  
Main Exhibit Booth Contact to be listed in the Pocket Program Buyers Guide

B. \_\_\_\_\_  
Other Booth Personnel

### BOOTH ASSIGNMENT PROCEDURE

Booth space is assigned on a first come, first serve basis upon receipt of payment for exhibit space and booth personnel registration fees. NAFTAZ will coordinate with the main contact to select a booth number when the exhibit floor plan has been finalized with the hotel and dravaze company.



# EXHIBIT SPACE



Exhibitor shall be fully responsible to pay for any and all damages to property owned

## PAYMENT OF EXHIBIT SPACE

Applications will not be processed without the required payment.

## CANCELLATION OF DISPLAY SPACE

A cancellation charge equal to one-third of the fee for the space will be assessed by the National Association of Foreign-Trade Zones (NAFTZ) for space cancelled from ninety (90) to sixty (60) days prior to the opening date; two thirds of the cost of the space if cancelled from sixty (60) to thirty (30) days prior to the opening date; and the full fee for the space if cancelled within thirty (30) days prior to the opening of the exposition. These forfeitures will be effective even though the exhibitor space no longer required by the withdrawing company may subsequently be rented by NAFTZ to another company. In the case the Exposition premises shall be destroyed or damaged, or if the Exposition fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, Act of God, emergency declared by any governmental agency or by the NAFTZ, or for any other reason, this contract may be terminated by the NAFTZ. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NAFTZ shall be to return to each exhibitor the booth payment less the pro-rated share of all costs and expenses committed and incurred by the NAFTZ.

## ASSIGNMENT OF EXHIBIT SPACE

Space will be assigned in accordance with the policy announced at the time display space is offered for reservation. The NAFTZ reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the Exposition. No contract shall be in force until signed by NAFTZ representative.

## TERMINATION OF CONTRACT

NAFTZ reserves the right to terminate this contract immediately if an exhibitor does not follow the Rules and Regulations. NAFTZ also reserves the right to withhold from the exhibitor possession of his exhibit space if the exhibitor fails to perform any material term of the contract or refuses to abide by the Rules and Regulations. In the event of a default by the exhibitor, as set forth in the previous paragraph, the exhibitor shall forfeit as liquidated damages the amount paid by it for the space rental, regardless of whether or not the NAFTZ enters into a future lease of the space involved.

## SHARING EXHIBIT SPACE

No exhibitor shall assign, sublet, or share space allotted with another business or firm unless approval has been obtained in writing from the NAFTZ. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the exhibitor's display, with the exception of parent or subsidiary companies.

## EXHIBITORS AUTHORIZED REPRESENTATIVES

Each exhibitor shall provide NAFTZ, in advance, the name and title of the person who will be in attendance at the Exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary, the cost of which shall be the exhibitor's sole responsibility.

## EXHIBITOR FLOOR BEHAVIOR

No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisles. Booth personnel are required to confine their activities within the booth space. This includes physical incursions, as well as sound or light, apart from the specific display space for which an exhibiting company has contracted with NAFTZ. NO PART OF THE EXHIBIT HALL AND THE SURROUNDING GROUNDS, HOTEL PUBLIC SPACE OR HOSPITALITY SUITES MAY BE USED BY ANY ORGANIZATION OTHER THAN NAFTZ FOR DISPLAY PURPOSE OF ANY KIND OR NATURE. If audio-visuals or loud speakers are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound presentations will be permitted if

All booths shall be 8' x 10'

### Additional Guidelines:

All exhibitors must load-in through the designated service entrances of the Hotel and check-in with Security. For load-in, exhibitors must be completely self-contained and be prepared to transport their own materials, packages and equipment. The Hotel requires that all shipping needs be provided by the exhibitors' show decorator or primary point of contact.

Group shall assume jointly and severally with Exhibitor responsibility for any claims arising out of the use of the exhibition premises of the Hotel.

## FIRE REGULATIONS

To ensure the safety of all participants, exhibitors shall observe all state and local fire regulations. The cost for repairing any damages to the Hotel caused by the exhibitor will be billed to the responsible exhibitor. Nothing can be posted, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, ceiling or furniture.

## EXHIBIT SET-UP

Display set-up will begin on Sunday. All displays must be fully set-up and ready by 7:00 a.m. on Monday. After that time, any unattended booth with crated displays will be set up at the discretion of NAFTZ and all expenses will be charged to the exhibitor. The Exposition will open promptly at 7:00 a.m. on Monday.

## EXHIBIT TEARDOWN

The dismantling of displays begins at 11:20 a.m. on Wednesday.

All exhibitor displays or materials left in booths without instructions will be packed and shipped at the discretion of NAFTZ and all charges will be assessed to the exhibitor.

## DECORATING & SHIPPING

The NAFTZ will provide each exhibitor with a detailed service kit from our Exposition Service Provider. This kit will include shipping information as well as additional services available.

## DAMAGES

NAFTZ, its members, the representatives and employees thereof, its exposition management company, its official service contractors, the hotel, their representatives, and employees will not be responsible for any injury, loss, or damage that may occur to the exhibitor's employees or property from any cause whatsoever, unless such injury, loss or damage is caused by the active negligence or willful act of one of the aforementioned parties. Exhibitor agrees fully to indemnify, defend, save and hold harmless NAFTZ, its exposition management company, its official service contractors, the hotel and their respective officers, directors, agents and employees from and against all claims, actions and judgments (and all attorney's fees) based on or arising out of death or injury to person or persons or damages to property, including the exhibitor's property or goods, caused by, or arising out of the negligent use, occupancy or activities of exhibitor at or on the exhibit space or within the Exposition Hall; provided, however, that exhibitor shall not be liable for any injuries, death, damage or loss to the extent that such injury, death, damage or loss is caused by the sole fault or sole negligence of NAFTZ, its exposition management company, its official service contractors, the hotel, or their respective employees. Exhibitors shall carry public liability insurance with financially responsible underwriters, insuring exhibitor against liability for bodily injuries (including wrongful death) and damage to property caused by exhibitor's negligent use, occupancy or activities by exhibitor at or on the exhibit space or within the Exposition Hall the policy limits thereof to be a single limit of \$2,000,000.00 for any one occurrence, bodily injury and property damage liabilities. Each exhibitor shall maintain:

1. **Commercial General Liability** with minimum limits of \$1,000,000 per occurrence (combined single limits for Bodily Injury and Property Damage). Coverage shall include Broad Form Contractual Liability and Products and Completed Operations.
2. **Auto Liability**, as applicable, with minimum limits of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage.
3. **Worker's Compensation** with Statutory Limits for jurisdiction within which work is performed. **Employer Liability** with minimum limits of \$1,000,000.

Exhibitor shall name National Association of Foreign-Trade Zones, as an additional insured on such policies of insurance to the extent exhibitor is required to indemnify NAFTZ and shall furnish NAFTZ with certificates of such insurance coverage.

## BOOTH PERSONNEL

All booth personnel must be paid registrants of the Conference & Exposition. One booth attendant fee is included in the exhibit registration fee.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel and its affiliates, owners and managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel and its affiliates and their respective officers, directors, partners, agents, members and employees (collectively, the "Hotel indemnified parties") from and against any and all demands, claims damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively, "Claims") arising out of or caused by the Exhibitor or its members, agent's, employees, independent contractors' negligence in connection with the use of property owned by the Hotel, except to the extent and percentage attributable to the Hotel's negligence. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the Hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

\*Layout pending fire Marshall approval



# EXHIBIT SPACE

