

COMPANY INFORMATION: (The company name, address, phone, and URL listed below will be published in the printed show guide.)

Company Name: _____
 Mailing Address: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
 Phone: _____ Fax: _____ Toll-Free Phone: _____
 Website Address: _____

SHOW CONTACT INFORMATION: (This information is used for exhibitor correspondence only and is *not* published.)

Contact Name: _____ Title: _____
 E-Mail: _____ Phone: _____ Mobile Phone: _____

INVOICE/ACCOUNTING CONTACT INFORMATION (if different from show contact information):

Contact Name: _____ Phone: _____ E-Mail: _____
 Address: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Exhibit Space

Member Rates* (per 10' by 10' booth)		
	Early Bird	After Aug. 1
Booths 1 & 2	\$2,000	\$2,120
Booths 3, 4, & 5	\$1,780	\$1,940
Booths 6 & above	\$1,570	\$1,700

Nonmember Rates (per 10' by 10' booth)		
	Early Bird	After Aug. 1
Booths 1 & 2	\$2,720	\$2,840
Booths 3, 4, & 5	\$2,510	\$2,620
Booths 6 & above	\$2,300	\$2,420

Booths measure 10' x 10'. The price includes a booth with 8'-tall back wall and 3'-tall side wall drape, a back wall sign with your company name, and a comprehensive listing in the show guide. Each 10' x 10' booth space entitles you to four expo hall passes for your company representatives.

*To take advantage of member rates, your company membership must be current when the contract is submitted through the Expo. Nonmembers will be billed at the nonmember rate.

Desired Booth Space

List preferred booth numbers. Please provide three options.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

NFBA Membership Status

NFBA Member # _____

- Nonmember, but interested in joining
 Nonmember—invoice at nonmember rate

Payment Schedule

Your contract with deposit must be returned by July 20, 2018, to be eligible for the early-bird discount rates. All remaining balances are due no later than October 19, 2018. If a 50% deposit is not received before July 20, 2018, the exhibitor will become ineligible for early-bird rates, and any booths that have been reserved may be released. If remaining balances are not paid by October 19, 2018, reserved booths may be released and deposits received may be forfeited.

Exhibit Space Cost

	Rate per booth	Number of booths	Total		
Booths 1 & 2	_____ x _____	= _____	Total for all booths	\$ _____	
Booths 3, 4, & 5	_____ x _____	= _____	Deposit due (50%)	\$ _____	
Booths 6 & above	_____ x _____	= _____	Balance	\$ _____	

FOR STAFF USE ONLY

Booth number(s) assigned _____

Total cost \$ _____

Amount paid \$ _____

Payment Information

- Fax to 715.445.4087.
- Make a copy of this form for your records.
- If you are paying by check, return the original contract, with a 50% deposit to

F+W Trade Show & Events LLC
 PO Box 26384
 Chicago, IL 60673-1263



715.350.7080 (Gary Reichert)

I am paying by check made payable to F+W Trade Show & Events LLC.
 Check No. _____
 Date _____ Amount \$ _____

REQUIRED

- I have received and read this agreement, and I agree to its terms.
 I have read and agree to the insurance requirement set forth in Number 11 of the Terms and Conditions of this contract.

Signature: _____

Printed Name: _____

Read before signing: The exhibitor's signature on this contract indicates acceptance of the Terms and Conditions provided with this contract and is an agreement to pay the total amount due. The person signing this contract on behalf of the exhibitor has the authority to do so and is responsible for employees' adherence to the Terms and Conditions.

Terms and Conditions for the 2019 Frame Building Expo

1. Expo Qualification

The 2019 Frame Building Expo is open to manufacturers and suppliers of products and services to segments of the post-frame, rural construction market.

2. 2019 Exhibit Hours (Hours are subject to change)

Exhibit hours are tentatively scheduled as follows: Wednesday, March 6, 12:30–5:30 pm; Thursday, March 7, 1:30–5:30 pm; Friday, March 8, 8:30 am–12:30 pm. NFBA reserves the right to change exhibit hours at any time. Final details will be provided when assignments of space are confirmed and will be in accordance with conditions prevailing at the location and time of the conference.

3. Display Regulations

No exhibit may block or interfere with a neighboring exhibit. No part of any display that exceeds 3 feet in height may be placed in the front one-third of the booth. Back wall standard height permitted for any booth exhibit shall be 8 feet. Side walls of such exhibits may not extend more than 4 feet from the back wall, so as not to “box in” adjoining exhibitors. Exceptions must be submitted to the Expo director for approval prior to the Expo.

4. Exhibitor Personnel

All exhibitor personnel are required to register. Exhibitors are entitled to four complimentary registrations for each 100 square feet of exhibit space. Exhibitors are not allowed to issue unauthorized complimentary or discounted badges to nonexhibitor personnel. If the Expo management determines that name badges have been issued improperly, a registration fee of \$200 per person, per day, will be assessed, and/or the person will be asked to leave the conference.

5. Reservation Procedures

Requests for exhibit space will be handled on a first-come, first-serve basis, determined by date of contract acceptance and dates of payment.

6. Payment for Space

When Expo contract is accepted, a 50% deposit for booth space must accompany order. The remaining 50% payment for Expo space must be paid on or before October 19, 2018.

