



2019 NHHLA CONVENTION EXHIBITOR CONTRACT

Company Information:

Company Name:		
Products/Services:	Is your company an NHHLA member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:	City:	
State/Province:	ZIP/Postal Code:	Country:
Phone:	Fax:	Website:
Exhibiting Contact Person and Email:		

Exhibit Fees: A \$500 deposit is required to reserve your booth. Your booth is not reserved until the deposit is received. There are no refunds on booth space cancellations after **August 15, 2019**. Please complete the credit card information on page 2. All checks should be made payable to NHHLA. All fees are listed in U.S. dollars.

Notes:

Exhibit Booths With Bonus:	Member	Deposit	
<input type="checkbox"/> 8' x 10' Booth with Passport Stop	\$2600*	\$500	
<input type="checkbox"/> 8' x 10' Booth with Advertising (1/4 page ad - July/Sept/Oct)	\$3600*	\$500	
<input type="checkbox"/> 8' x 10' Passport Booth with Advertising (1/4 page ad - July/Sept/Oct)	\$4250*	\$500	
<input type="checkbox"/> 8' x 10' Booth with Bar Stop (Thursday Reception specialty drink at or near booth)	\$5000*	\$500	
Exhibit Booths Only:	Member	Deposit	Nonmember
<input type="checkbox"/> 8' x 10' Premium Booth	\$2250*	\$500	
<input type="checkbox"/> 8' x 10' Booth	\$1950		\$2600
<input type="checkbox"/> Additional Booth	\$1650*		
Add on to your Booth:	Member		
<input type="checkbox"/> Literature Insert in Registration Bag with Booth only	\$700*		
<input type="checkbox"/> Literature Insert in Registration Bag with Booth and Bonus	\$500*		

• **NHHLA Member Exhibitors receive 2 complimentary full registrations**

Booth Requested:

Booths are filled on a first come, first served basis. If you would like to request booth separation from specific companies or types of businesses, please list.

	First choice booth number:
	Second choice booth number:
	Third choice booth number:

Cancellation Policy:

*Exhibitor shall have the right to cancel this Agreement at any time by written notice to NHHLA. In the event of cancellation, NHHLA will refund 50 percent of booth space rental. However, no refund will be made on cancellations received after **August 15, 2019**. Under all circumstances, NHHLA retains the right to resell any booth space cancelled by Exhibitor and NHHLA also has the right to cancel the booth space.*

See page 2 for rules and payment information.

Signature:

NHHLA Signature:

RULES & REGULATIONS

ASSIGNMENTS & SUBLEASE

Exhibitor shall not sublet the Booth or any equipment provided by NHLA, nor shall Exhibitor assign this Lease in whole or in part.

LIABILITY

This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between NHLA, the Exposition Service and Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless and defend NHLA or the Exposition Service from and against any and all liability responsibility, loss, damage, cost, or expense of any kind whatsoever (including, but not limited to cost, interest and attorney's fees) which NHLA may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or any of its employees, servants or agents. Exhibitor further agrees that NHLA and their respective agents and employees shall not be responsible in any way for (i) damage, loss or destruction of any property of Exhibitor, or (ii) injury to Exhibitor or its representatives, agency, employees, licensees or invitees.

CONVENTION CANCELLATION OR POSTPONEMENT

In the event that the Convention is postponed due to any occurrence not occasioned by the conduct of NHLA or Exhibitor, whether such occurrences be an Act of God or the common enemy or the result of war, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this lease, then the performance of the parties under this agreement shall be excused for such a period of time as is reasonably necessary after such occurrences result in cancellation of the Convention, the obligation of the parties under this Agreement shall be automatically terminated and all rental payments made under this lease shall be refunded to the Exhibitor, less a prorata share of the actual expenses incurred by NHLA in connection with the Convention.

HANDLING & STORAGE

NHLA and the owners or managers of the facility where the Convention is to be held shall not accept or store display materials or empty crates, and Exhibitor shall make its own arrangements for shipment, delivery, receipt and storage of such materials and empty crates. Such arrangements may be made through the Service Contractor if desired, and Exhibitor shall in any event provide the Service Contractor with copies of all bills of lading. All shipments and deliveries to the Convention shall be prepaid. Exhibitor shall not incur any obligation to the Service Contractor merely by reason of providing copies of any bills of lading hereunder.

