



# 2024 EXHIBIT SPACE

## ANNUAL CONFERENCE & EXPOSITION



**Premium Booths** (#1- 14, 15, 17, 18, 27, 28, 30)

**Standard Booths** (#16, 19-26, 29)

### CONTACT INFORMATION

List the company name, address and phone number as you would like to have it appear in the NAFTZ Conference Program & Buyer's Guide.

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

### BOOTH REQUEST

Please list top 3 choices for booth number based on first come, first serve once registration opens (see page 2 for options)

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Any Special Requests \_\_\_\_\_

### 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

Cardholder's Name \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3-Digit Code or 4-Digit Code (AMEX) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

### 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

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. NAFTZ will coordinate with the main contact to select a booth number when the exhibit floor plan has been finalized with the hotel and drayage company.

### PLEASE REMIT TO:

NAFTZ  
National Press Building  
529 14th Street NW, Suite 1071  
Washington, DC 20045  
P: 202-331-1950 F: 202-331-1994



NAFTZ USE ONLY	Date Received	Booth Assignment	Payment Received/Staff Signature



# EXHIBITOR RULES & REGS

## ANNUAL CONFERENCE & EXPOSITION



### PAYMENT OF EXHIBIT SPACE

Applications will not be processed without the required payment. If check payment is preferred (50%) of payment is due within 30 days of invoice. For any payment not received in full within 30 days of the event, NAFTAZ may release and resell the booth and any deposits forfeited, additional fees may also apply.

### 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 NAFTAZ 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 NAFTAZ, or for any other reason, this contract may be terminated by the NAFTAZ. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NAFTAZ 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 NAFTAZ.

### ASSIGNMENT OF EXHIBIT SPACE

Space will be assigned in accordance with the policy announced at the time display space is offered for reservation. The NAFTAZ 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 NAFTAZ representative.

### TERMINATION OF CONTRACT

NAFTZ reserves the right to terminate this contract immediately if an exhibitor does not follow the Rules and Regulations. NAFTAZ 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 NAFTAZ 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 NAFTAZ. 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 NAFTAZ, 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 NAFTAZ. **NO PART OF THE EXHIBIT HALL AND THE SURROUNDING GROUNDS, HOTEL PUBLIC SPACE OR HOSPITALITY SUITES MAY BE USED BY ANY ORGANIZATION OTHER THAN NAFTAZ 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 tuned to conversational levels and not objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of glaring

lights or objectionable light effects. No firm or organization is permitted to engage in direct sales or order-taking activities within the exhibit area.

### BOOTH CONSTRUCTION GUIDELINES

All booths shall be 8' x 10'

### 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.



### DECORATING & SHIPPING

The NAFTAZ 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.

### INSURANCE

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 NAFTAZ, 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 NAFTAZ, 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 must maintain: (a) workers compensation insurance in the minimum amount required by state law, (b) Commercial General Liability in a minimum amount of two million dollars (\$2,000,000) covering all operations; and (c) Automobile Liability insurance and a minimum amount of two million dollars (\$2,000,000) covering all owned, hired and non-owned vehicles. Additionally, each of the policies indicated in (b) and (c) shall include both Client and Global Experience Specialists, Inc. as additional insureds for the applicable Show. 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 NAFTAZ and shall furnish NAFTAZ with certificates of such insurance coverage.

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### AMENDMENTS

Any matters not specifically covered herein are subject to decision by NAFTAZ. NAFTAZ reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the Exposition, with the provision that all exhibitors will be advised of such changes.

### BOOTH PERSONNEL

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

**Premium Booths @ \$3250 Each** (#1- 14, 15, 17, 18, 27, 28, 30 highlighted below)

**Standard booths @ \$2000 Each** (#16, 19-26, 29) (**SOLD Booths: 1,2,6,7,8,9**)



**Premium** Booths (1-14, 15, 17, 18, 27, 28, 30) – highlighted

**Standard** booths (16, 19–26, 29)

### THIRD FLOOR

Sheraton New Orleans  
Annual Conf. & Expo 2024