7. Exhibit Setup

Setup begins at 9 am on Tuesday, March 5, 2019. All booths must be completely set up in the exhibit hall by 10 am on Wednesday, March 6. Dismantling may begin only after the close of the exhibit hall on Friday, March 8. All exhibits must be removed from the exhibit hall by 9 pm on Friday, March 8. If no progress has been made on exhibit teardown or no arrangements were made with Expo management prior to 6 pm, Friday, March 8, the exhibit will be removed by the Expo decorator at the exhibitor's expense. Special terms will be provided to exhibitors for making direct arrangements with the Expo decorator for electricity, furnishings, maintenance, and other related services.

8. Booth Furnishings/Services

Booth furnishings and other service—i.e., tables, accessories, drapes, carpeting, labor to erect and dismantle exhibits, special signs, flowers, cleaning service, electrical power, water, drainage or gas—may be obtained from the official decorating company for the Expo. Approximately 8 weeks in advance of the event, all exhibitors will receive a “Services Manual” with decorating order forms, rates, and instructions. Each exhibitor will be provided one display identification sign plus back wall and side wall draping. The Expo will carpet only the aisles.

9. Guard Services

Expo management will take precautions to safeguard exhibitor property by means of regular perimeter guard service. However, Expo management will not be liable for damage or loss to exhibitor property through theft, fire, accident, or other causes. Each exhibitor should insure his or her own exhibit and display materials. Expo management will not assume any liability for any injury that may occur to Expo visitors, exhibitors or their agents, and employees or others during Expo setup and dismantling periods.

10. Liabilities

The exhibitor hereby agrees to indemnify and save harmless the 2019 Frame Building Expo, the National Frame Building Association, F&W Media, and all managers, officers, sponsors, employees, agents, successors, and assigns from any suit or claim for personal injury, for property damage, or for loss or use of property by whomsoever sustained on or about exhibitor's participation in Expo, unless the damage or injury is due solely to the negligence of the 2019 Frame Building Expo.

11. Insurance

The exhibitor shall carry comprehensive commercial general liability coverage, including premises, operations, and contractual liability coverage of at least \$1,000,000 for personal and/or bodily injury or death and workers' compensation insurance that complies with all state and federal requirements and in the statutory required limits. NFBA and Kentucky International Convention Center will be named as additional insureds. Expo management requires each exhibitor to have a Certificate of Insurance.

12. Subleasing of Space

Subleasing a booth or permitting any other individual or company to display, market, or sell its products within a contracted booth is strictly forbidden. Sharing a booth with a company is expressly prohibited. The distribution or display of samples, literature, or other materials for a nonexhibiting entity without a show contract is expressly prohibited. Any nonexhibiting company or individual subleasing booth space or selling its products in an exhibitor's booth will be removed from the trade show floor and will not be permitted to reenter the trade show for the remainder of the Expo.

13. Cleaning of Exhibits

Expo management will sweep and maintain trade Expo aisles. Exhibitors must, at own expense, keep their spaces clean, rugs vacuumed, products dusted and exhibits in good order.

14. Meetings and Hospitality

The 2019 Frame Building Expo reserves the right to control all suites and meeting rooms in contracted conference hotels. Controls have been set up with the hotel property in order to receive approval for room usage prior to confirming release of requested space. No exhibitor shall hold any meeting or event that conflicts with Expo exhibit, program or announced evening sessions.

15. Exhibit Space

Only products related to the post-frame, rural construction industry shall be displayed at the Expo. Exhibitors shall confine all exhibit activities within the limits of their own booths. All materials and activities in a booth shall be relevant to the exhibitor's products and/or services. Booth activities or materials outside of official Expo programming that cause attendees to congregate in the aisles are prohibited. The level of sound production devices shall be kept low enough so as not to be objectionable to other exhibitors. Absolutely no exhibits are permitted outside the contracted booth space in public areas of the convention center, contracted hotels, or other spaces in the city without expressed permission in writing from Expo management.

16. Cancellation Clause

Any exhibitors wishing to cancel Expo space reservations for reasons of their own may do so without penalty up to and including October 19, 2018. A 50% refund of the total amount agreed upon for Expo space will be granted up to and including November 29, 2018. Any cancellation after November 29, 2018, may be accepted, but no refund of exhibit space deposits or other payments will be made.

17. Force Majeure

In the event any part of the exhibit area or contracted hotels is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest or any other such cause or as a result of war, terrorism, strike, lock-out, labor dispute, riot or any other cause or agency over which the Expo has no control, or should the Expo decide that because of any cause it is necessary to cancel, postpone or re-site the Expo, or reduce the installation time, Expo time, or move-out time, the Expo's owners or its managers shall not be liable to indemnify or reimburse the exhibitor for exhibit fees or in respect of any damage or loss, direct or indirect, as a result thereof.

18. Relocation of Exhibits

NFBA may change the location of the exhibit spaces, at its sole discretion, in the best interest of the Expo.

19. Amendments

Expo management shall have the full power in the interpretation and enforcement of all contract terms contained herein, and the power to make such amendments thereto, and such further terms and conditions as shall be considered necessary for proper conduct of the exhibition. All exhibitors will be promptly notified of any changes to these terms.