

Exhibitor Contract & Registration Form

1 CONTACT INFORMATION *(Please Print/Type Clearly)*

NOTE - Information provided in this section will be published as submitted.

Company Name _____
Contact Name _____ Title _____
Mailing Address _____
City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____
E-mail _____ Web _____
Description of products/services for On-line and Print Directory (please print clearly) _____

Contact for All Exhibit Correspondence (if different than above):

Name _____ E-mail _____ @ _____

2 BOOTH RESERVATION *(Please Print/Type Clearly)*

Each 10'x10' booth purchased will permit the exhibiting company a certain number of staff to attend at no charge as outlined below. Additional staff may be added at the rate outlined below.

- ☐ 1 – 10'x10' booth [allows two (2) staff]\$ 2,650
- ☐ 2 – 10'x10' booth [allows four (4) staff]\$ 4,700
- ☐ 3 – 10'x10' booth [allows six (6) staff]\$ 6,200
- ☐ 4 – 10'x10' booth [allows eight (8) staff]\$ 7,700
- ☐ 5 – 10'x10' booth [allows eight (10) staff]\$ 9,200
- ☐ 6 – 10'x10' booth [allows twelve (12) staff]\$10,700
- ☐ 8 – 10'x10' booth [allows sixteen (16) staff]\$13,700

- ☐ Prime Booth [\$200 per each corner spot]\$ _____
- ☐ Additional Booth Staff _____ qty x \$150 =\$ _____

Total Due \$ _____

Booth Assignments – Requests for exhibit space are filled by a Booth Assignment Appointment. A **\$500 non-refundable deposit is due with the application** to secure your assignment. **FULL PAYMENT DUE June 1, 2024.** If full payment is not received by the deadline, space will be released and may be reassigned by show management. **Full payment is required with exhibit contracts received after June 1.**

FOR OFFICE USE ONLY

Recd _____ Ck# _____ / Recd _____ Ck# _____
Amt _____ Ackd _____ / Amt _____ Ackd _____

Each exhibitor is provided with one 7" x 44" identification sign and one wastebasket. Each 10' x 10' space includes one 6' draped table and two chairs.

3 METHOD OF PAYMENT *(Payment due at time of order)*

- ☐ **Check** (Payable to **URA**) All payments in U.S. funds drawn on U.S. banks. \$50 fee charged for returned checks.

Mail Payment to: Uniform Retailers Association
PO Box 267
Baltimore, OH 43105-9998

- ☐ **Credit Card** – If paying by credit card, a secure link will be emailed after the contract is processed.

4 PLEASE READ AND SIGN *(Exhibit Conditions, Rules & Regulations on reverse side)*

On behalf of the exhibiting company listed in item 1 of this Contract, we have read and agree to abide by the EXHIBIT CONDITIONS, RULES & REGULATIONS as set forth by the Association and any amendments thereafter. Completing this form serves Management notice that we agree to be contacted by mail/phone/fax and/or e-mail.

Authorized Signature _____ Date _____

5 EXHIBIT CONDITIONS, RULES & REGULATIONS

On behalf of the exhibiting Company in item 1 of the Contract (hereinafter referred to as the "Exhibitor"), we apply for booth space at the URA Trade Show (hereinafter referred to as the "Association") on the dates and location as inscribed on the Contract and any amendments thereafter, for the exhibition of the products and/or services designated and for no other purpose, subject to the Conditions, Rules & Regulations and any amendments hereinafter set forth.

Booth Assignments – After the top 10 assignments are assigned, based on previous shows, booths are assigned in order of date received. Contract must include payment to be considered. Contracts without payment will not be processed.

Booth Equipment – Each 10' x 10' booth includes 8' high back drape and 3' high side divider drapes. At the Exhibitor's expense, Association reserves the right to prohibit or remove any exhibit, product, display, or part thereof, or proposed exhibit display or device which in the opinion of the Association is not suitable to or in keeping with the product display policy or rules and regulations. Association reserves the right to rearrange the exhibit hall and relocate any exhibit at any time.

Any portion of an exhibitor's display that extends or protrudes above or beyond that of the booth adjoining to the rear or side must, at the exhibitor's expense, be completely smooth, flush-finished, and painted, with no exposed framework or artwork. It must be finished in such a manner as not to be unsightly to exhibitors in adjoining booths or to the Association. The Association reserves the right to make a judgment as to whether a booth shall be finished on-site at the expense of the exhibitor.

Exhibits that span across an aisle may NOT use carpet across the aisle and/or signs over the aisle. This is common ground and must be kept clear. No portion of an exhibit structure may extend beyond the assigned floor space.

Booths that are 20' x 20' or larger must submit a design rendering to Show Management for approval.

Each exhibitor is provided with one 7" x 44" identification sign and one wastebasket. Each 10' x 10' exhibit space includes one 6' draped table, two chairs, and two exhibitor representative badges. Additional booth furnishings and equipment may be ordered through the official decorator. The Exhibitor Service Manual containing information and forms will be provided electronically to all exhibitors approximately 60 days before the Trade Show.

Cancellation Policy – Exhibitors who cancel before **June 1** will receive a refund of 75% of total monies paid less the non-refundable \$500 deposit. Cancellations on or after **June 1 and before July 1** will receive a refund of 50% of total monies paid less the non-refundable \$500 deposit. There are **NO REFUNDS** for cancellations after **July 1**. All cancellations must be submitted in writing to the Association.

