

EXHIBIT SPACE APPLICATION

INDIANAPOLIS, IN • APRIL 6-8, 2020
NAFAEXPO.ORG

NAFA 2020 INSTITUTE & EXPO

- Please type or print clearly.
- Fill in all sections of the application.
- Sign application under Section 5.
- Make a copy (both sides) of this application for your records.
- Make checks payable to:
NAFA Institute & Expo or provide credit card below. All payments must be in U.S. funds.
Federal Tax ID#: 11-2050435
- Mail original contract with payment to:
NAFA Exhibit & Sponsorship Sales
1430 Spring Hill Road, 6th floor, McLean VA 22102
Fax or email with credit card to 703.934.4899
or nafa@naylor.com.

PRIORITY PERIOD – EXPIRES MAY 31, 2019 – SAVE \$1.00 PER SQ. FT.!

1. COMPANY INFORMATION

The information provided will be used for your company listing in the official show guide and the online floorplan. The person listed as the exhibit contact will receive all mailings/billing related to exhibiting. It is the responsibility of the exhibiting company to notify NAFA Exhibit & Sponsorship Sales Management of any changes that impact the accuracy of this information.

Company Name: _____ Directory Reference (i.e. A-Z): _____
Street Address: _____
City: _____ State/Province: _____ Zip Code/Postal Code: _____ Country: _____
Company Telephone: _____ Company Fax: _____
Company Website: _____ Company Email: _____
Exhibit Contact Name: _____ Title: _____
Contact Phone: _____ Contact Fax: _____
Contact Cell Phone (for onsite purposes): _____ Contact Email: _____

2. SPACE REQUIREMENTS

Minimum booth size: 10' x 10' = 100 sq.ft. Exhibitors may not share space under any circumstance.

I wish to have a booth placed within the: General Exhibit Hall New Exhibitor Aisle

Our desired exhibit size: _____ ft. (depth) x _____ ft. (frontage) = a total of _____ sq. ft.

Booth Preference:

1. _____ 2. _____
3. _____ 4. _____

3. ASSIGNMENT INFORMATION

To assist in the assignment of exhibit space, please provide the following information. List those companies who have product lines competitive with yours:

1. _____ 2. _____
3. _____ 4. _____

4. DIRECTORY LISTINGS

Please refer to the NAFA Institute & Expo Product Category List and enter up to six (6) category numbers that describe your products/services:

Category Number:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

5. ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR:

Please read Exhibit Rules & Regulations regarding terms and conditions.

Associate Rates:

Indicate Associate Name: _____

- \$24.50 (U.S.) per square foot booth for requests of 1-3 booths (100-300 sq. ft.)
- \$23.50 (U.S.) per square foot booth for requests of 4 or more booths (400 or more sq. ft.)

Non-Associate Rates:

- \$27.00 (U.S.) per square foot booth for requests of 1-3 booths (100-300 sq. ft.)
- \$26.00 (U.S.) per square foot booth for requests of 4 or more booths (400 or more sq. ft.)

PRIORITY PERIOD – EXPIRES MAY 31, 2019

Rate Calc.: \$ _____ per sq. ft. - \$1.00 = \$ _____ per sq. ft.

Cost Calc.: \$ _____ per sq. ft. x _____ sq. ft. = \$ _____

A 50% deposit must accompany application prior to October 11, 2019. Full payment is required after October 11, 2019. Payment for exhibit space must be enclosed in U.S. funds payable to NAFA Institute & Expo. We agree to abide by all of the Rules & Regulations governing the Exposition as stated on the back of this application.

Name: (please print) _____

Signature: _____

6. PAYMENT INFORMATION:

Date: _____ Amount Authorized: \$ _____

Charge to my: AMEX MasterCard Visa

Check Enclosed

Card Number: _____

Expiration Date: _____ CVW Code: _____

Name (please print): _____

Billing Address (if different from above): _____

Signature: _____

FOR SHOW MANAGEMENT USE ONLY:

Date Received _____

MIS Number _____

Check# _____ Deposit Received \$ _____

Booth Assigned _____

Depth _____ x Frontage _____

Total Square Ft. _____

Pavilion Code _____

Order Number _____

These rules and regulations are incorporated into the Space Application and Contract for space. NAFA Fleet Management Association, hereinafter referred to as "NAFA" reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. NAFA's decisions and interpretations shall be final in all cases.

- 1. SPACE ASSIGNMENT:** Wherever possible, space assignments will be made by NAFA in keeping with the preferences as to location requested by the exhibitor. Exhibitors may identify the names of competitors from whom they wish to have their exhibit booth separated. However, NAFA reserves the right to make the final determination of all space assignments in the best interest of the show. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.
- 2. PAYMENT FOR SPACE:** Applications for exhibit space submitted before October 11, 2019 must be accompanied by a minimum of 50% of the total space rental charge with the balance due on October 11, 2019. Applications submitted after October 11, 2019 must be accompanied by payment in full of total space rental charge. Government agencies must provide properly executed purchase orders. Full refunds will be issued by NAFA to any applicant who is unsuccessful in being placed in exhibit space.
- 3. CANCELLATION:** All cancellations, in whole or in part, or space changes must be made in writing. Any company cancelling their contracted exhibit space, in whole or in part, prior to October 11, 2019 will forfeit 50% of the total booth cost. No refunds or transfer of funds will be made for any company cancelling their contracted exhibit space, in whole or in part, after October 11, 2019, even if that booth is resold. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract. Show Management reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit all space rental fees paid if, (a) the exhibitor fails to pay all space rental charges by October 11, 2019, or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions.
- 4. SUBLETTING SPACE:** No exhibitor may assign, sublet, apportion or share their space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in this space.
- 5. EXHIBIT CONTRACTOR:** Prior to February 2020, NAFA or its selected show management general service contractor, will furnish each participating exhibitor with an Exhibitor Service kit, which will contain exhibit construction guidelines, shipping labels and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall. All participating exhibitors and contractors must abide by any union jurisdiction in force at the time of the exposition. Exhibitors shipping by express, railroad or truck freight are requested to ship direct to the freight contractor designated in the Exhibitor Service kit in ample time prior to the exposition.
- 6. ARRANGEMENT OF EXHIBITS:** NAFA will provide exhibit space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary.
- 7. INSTALLATION AND DISMANTLING:** Decorators, electricians, vehicles and exhibitors may not move in prior to 8:00 am, Monday, 4/6/20. Displays must not be dismantled or packed in preparation for removal prior to the official closing time. Every booth must be fully staffed and operational during the entire Show. **Any exhibitor dismantling prior to the official closing time may be fined \$500.** Exhibitors must complete tear down by 12:00pm, Thursday, 4/9/20, at which point all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of NAFA Show Mgmt., and all charges will be applied to the exhibitor.
- 8. EXHIBITOR BADGES:** Official show badges will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by anyone other than the person to whom they were issued will be confiscated. Business cards are not to be used in badge holders. Exhibitors will be granted an allotment of four (4) badges per 10' x 10' exhibit. Two (2) badges are exhibit-only and two (2) are full conference badges (with meals). Additional badges may be purchased.
- 9. ADMISSION CREDENTIALS:** Exhibitors will be admitted into the exhibit hall four hours prior to the opening each day of the Expo. Power and lights will be turned on at the same time. Any special arrangements must be made with NAFA. NAFA will have sole control over admissions to the exhibit hall of all persons including exhibitor personnel and/or registrants. All persons visiting the exhibit hall will be admitted according to the Rules & Regulations of the Expo. NAFA makes every effort to attract the maximum number of attendees to its exhibit, but does not guarantee specific volumes or levels of attendance.
- 10. CONSTRUCTION GUIDELINES:** In fairness to all exhibitors, NAFA's exhibit construction guidelines as provided must be observed.
- 11. BOOTH EXTERIOR:** The exterior of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense. **NAFA requires all exhibit booths to be fully carpeted.**
- 12. GENERAL REGULATIONS:** Cost for repairing any damages to the Convention Center will be billed to the responsible exhibitor. No part of the exhibit building shall be defaced in any manner. Nothing shall be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the hall.
- 13. FIRE SAFETY:** To ensure the safety of all participants, fire regulations must be observed. All draperies, backdrops, bunting and other decorations must be flame-proofed. All paper and other flimsy materials used for decorative purposes, including flame-proofed paper are prohibited. The use of heavy cardboard shall be permitted in limited amounts. All vehicles and combustion operated machinery being exhibited shall contain a minimum amount of gasoline (approximately two (2) gallons maximum) and shall further be equipped with locking gas caps. Vehicles or equipment may not be fueled or defueled within the building and fuel systems must be inspected for leaks. After the vehicle/machinery is placed in its display position, batteries shall be disconnected, gas caps locked, and the keys to be retained in either the Show Management or Building Management Office. Vehicles may not be started, run or moved during event hours. The use of open flame or the storage and handling of flammable liquids, chemicals or harmful hazardous substances are prohibited, unless approved by the Fire Marshal or applicable agency. All packing containers, wadding, wrappings and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Convention Center during installation and dismantling.
- 14. ADA:** All booths must be constructed in compliance with the disabilities act and accessible to persons with physical disabilities.
- 15. NOISE AND SOUND:** Musical instruments, radios, sound motion picture equipment, record players or noise-creating devices or amplifying systems shall be operated only at a level which will not interfere with other exhibitors or add unduly to general acoustic inconvenience, and their operation must conform to NAFA requirements. No smoke or excessive light, heat, smell or other pollutant shall be permitted. No live animals are permitted. Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors. Exhibitors wishing to have either live or recorded music must submit to NAFA either evidence of ownership of such music or copyright license agreements permitting the use of such music. In the absence of such agreements, the performance of live or recorded music is prohibited. Exhibitor agrees to indemnify NAFA for any liability arising from the unlicensed performance of such music.
- 16. NON-LIABILITY:** It is expressly understood and agreed by each and every contracting exhibitor, their agents and guests that neither NAFA, its directors, officers, members, sponsors, agents or employees, Naylor Event Solutions nor its contractors, shall be liable for the loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. By signing the Space Application, the exhibitor releases and agrees to indemnify NAFA, its directors, officers, members, sponsors, staff and representatives of Naylor Event Solutions, employees and agents, save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agent or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the Expo, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities. Exhibitors represent and warrant that they will maintain in force adequate property and liability insurance to protect against property damage, theft or other loss and liability for personal injury or property damage resulting from Exhibitor's participation in the Expo. Exhibitors shall be responsible for the collection and payment of any applicable state and local taxes. It is agreed that all disputes from this agreement or participation in the show described by this agreement shall be adjudicated under the laws of the State of New Jersey without regard to the principles of conflict of laws. In the event of the postponement of the show for any cause it is agreed that NAFA shall have a period of 90 days from the postponement date to reschedule and reproduce the show. If the show is rescheduled and reproduced within this period, it is agreed that all aspects of this agreement remain and that exhibitor is obligated to reschedule his exhibit in order to participate in this rescheduled exposition. NAFA reserves the right to cancel the Expo in the event of war, civil disorder, natural disaster, mass transportation break-down, labor strike or the like.
- 17. SECURITY:** NAFA will provide general perimeter security. Exhibiting companies are responsible for the security of the booth and all materials related to the booth. Any company wishing to employ additional security may do so through the official convention security company.
- 18. SELLING OF PRODUCT:** Exhibitors may not accept cash, checks or credit cards for merchandise in the exhibit hall and may not take orders.
- 19. CONFLICTING EVENTS DURING SHOW HOURS:** The exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Education and Show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by NAFA. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms.
- 20. ONSITE GUIDE:** To be listed in the printed 2020 onsite guide, NAFA Show Management must receive the completed space application and payment in full by 2/7/2020.
- 21. AMENDMENTS:** NAFA reserves the right to make such additional conditions, rules and regulations as it deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.