

## 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. Additional staff may be brought to work at the show but if number of staff exceeds allowed number, an additional registration fee will apply.*

- ☐ 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, 2023.** 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** (Please make 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 link will be sent to you to pay after 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 SEND COMPLETED FORM WITH PAYMENT TO:

### Uniform Retailers Association (URA)

PO Box 267

Baltimore, OH 43105-9998

Phone: (614) 721-0777

Toll Free: (866) 775-0080

E-mail: [URA@UniformRetailers.org](mailto:URA@UniformRetailers.org)

Web: [www.UniformRetailers.org](http://www.UniformRetailers.org)

## 6 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** – Booth assignments are made in order of date received via a booth assignment appointment. All contracts must be accompanied by payment to be considered. Contracts without payment will not be processed.

**Booth Equipment** – Each 10' x 10' booth will be set with an 8' high back drape and 3' high side divider drape. 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 of the Association at the exhibitor's expense. Association reserves the right to rearrange floor plans 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 own expense, be completely smooth, flush-finished, and painted, with no exposed framework. It must be finished in such a manner as not to be unsightly to exhibitors in adjoining booths or to the Association. 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. Exhibitor Service Manual containing information and forms will be provided electronically to all exhibitors approximately 60 days before the Trade Show.

**Booth 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 ANYONE from using hospitality suites and meeting rooms two days before, two days after, or during the 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. Exhibitors only 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 Directories** – 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 will not be 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 strictly prohibited outside of the exhibitor's booth space or in any part of the venue where the 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 close of the Show as determined by the Association. If observed dismantling early, the Exhibitor may be fined \$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 excuse 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 Assignment* section.

Dimensions and locations of each booth are believed to be accurate but only warranted to be approximate. 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.

If the Exhibitor fails to pay, when due, any sum required under the terms of this application, or if the Exhibitor shall fail to comply with any other term or condition of the application, the Association reserves the right to refuse to process the application any further. Any money therefore paid by the Exhibitor to the Association may be retained by the Association. 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, 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 Association.

Upon submission of Exhibitor Contract, Exhibitor hereby expressly agrees to fully indemnify and hold forever harmless the URA, the venue, URA service contractors, additional sponsors, and their respective officers, agents, and employees for any claims, losses, damages, or injuries of any kind whatsoever; arising out of or in any way related to this Agreement or the subject matter of this Agreement, specifically including but not limited to claims, losses, damages or injuries resulting from or alleged to have resulted from the negligence of the URA, the venue, URA service contractors, additional sponsors. In the event of a claim, suit, loss, damage, or injury to which this indemnification agreement applies, the Exhibitor agrees to pay for the defense of URA, the venue, URA service contractors, additional sponsors, and its officers, agents, and employees against such claim, suit, loss, damage or injury, such defense to be provided by counsel of URA. Exhibitor further assumes responsibility and agrees to indemnify and defend the Association and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

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. Once a contract is entered into, the Association may permit oral modifications to this contract which seek 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.

Exhibitor/attendee, for himself and his employees, agrees 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 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 Show without refund of any monies paid by the exhibitor/attendee. Upon exercise of this authority, the exhibitor/attendee himself, his employees, and his 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 shows. The Association shall have sole discretion in disciplining exhibitors/attendees who fail to comply with Association rules.

This Agreement shall be governed by and construed following the law 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.