Conflicting Events During Trade Show – To fully promote the activities of the URA Trade Show, the Association prohibits the use of hospitality suites and meeting rooms two days before, two days after, or during the Trade Show. Companies shall not extend invitations, call meetings, hold hospitality events, or otherwise encourage the absence of visitors/attendees from the Trade Show or any scheduled event. Only current year exhibitors may request function space before or after the Show at the headquarters hotel or another area venue for non-selling hospitality suites/meetings which must be arranged and approved through the Association. If an exhibitor is found in violation of these rules, their booth will be shut down immediately and booths space fees are not refunded.

Show Directory/Program – Exhibitors are provided with one listing per contract.

Distribution of Advertising Material and Canvassing – Booth/promotional activities, such as demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow nor infringe on neighboring exhibits. Booth/promotional activities are not permitted outside of the exhibitor's assigned booth space. Exhibitors should reserve a reasonable portion of their exhibit space for crowds or lines that popular activities may attract. Canvassing or distribution of advertising material by an exhibitor or anyone representing a non-exhibiting firm is prohibited outside of the exhibitor's booth space or in any part of the venue or contracted hotels where the Trade Show is held.

Exhibitor Appointed Contractor (EAC) – Exhibitors are responsible for ensuring that their EACs have the proper insurance and must provide documentation upon request.

Security Policy – The Association will provide perimeter guard service during the hours the exhibit area is closed; however, the Exhibitor is solely and fully responsible for their exhibit material and should insure their exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody, and control in transit to or from or within the confines of the exhibit hall. Exhibitors are not permitted to enter the exhibit hall at any time other than during set-up hours determined by the Association and when the hall is open to attendees. Exhibitor understands that neither the Association nor the venue maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Dismantle – No exhibit shall be dismantled before the official closing of the Trade Show as determined by the Association. If observed dismantling early, the Exhibitor will be fined a \$1,000 violation fee, payable within 30 days from receipt of invoice. If observed dismantling early a second time, the Exhibitor may be barred from exhibiting at future events. Association recognizes that emergencies or other unforeseen circumstances may arise. Should it be determined necessary to dismantle early, the Exhibitor is required to contact the Association immediately. If the purpose is deemed acceptable by the Association, written permission to dismantle early will be provided to Exhibitor and fines will be waived.

Exhibitor Terms and Conditions – This contract is subject to all terms and conditions of the lease agreement between the Association and the venue. Booth space will be assigned at the discretion of the Association per the *Booth Assignments* section.

Booth Warranty – The dimensions and locations of each booth are believed to be accurate but only warranted to be approximate. The Association reserves the right to revise the floor plan in the best interest of the Show. Booths are assigned only to the company that signs the application. No subsidiaries, distributors, manufacturers, etc., will be permitted to share, advertise, distribute literature, or in any way occupy any booth or part of any booth assigned to that Exhibitor.

Failure of Payment – If the Exhibitor fails to pay when due, any sum required under the terms of this application, or if the Exhibitor fails to comply with any other term or condition of the application, the Association reserves the right to cancel the exhibit assignment and any money paid by the Exhibitor to the Association will be forfeited. The Association shall have the right to make such rules and regulations in connection with the Trade Show as it may deem proper and may amend them at any time in the best interest of the Trade Show, and the Association shall have the full power in the manner of interpretation and enforcement thereof. Upon submission of Contract, Exhibitor agrees to abide by all rules and regulations as set forth by the Association.

Indemnification – Exhibitor shall indemnify, defend, and hold harmless Association and its officers, directors, agents, and employees from and against all liabilities, action, claims, demands, losses, or damages (including reasonable attorney's fees) arising out of or resulting from (i) any breach by Exhibitor or any of the terms, conditions, representations, or warranties contained in this Contract, or (ii) property damage or personal injury caused by the negligence or willful act or omission of Exhibitor or its employees, agents, or contractors.

Association shall indemnify, defend, and hold harmless Exhibitor and its officers, directors, agents, and employees from and against all liabilities, action, claims, demands, losses, or damages (including reasonable attorney's fees) arising out of or resulting from (i) any breach by Association or any of the terms, conditions, representations, or warranties contained in this Contract, or (ii) property damage or personal injury caused by the negligence or willful act or omission of Association or its employees, agents, or contractors.

Entire Agreement – Submission of the Exhibitor Contract constitutes an agreement between the Association and the Exhibitor at such time as it is accepted and executed by the Association. Following the Exhibitor booth assignment, the Association may permit oral modifications to this contract which seeks to enlarge the amount of booth space contracted for. Any such oral modification to the original application will be accepted and considered binding on both the exhibitor and on the Association only when payment for the additional space is received and processed by the Association.

Violation of Rules – Exhibitor/attendee and their employees/agents agree to abide by the foregoing rules and by any amendments that may be put into effect by the Association. In the event an exhibitor/attendee is found to violate any of these rules, the following actions will ensue a) Whenever possible, the exhibitor/attendee will be orally advised, or given written notice, that he/she violates one of the rules and asked to take immediate corrective action. b) If the exhibitor/attendee fails to heed oral or written notice, the Association reserves the right to close the exhibit immediately and expel the exhibitor/attendee from the Trade Show without refund of any monies paid by the exhibitor/attendee. Upon exercise of this authority, the exhibitor/attendee, their employees/agents, hereby waive any right and claims for damages against the Association. c) The violation of any of the rules will constitute cause for not allowing an exhibitor/attendee to participate in subsequent Trade Shows. The Association shall have sole discretion in disciplining exhibitors/attendees who fail to comply with Association rules.

Governing Law – This Agreement shall be governed by and construed following the laws of the State of Ohio. The courts of the United States and the State of Ohio located in Columbus, Ohio shall have exclusive jurisdiction over any legal action that may be brought by one Party against the other Party which relates in any way to this Agreement or the relationship between the Parties.