

# EXHIBIT SPACE APPLICATION

LOUISVILLE | APRIL 15-17, 2019  
NAFAEXPO.ORG

# NAFA 2019 INSTITUTE & EXPO

1. Please type or print clearly.
2. Fill in all sections of the application.
3. Sign application under Section 5.
4. Make a copy (both sides) of this application for your records.

5. 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**

6. Mail original contract with payment to:  
**NAFA Exhibit & Sponsorship Sales**  
1430 Spring Hill Road, 6<sup>th</sup> