



2024 NFBA Conference & Expo
Presented by the National Frame Building Association
March 6 - March 8, 2024
Iowa Events Center, Des Moines, IA

INSTRUCTIONS: Complete all sections. Obtain authorized signature. Return with 50% deposit to apply for Expo space. Receipt of application and deposit will be confirmed in writing. See Payment Terms on reverse.

1. COMPANY INFORMATION:

For exhibitor listing please alphabetize company name under letter _____.

Company Name _____

Street Address _____

City/State/Zip/Country _____

Phone Fax _____

Web _____

NFBA Membership Status

- Non-FBA Member
Non-Member, but interested in joining
Non-Member - invoice at Non-Member rate (see below)

2. CONTACT INFORMATION:

Individual to receive all information on exhibit logistics and operations, including the Expo Service Manual and any Bulletins.

Name _____

Title _____

E-mail _____

Phone Fax _____

3. EXPO SPACE RENTAL:

Pricing for 2024 follows a graduated discount system based on size of exhibit space according to the schedule below. Exhibit space must be purchased in 10' x 10' increments of 100 sq. ft.

Member Rates (per 10' x 10' booth)

- The first 200 square feet of exhibit space is \$23.30 per sq. ft.
From 201 to 500 square feet the cost is \$21.10 per sq. ft.
501 square feet and above the cost is \$18.70 per sq. ft.

Non-Member Rates (per 10' x 10' booth)

- The first 200 square feet of exhibit space is \$31.30 per sq. ft.
From 201 to 500 square feet the cost is \$29.20 per sq. ft.
501 square feet and above the cost is \$26.80 per sq. ft.

Sq. Ft. of Exhibit Space x Rate = Total Expo Space Rental

Booth 1 & 2 sq. ft. x = \$
Booths 3, 4 & 5 sq. ft. x = \$
Booths 6 & above sq. ft. x = \$
Corner for In-Line Booth @ \$200.00 = \$
Total Expo Space Rental = \$
50% Deposit = \$

4. PAYMENT INFORMATION:

email NFBA@heexpo.com with questions.

- Please invoice
Please send online credit card payment information
Check enclosed payable to: NFBA 2024

5. EXPO BOOTH PREFERENCE:

Configuration Requested:

In-Line In-Line Corner Island (includes 4 corners)

Booth Number Requested:

1st 2nd

3rd 4th

Please do NOT assign my booth near the following companies.

6. PRODUCT/SERVICE CATEGORIES

Indicate products/services you will exhibit. (Check all that apply.)

- Adhesives, Sealants & Chemicals
Animal Housing and Components
Building Packages & Products
Building Panels
Business Products & Services
Concrete Products & Equipment
Doors & Windows
Electrical Systems
Exterior & Interior Finishes
Fasteners and Connectors
Fencing, Decking & Landscaping
Grain Storage & Handling
Heating, Cooling & Ventilation
Heavy Equipment (Lifts, Aerial Platforms, etc.)
Insulations & Moisture/Vapor Barriers
Lumber & Sheathing
Metal Construction Components & Equipment
Plumbing Fixtures & Components
Roofing & Related Products
Tools & Equipment
Trusses, Columns & Assembly Equipment

7. AUTHORIZED SIGNATURE

This contract shall not be binding unless and until it is accepted and approved in writing by Expo Management. You are hereby authorized to reserve exhibit space for our use at the 2024 NFBA Conference & Expo. We agree to exhibit under and comply with the terms and conditions of the agreement and by the exhibit guidelines as stated in the forthcoming Expo Service Manual.

Name (print): _____

Signature: _____

Title: _____ Date _____

If full payment is not received by due dates outlined in this contract, your signature authorizes NFBA to charge the payments to your credit card on file.

By signing this contract, the exhibitor agrees to receive materials by email, fax, and U.S. Mail from NFBA 2024 and its representatives and agents.

SUBMIT APPLICATION AND PAYMENT TO:

Hall-Erickson, Inc., NFBA Expo Management
Email: NFBA@heexpo.com
Phone: 630.434.7779 • Fax: 630.434.1216
Mail to: NFBA, c/o Hall-Erickson, Inc., Exhibition Management, 98 E. Chicago Ave., Ste.201, Westmont, IL 60559-1559

Terms and Conditions for the 2024 NFBA Conference & Expo

1. Expo Qualification. The 2024 NFBA Conference & Expo is open to manufacturers and suppliers of products and services to segments of the post-frame, rural construction market.

2. 2024 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. All booth arrangement shall conform in all respects to dimensional and height requirements. Booth backwall height is 8' including side with 3' dividing rails. Exhibitors will not erect nor maintain a backwall higher than 8', and all sidewalls over 42" in height and all solid opaque structures more than 12' wide shall be confined to within 3' of the back line of the applicant's space. Any portion of the exhibit extending above the booth equipment or any open or unfinished sides of the exhibit must be draped, at exhibitor's expense, so as not to appear objectionable. These limitations are intended to provide a clear view of the neighboring exhibits.

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 non-exhibitor 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. 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 December 6, 2023.

6. Exhibit Setup. Setup begins at 9 am on Tuesday, March 5, 2024. 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.

7. 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.

8. 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.

9. Liabilities. The exhibitor hereby agrees to indemnify and save harmless the 2024 NFBA Conference & Expo, the National Frame Building Association, Hall-Erickson, Inc., 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 2024 NFBA Conference & Expo.

10. 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, Hall-Erickson, Inc., and the Iowa Events Center will be named as additional insureds. Expo management requires each exhibitor to have a Certificate of Insurance.

11. 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.

12. 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.

13. Meetings and Hospitalitys. The 2024 NFBA Conference & 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.

14. 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.

15. Cancellation Clause. Any exhibitors wishing to cancel Expo space reservations for reasons of their own may do so without penalty up to and including June 16, 2023. A 50% refund of the total amount agreed upon for Expo space will be granted up to and including December 6, 2023. Any cancellation after December 6, 2023, may be accepted, but no refund of exhibit space deposits or other payments will be made.

16. 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, lockout, 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 moveout 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.

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

18. 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.