PAYMENT DEADLINE & CANCELLATION OF LEASE

Balance must be paid in full by **August 15, 2019**. Exhibitor shall have the right to cancel this Agreement at any time by written notice to NHLA. In the event of cancellation, NHLA will refund 50 percent of booth space rental. However, no refund will be made on cancellations received after **August 15, 2019**, and the deposit is non-refundable. Under all circumstances, NHLA retains the right to resell any booth space cancelled by Exhibitor.

SECURITY

NHLA shall provide guard service throughout the closed hours of the Exhibit, and exercise reasonable care for the protection of the Exhibitor's materials and display. Beyond this, NHLA, the show facility, or any officer, staff member thereof will not be responsible for the safety of the property or the Exhibitor, his agents, or employees, from theft, damage by fire, accident, or any other cause.

ARRANGEMENTS OF EXHIBITS

Standard booth backgrounds and side rails, decorated with drape are provided without charge. All exhibitors are provided with a table, two chairs and a waste basket. Booth backgrounds are eight feet in height, and divider rails are three feet in height. Display material may be placed up to a height not exceeding eight feet from the building floor. Arrangement of the booth stand should not block clear visibility of any adjacent stand. Exhibits not conforming to these specifications, or which, in design, operation or otherwise, are objectionable in the opinion of the management, will be prohibited.

GOOD NEIGHBOR POLICY

Musical instruments, radios, projection equipment, VCRs, DVDs, any noise-creating devices, amplifying systems, or live entertainment will be operated at a level that does not interfere with other Exhibitors. NHLA shall have the right to prohibit the use of amplifying equipment or music which, in its sole discretion, it considers objectionable.

CODES & AGREEMENTS

Exhibitor hereby agrees to be bound by the "Rules and Regulations of the Convention". Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations; (ii) any rules or regulations of the facility where the Convention is held, (iii) the terms of all leases and agreements between NHLA and the managers or owners of said facility, which will in any way increase premiums payable by any said parties any such increase resulting from a violation of this section.

SPACE ASSIGNMENTS

NHLA shall use its best efforts to assign booth requests by Exhibitor to provide physical separation from competitors' booths when requested. NHLA reserves the right to make the final determination of all space assignments in the best interest of the exposition. NHLA reserves the right to refuse rental of display space to any company whose display of goods or services is not, (in the opinion of NHLA) likely to be compatible with the general character and objectives of the exposition.

EQUIPMENT

All draping and decorative material used by Exhibitor shall be flameproof. All booth equipment shall be in keeping with and consistent with all rules, codes, and regulations referred to under Codes and Agreements above. All demonstrations and displays shall be confined to the booth.

EXCLUSION

NHLA shall have the right to exclude or to require modification to any display of demonstration which in its sole discretion, it considers unsuitable to or not in keeping with the character of the Convention. NHLA shall have the right to demand modification of the appearance of dress of persons or mannequins used in connection with displays or demonstrations.

BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives must be registered for Convention and wear identification badges. No combustible material, oils or gases can be used as part of an exhibit.

DISMANTLING

All displays must remain intact until the official close of the exhibits. No exhibitor may begin dismantling or packing prior to the close of the exhibits. Dismantling must be completed within two hours of the close of the exhibits.

Authorization of Agreement:

By signing below, I acknowledge that I have read and agree to the terms of this contract and the rules and regulations on this page.

I agree to comply with all exhibit rules and regulations for the 2019 NHLA Annual Convention & Exhibit Showcase. I authorize NHLA to charge full amount of the exhibit fee by the due date **August 15, 2019**.

Credit Card Information:

Signature:	Printed Name:	Date:
Credit Card Number:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> Check
Name on Credit Card:	Exp. Date:	Security Code:
Signature:	Deposit Paid:	Balance Due:

Make check payable, in U.S. funds only, to "NHLA." Checks from U.S. or Canadian banks are accepted. Credit cards will be charged in U.S. funds. Contributions or gifts to NHLA are not deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

RETURN THIS COMPLETED FORM ALONG WITH YOUR PAYMENT TO:

Credit card payments: NHLA | PO Box 34518 | Memphis, TN 38184-0518 | Fax 901-382-6419

All other payments: NHLA | PO Box 1000 #886 | Memphis, TN 38148-0886

QUESTIONS? PLEASE CONTACT:

John Hester, Director of Membership

901-399-7558 | j.hester@nhla.com