



# 2022 NHHLA CONVENTION EXHIBITOR CONTRACT

## Company Information:

Company Name:		
Products/Services:	Is your company an NHHLA member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:		City:
State/Province:	ZIP/Postal Code:	Country:
Phone:	Fax:	Website:
Exhibiting Contact Person and Email:		

**Exhibit Fees:** A \$500 deposit is required for members to reserve a booth. Full payment is required for non-members to reserve a booth. Booths are not reserved until the required payment is received. See page 2 for rules and payment information.

Exhibit Hall Booths:	Fee	Deposit
<input type="checkbox"/> 10' x 10' Booth <b>NHHLA Member</b> - 2 registrations	\$2250	\$500
<input type="checkbox"/> 10' x 10' Booth <b>Non-Member</b> - registration must be purchased separately	\$3000	Full payment required
<input type="checkbox"/> 10' x 20' Booth <b>NHHLA Members Only</b> - 2 registrations*	\$4000	\$500
<input type="checkbox"/> 20' x 20' Booth <b>NHHLA Members Only</b> - 4 registrations**	\$6500	\$500

\* Up to 4 additional registrations can be purchased at 50% off early bird pricing.

\*\* Up to 6 additional registrations can be purchased at 50% off earlybird pricing.

## Notes:

## Cancellation Policy:

Exhibitor will receive a full refund if NHHLA receives a written cancellation request before **August 1, 2022**. Exhibitor will be entitled to a 50% refund of booth rental if NHHLA receives written cancellation after that date. However, no refund will be made on written cancellations received after **August 15, 2022**. Members forfeit the two complimentary registrations if booth is cancelled. NHHLA shall have the right to resell any booth space after receiving written notice of cancellation.

**See page 2 for rules and payment information.**

Exhibitor Signature:

NHHLA Signature:

# RULES & REGULATIONS

## ASSIGNMENTS & SUBLEASE

Exhibitor shall not sublet the Booth or any equipment provided by NHLA, nor shall Exhibitor assign this Lease in whole or in part.

## LIABILITY

This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between NHLA, the Exposition Service and Exhibitor. Exhibitor agrees to defend, indemnify, hold harmless NHLA or the Exposition Service from and against any and all liability responsibility, loss, damage, cost, or expense of any kind whatsoever (including, but not limited to cost, interest and attorney's fees) which NHLA may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or any of its employees, servants or agents.

Exhibitor further agrees that NHLA and their respective agents and employees shall not be responsible in any way for (i) damage, loss or destruction of any property of Exhibitor, or (ii) injury to Exhibitor or its representatives, agency, employees, licensees or invitees.

## CONVENTION CANCELLATION OR POSTPONEMENT

NHLA shall have the absolute right to cancel or postpone the Convention for any reason. If NHLA chooses to cancel Convention, this contract shall be deemed terminated and all amounts paid by Exhibitor shall be refunded within 90 days after notice is given of the cancellation to the Exhibitor.

## HANDLING & STORAGE

NHLA and the owners or managers of the facility where the Convention is to be held shall not accept or store display materials or empty crates, and Exhibitor shall make its own arrangements for shipment, delivery, receipt and storage of such materials and empty crates. Such arrangements may be made through the Service Contractor if desired, and Exhibitor shall in any event provide the Service Contractor with copies of all bills of lading. All shipments and deliveries to the Convention shall be prepaid. Exhibitor shall not incur any obligation to the Service Contractor merely by reason of providing copies of any bills of lading hereunder.

## PAYMENT DEADLINE & CANCELLATION OF LEASE

Balance must be paid in full by **July 15, 2022**. Exhibitor shall have the right to cancel this Agreement at any time by written notice to NHLA. Exhibitor will receive a full refund, if NHLA receives a written cancellation request before **August 1, 2022**. Exhibitor will be entitled to a 50% refund of booth rental if NHLA receives written cancellations after that date. However, no refund will be made on written cancellations received after **August 15, 2022**. Members forfeit the two complimentary registrations if booth is cancelled. NHLA shall have the right to resell any booth space after receiving written notice of cancellation.

