

Application and Contract for Exhibit Space

2017 National Career Pathways Network Conference
October 26 - 27 • Hyatt Regency at the Arch, St. Louis, MO

Exhibit Show Days: Thursday & Friday, Oct 26 & 27



NOTE: Use this form when paying by check only. If paying with credit card, go to www.ncpn.info/exhibitor-information.php.

After reading this contract and the terms and conditions on the reverse side, complete the spaces below. Sign and return the entire form to NCPN along with your payment. Space will not be reserved and contract will not be processed until payment is received.

Exhibiting Organization _____

Exhibit Contact _____ Title _____

Published Address (For conference program) _____

Contact's Address (If different from Exhibiting Organization) _____

City/State _____ Zip _____

City/State _____ Zip _____

Published Phone _____

Contact's Phone _____

Published Fax _____

Contact's Fax _____

Corporate Website URL _____

Email Address (**REQUIRED**) _____

- Exhibitor hereby makes application for exhibit space at the 2017 NCPN Conference held at the Hyatt Regency at the Arch, St. Louis, MO. Exhibitor understands that this application becomes a contract when signed by Exhibitor and accepted by NCPN.
- Exhibitor agrees to abide by the conditions of this contract, including the attached "Exhibit Terms and Conditions." Please sign the "Terms and Conditions" on the reverse side.

Indicate choices in order of preference by designating selected booth numbers:

1. _____ 2. _____ 3. _____

BOOTH IDENTIFICATION SIGN: Name of Organization _____

****CONFERENCE PROGRAM DESCRIPTION**:** Please type your exhibitor description in 25 words or less to be used in the conference program book and in the Virtual Tradeshow listing. _____

PAYMENT: _____ 8' X 10' Booth(s) @ \$950 per booth = \$ _____

BILLING INFORMATION: Use this form if paying by check only. Credit card payment can be made as part of your online registration at www.ncpn.info/exhibitor-information.php

Organization: (if different than Exhibitor) _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

We have enclosed: Check # _____ Amount Enclosed \$ _____ (Checks payable to NCPN)

Mail contract with payment to: Linda Locke, NCPN Exhibit Coordinator, P.O. Box 21689, Waco, TX 76702-1689
Contact: llocke@cord.org

Authorized Signature _____

Date _____

For office use only - Booth Assignment

National Career Pathways Network

EXHIBIT TERMS AND CONDITIONS

Use of Space: All demonstrations or other activities of Exhibitor must be confined to the limits of the exhibit booth. Exhibitor shall not assign, share, or sublet any of the space allotted to Exhibitor without the written consent of NCPN. Exhibitor shall not exhibit goods other than those manufactured or sold by Exhibitor in the regular course of business. Exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor. Exhibitor shall not interfere with the light or view of other exhibitors.

Sales and Solicitations: Over-the-counter sales by Exhibitor are permissible, provided that goods sold are educational in nature (unless approved by NCPN). Licenses, taxes to sale, payment of sales tax, and other legal business requirements are the responsibility of the exhibitor. Purchasers of goods must be furnished with a bill of sale or receipt. Exhibitor shall not authorize solicitations of business or conferences in the interest of business by firms other than Exhibitor.

Giveaways, Promotions, and Drawings: Exhibitors are permitted to give away small, inexpensive novelties and literature describing their products and/or services. Prize drawings, lotteries, raffles, or games of chance must be approved in advance by NCPN. All of the above activities must take place within an Exhibitor's assigned booth space. Exhibitors may not distribute printed advertising outside of the exhibit space for which they have contracted.

Selection of Exhibitors: NCPN may prohibit an exhibit by Exhibitor which NCPN deems inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

Restrictions in Operation of Exhibits: NCPN may restrict exhibits by Exhibitor which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit any exhibit which in the opinion of NCPN may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which management determines is objectionable to the exhibit area. In the event of the exercise by Exhibitor of such rights, NCPN shall not be obligated to refund any exhibit rental.

Liability: The Exhibitor assumes full responsibility and liability for damages to persons or property connected with the Exhibitor's display or caused by the Exhibitor's agents or employees. Exhibitor agrees to hold harmless, indemnify, and defend the National Career Pathways Network and the Hyatt Regency at the Arch, St. Louis, MO, and their respective employees and agents against any claims or expenses arising out of the use of the exhibition.

Exhibit Staffing: Exhibitor's booth must be staffed and open during all exhibit hours in which the trade show is open on Thursday, October 26 and Friday, October 27. **No dismantling is permitted** until exhibit hall closing time on Friday, October 27 at noon CDT. Failure to observe these rules will jeopardize the Exhibitor's right to exhibit at future NCPN conferences.

Refund: Refund of the Exhibitor's Booth Payment will be made in the event NCPN does not accept Exhibitor's Application and Contract. In the event that Exhibitor desires not to occupy the contracted space, Exhibitor shall promptly notify the NCPN Exhibit Coordinator in writing. Cancellation of exhibit space prior to thirty days before the opening date of the exhibit will result in 25 percent of the full exhibit price being retained by NCPN; between thirty and fifteen days, 50 percent will be retained. No refund will be made for cancellation after fifteen days prior to the opening of the exhibit.

Shipping Information: Call Heritage Trade Show Services at 314-534-8500 with questions about shipping. Exhibitors should address in advance any problems they anticipate may arise. **It is the responsibility of the Exhibitor to arrange for return shipment of exhibit materials, properly labeled, before departure. All Exhibitors are responsible for notifying** Heritage Trade Show Services **of return shipping instructions.** NCPN will not assume responsibility for the return shipment of exhibitor's materials.

Governmental and Other Requirements: Exhibitor hereby agrees to comply with all applicable governmental statutes, rules, and regulations and to comply with the terms and conditions of NCPN's contract with the owner of Property where the NCPN Conference is being held.

Insurance: If Exhibitor wishes to insure its exhibit materials, goods, and/or wares of exhibits against theft, damage by fire, accident, or loss of any kind, it must do so at its own expense. In the event that any insurance carried by either NCPN or Exhibitor, covering losses arising out of damage to or destruction of the Property or its contents, permits a waiver of rights of subrogation against NCPN or Exhibitor, as the case may be, NCPN and Exhibitor each hereby waives its right of recovery against the other for any loss covered by such insurance to the extent allowed by the insurance policy.

Security: Security for the exhibit area will be furnished during the hours deemed necessary by NCPN and in no case to be understood or interpreted by Exhibitor as a guarantee to it against loss or theft of any kind. Exhibitor hereby agrees that NCPN will not be responsible for the loss or destruction of Exhibitor's property.

Fire Protection: All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper and corrugated paper, flameproof or otherwise, will not be permitted. Display racks, signs, spotlights, and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment are not to be covered or obstructed.

EXHIBITOR ASSISTANCE

Call Heritage Trade Show Services at 314-534-8500 with any questions or needs you may have.

LABOR JURISDICTIONS: INDIANAPOLIS

Decorator & Carpenter Jurisdiction

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

Teamster Jurisdiction

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

Safety

Standing on chairs, table or other rental equipment is prohibited. This equipment is not engineered to support your weight. Heritage cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section of the Heritage order form and the necessary ladders and/or tools will be provided.

Note

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Heritage. Please refrain from voicing complaints directly to craft personnel. The person in charge of your exhibit should carefully inspect and sign all work-order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

Exhibitor and its employees, representatives, and agents hereby agree to abide by the policies and terms in this Agreement.

Exhibitor Signature