

Application, Contract and Confirmation for Exhibit Booth Space

January 27-31, 2020 | Greensboro Convention Center | Greensboro, NC

BOOTH # _____

EXHIBIT PRICING INFORMATION

| | Member | Non-Member |
|--|---------|------------|
| ■ In-line Booth | \$700 | \$950 |
| ■ End Booth | \$800 | \$1,050 |
| ■ 2 Booth End-cap | \$1,850 | \$2,300 |
| ■ 4 Booth End-cap | \$3,700 | \$4,500 |

TOTAL CONTRACT FEE

NCNLA Membership \$ _____

Platinum \$375* Gold \$275* Silver \$225* Regular \$175

*Annual Membership plus donations to NCNLA Horticulture Research Fund & NCNLA Beacon Fund(Advocacy)

For Green and Growin' 20, I want to: **Booth Price \$** _____

stay in my current location

move expand

TOTAL CHARGES \$ _____

Booths Include: 10' X 10' space, pipe & drapes, company sign, two chairs, two marketplace badges per 10' x 10'; and two education packages (must be registered by the designated early bird deadline.)

By resolution, the NCNLA Board has designated \$50 per 10' x 10' booth space to be allocated towards the Larry D. Edwards Scholarship Fund annually. If your company does not wish to participate fully, simply deduct up to \$50 for each 10' x 10' space requested when calculating your contracted booth pricing in the box above. Thank you in advance for considering support of students pursuing secondary horticulture and landscape education in North Carolina.

CONTACT INFORMATION

Company _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email (required) _____

Website _____

PAYMENT For payments prior to 8/1/19, select an option:

Please charge \$200 deposit full balance due

Credit Card Visa MC AMEX Check# _____

Name on Credit Card _____

Credit Card # _____

Address _____

Exp. Date _____ CVV Code _____

Authorized Signature _____

EXHIBITOR MUST SIGN

We, the undersigned, do hereby submit this contract and request to participate in the abovementioned trade show. Upon execution of this contract, indicated by our signature, we hereby agree to all terms, conditions and regulations governing the operation of this show as set forth on this and any remaining pages of this contract.

Signature _____ Date _____

Return original to address above. Please make a copy for your records. Thank you!

Questions, comments or suggestions -

Contact Stephanie Schaefer at sschaefer@ncnla.com or (919) 609-0803

PAYMENTS

New Exhibitors after August 1st -

Full payment with application.

MOVE-IN

Tuesday, Jan. 28 8:00 am - 5:00 pm

Wednesday, Jan. 29 8:00 am - 1:00 pm

MOVE-OUT

Friday, Jan. 31 3:00 pm

MARKETPLACE ADMISSION

Exhibitors receive 2 free badges per 10X10 booth space. Additional badges are \$10.00 if ordered by the designated early bird deadline. After deadline, additional badges are \$15.00 at the door.

CANCELLATION

In the event an exhibitor finds it necessary to cancel participation in the 2020 Green & Growin' Trade Show, a written notice must be received at the above address prior to 8/1/2019. Written cancellations received prior to 8/1/2019 will only incur a \$200 penalty. NO REFUNDS after 8/1/2019.

PAYMENT DATES & TERMS

In order for this application, contract and confirmation to be valid, exhibitor agrees to remit \$200 of the total booth cost no later than 6/1/2019. The balance is due in full on or before 8/1/2019. **Exhibit space will be forfeited if the payment is not received by 8/1/2019.** All payments are to be made in U.S. funds. An exhibitor not making payment in accordance with the specified dates forfeits all rights, claims and reservation(s) to the booth(s) assigned. **THERE WILL BE NO EXCEPTIONS.** Payment for booth space allocated after the aforementioned dates is due upon receipt of contract.

| Show Date | Hours |
|-----------|--------------------|
| 1/30/2020 | 9:00 AM to 5:00 PM |
| 1/31/2020 | 9:00 AM to 3:00 PM |

BOOTH COST: Booths are sold in increments of 10' x 10'. Each exhibit space will include an 8' high back drape and 3' high side drape and will be furnished with a 7" by 44" identification sign showing firm name. Two chairs will be furnished. Tables, additional furnishings and carpet are available from the show decorator at an additional cost.

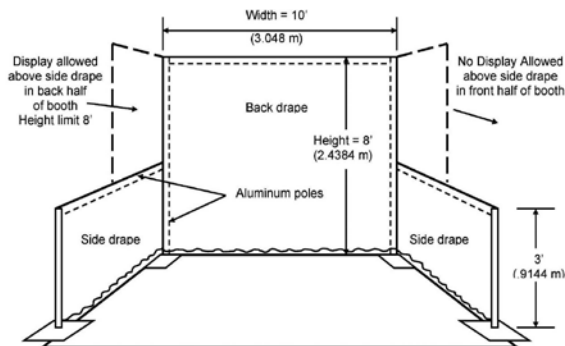
Event tickets and passes/badges to the exhibit hall are included in booth cost as follows: 2 complimentary show badges per booth.

PAYMENT: A \$200 non refundable deposit is due by 6/1/2019. The balance will be due on 8/1/2019.

