

**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

NFBA 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 2020 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 \$21.20 per sq. ft.
- From 201 to 500 square feet the cost is \$19.40 per sq. ft.
- 501 square feet and above the cost is \$18.20 per sq. ft.

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

- The first 200 square feet of exhibit space is \$28.40 per sq. ft.
- From 201 to 500 square feet the cost is \$26.20 per sq. ft.
- 501 square feet and above the cost is \$25.20 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@heiexpo.com with questions.

- Please invoice  
 Please send online credit card payment information  
 Check enclosed payable to: NFBA 2020

### 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 2020 NFBA 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 2020 and its representatives and agents.**

### SUBMIT APPLICATION AND PAYMENT TO:

Hall-Erickson, Inc., NFBA Expo Management  
 Email: NFBA@heiexpo.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 2020 Frame Building Expo

**1. Expo Qualification.** The 2020 Frame Building Expo is open to manufacturers and suppliers of products and services to segments of the post-frame, rural construction market.

**2. 2020 Exhibit Hours (Hours are subject to change).** Exhibit hours are tentatively scheduled as follows: Wednesday, February 26, 12:30–5:30 pm; Thursday, February 27, 1:30–5:30 pm; Friday, February 28, 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 applicants 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 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. Assignment of Exhibit Space.** Space assignment is done on a priority system based upon an organization's total support of NFBA activities, including:

- Contributions, sponsorships, or other forms of support for NFBA programs and events
- Total amount of exhibit space purchased
- Record of previous exhibit participation
- Advertising in NFBA publications

Exhibit space assignment for current exhibitors takes place from March 6, 2019 until March 8, 2019. After March 8, space is assigned on a first-come, first-served basis. NFBA reserves the right to relocate space selected by the exhibitor. Relocations will be made only if deemed necessary and upon notification to the exhibitor by Exhibit Management.

**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 31, 2019.

**7. Exhibit Setup.** Setup begins at 9 am on Tuesday, February 25, 2020. All booths must be completely set up in the exhibit hall by 10 am on Wednesday, February 26. Dismantling may begin only after the close of the exhibit hall on Friday, February 28. All exhibits must be removed from the exhibit hall by 9 pm on Friday, February 28. If no progress has been made on exhibit teardown or no arrangements were made with Expo management prior to 6 pm, Friday, February 28, 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 2020 Frame Building 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 2020 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, 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.

**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 Hospitalities.** The 2020 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 May 31, 2019. A 50% refund of the total amount agreed upon for Expo space will be granted up to and including November 25, 2019. Any cancellation after November 25, 2019, 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.