## SECURITY

NHLA will provide a guard service throughout the closed hours of the Exhibit, but NHLA does not assume any responsibility to care for or otherwise provide protection of the Exhibitor's materials and display. NHLA, the show facility, or any officer, staff member thereof shall have no responsibility for the safety of the Exhibitor, his agents, or employees, or any duty whatsoever to protect Exhibitor's property from theft, damage by fire, accident, or any other cause.

## ARRANGEMENTS OF EXHIBITS

Standard booth backgrounds and side rails, decorated with drape are provided without charge. All exhibitors are provided with a table, two chairs and a waste basket. Booth backgrounds are eight feet in height, and divider rails are three feet in height. Display material may be placed up to a height not exceeding eight feet from the building floor. Arrangement of the booth stand should not block clear visibility of any adjacent stand. Exhibits not conforming to these specifications, or which, in design, operation or otherwise, are objectionable in the opinion of the management, will be prohibited.

## GOOD NEIGHBOR POLICY

Musical instruments, radios, projection equipment, VCRs, DVDs, any noise-creating devices, amplifying systems, or live entertainment will be operated at a level that does not interfere with other Exhibitors. NHLA reserves the right to request Exhibitor to reduce the volume of any sound system and remove any material used by Exhibitor that NHLA deems objectionable.

## CODES & AGREEMENTS

Exhibitor hereby agrees to be bound by the "Rules and Regulations of the Convention". Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations; (ii) any rules or regulations of the facility where the Convention is held, (iii) the terms of all leases and agreements between NHLA and the managers or owners of said facility, which will in any way increase premiums payable by any said parties any such increase resulting from a violation of this section.

## SPACE ASSIGNMENTS

NHLA shall use its best efforts to assign booth requests by Exhibitor to provide physical separation from competitors' booths when requested. NHLA reserves the right to make the final determination of all space assignments in the best interest of the exposition. NHLA reserves the right to refuse rental of display space to any company whose display of goods or services is not, (in the opinion of NHLA) likely to be compatible with the general character and objectives of the exposition.

## EQUIPMENT

All draping and decorative material used by Exhibitor shall be flameproof. All booth equipment shall be in keeping with and consistent with all rules, codes, and regulations referred to under Codes and Agreements above. All demonstrations and displays shall be confined to the booth.

## EXCLUSION

NHLA shall have the right to exclude or to require modification to any display of demonstration which in its sole discretion, it considers unsuitable to or not in keeping with the character of the Convention. NHLA shall have the right to demand modification of the appearance of or dress of persons or mannequins used in connection with displays or demonstrations.

## BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives must be registered for Convention and wear identification badges. No combustible material, oils or gases can be used as part of an exhibit.

## DISMANTLING

All displays must remain intact until the official close of the exhibits. No exhibitor may begin dismantling or packing prior to the close of the exhibits. Dismantling must be completed within two hours of the close of the exhibits.

## Authorization of Agreement:

By signing below, I acknowledge that I have read and agree to the terms of this contract and the rules and regulations on this page.

I agree to comply with all exhibit rules and regulations for the 2022 NHLA Annual Convention & Exhibit Showcase. I authorize NHLA to charge full amount of the exhibit fee by the due date **July 15, 2022**.

Signature:	Printed Name:	Date:
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## Credit Card Information:

Credit Card Number:	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover	<input type="checkbox"/> Check
	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	
Name on Credit Card:	Exp. Date:	Security Code:	
Signature:	Deposit Paid:	Balance Due:	

Make check payable, in U.S. funds only, to "NHLA." Checks from U.S. or Canadian banks are accepted. Credit cards will be charged in U.S. funds. Contributions or gifts to NHLA are not deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

RETURN THIS COMPLETED FORM ALONG WITH YOUR PAYMENT TO:

**Credit card payments:** NHLA | PO Box 34518 | Memphis, TN 38184-0518 | Fax 901-382-6419

**All other payments:** NHLA | PO Box 1000 #886 | Memphis, TN 38148-0886

QUESTIONS? PLEASE CONTACT:

John Hester, Director of Membership, 901-399-7558 | j.hester@nhla.com

Vicky Simms, Membership Development Manager,  
901-399-7557 | v.simms@nhla.com



# 2022 NHLA ANNUAL CONVENTION & EXHIBIT SHOWCASE LAYOUT

Sept. 21-23 | Cleveland, Ohio