CANCELLATIONS/REFUNDS: All notices of cancellation must be received in writing. Any exhibitor who cancels their exhibit space before 8/1/2019 will only incur a \$200 penalty. **NO REFUNDS are given after 8/1/2019.**

SUBLETTING OF SPACE: Exhibitor shall not sublet rented exhibit space or any part thereof.

EXHIBIT RESTRICTIONS: Exhibits may not extend beyond the allotted booth space. NCNLA or show decorator will not be responsible for damage of material resulting from encroachment in aisle. Height of all displays shall be limited to 3' in the front half of booth or must have a



“see-through” look so adjacent exhibits will not be blocked from view. No limit is placed on height in rear half of booth. Hanging of signs or other items from ceiling must be approved by NCNLA and arrangements made for installation must be approved by the exhibit hall. Displays must be arranged to enable seating within the confines of space rented. No selling is allowed in the aisles. Aisles must be kept clear in accordance with Fire Marshall’s regulations. Violations will be removed at exhibitor’s expense.

DIRECT SALES: Direct sales of any item from the booth while the show is in progress is strictly prohibited. Merchandise will not be permitted to leave the exhibit hall before 3:00 PM on 1/31/2020. There will be no exceptions. Exhibitors must provide an itemized bill-of-sale (form provided by NCNLA) for all display material sold. An exhibitor allowing buyers to remove material from their booth prior to 3:00 PM on 1/31/2020 will risk booth forfeiture for following year. **UNAUTHORIZED SOLICITATIONS:** Sales or solicitations by individual by individual and/or firms not renting booth space in the show is prohibited. Please report any violations to Show Management. **SETUP:** All exhibits requiring equipment must be moved in by dead-line, 1/29/2020. Any booth not moved in by this time shall forfeit payment and use of their booth space for current and subsequent year. Hand trucks, dollies, and fork lift services are provided by NCNLA free of charge. Any exhibitor requiring an extraordinary amount of unloading assistance may be charged for services – during designated move-in times. The Greensboro Coliseum is a non-union facility. All complimentary services for exhibitors are provided by NCNLA. Gratuities (tips) to service contractor employees or volunteer workers are discouraged.

OPERATION: Each exhibit must be staffed by at least one representative of the firm during all show hours. Booth representatives must wear badges at all times. All mechanical or electrical devices producing sound or light must be operated with consideration to adjacent exhibitors. Show Management reserves the right to determine the acceptable sound or light level.

ACCESS TO SHOW HALL: Exhibitor access to show hall is permitted to one-half hour prior and one-half hour after normal show hours. Anyone requiring access outside specified times must obtain a special pass from show security.

LATE ARRIVALS: In case of emergency, late arrival must be approved by the show office prior to 1/28/2020 to guarantee booth space. Special arrangements must be made with Show Management and security prior to 1:00 PM for late set-up.

TEAR-DOWN: All exhibits must remain in place until the show has officially ended at 3:00 PM, 1/31/2020. Early breakdown of an exhibit will result in forfeiture of booth space the following year. At time of “tearing down” it becomes extremely difficult for security and show staff to supervise. It is the sole responsibility of the exhibitor to have personnel stay with booth from tear-down through loading to assure the safety of your product. For security purposes, we request that all exhibitors wear their name badges during move-out. If product is being dismantled or shipped via Fern, the exhibitor is responsible for property until a representative of Fern arrives at the booth. Be aware that this is a particularly easy time for product to “disappear.” All products must be out of the show hall by 10:00 PM on 1/31/2020. If you will not be able to remove your products by that time, you must make arrangements with Geo. E. Fern for storage.

SECURITY: Security guards will be on duty 24 hours a day beginning 1/28/2020. However, show sponsors and their members or employees will not be responsible for the property of the exhibitor or its representatives due to theft, damage by fire, water, accident or other causes. Insurance, if desired, is the responsibility of the exhibitor. A lock up area will be provided and is recommended for small equipment or valuable articles.

EXPOSITION SITE REGULATIONS: The Convention Center prohibits the distribution of helium-filled balloons or adhesive-backed decals within the building. Any expense incurred in removing such items shall be paid by the violating exhibitor. All food items distributed from booths must be approved by Coliseum and Show Management well in advance of the show.

FIRE SAFETY AND HEALTH REGULATIONS: The Exhibitor agrees to comply with local, city and state laws, ordinances and regulations, and the regulations of the exhibit hall and show management covering fire, safety, health and all other matters. No smoking in the show halls. Fire codes require that all gas-powered equipment must contain no more than (2) gallons of gas and gas tank must have a locking gas cap to be adequately sealed by tape or some other appropriate manner. All battery cables on gas-powered equipment must be disconnected and taped to avoid potential sparks. All cut Christmas trees, greenery or pine straw products must be treated with a fire retardant to prevent any fire hazards.

LIABILITY: Exhibitor hereby waives all claims against the NC Nursery & Landscape Association, Inc, their Board of Directors, staff, members, service contractors, or exposition site employees resulting from injury, loss, theft, damage or destruction of property or in the event Exhibit Contract is revoked or canceled for violations of Regulations or Acts of God or conditions necessitating cancellation of show.

ACCEPTANCE: A signed Exhibit Contract shall be evidence of acceptance of these rules and regulations by the Exhibitor.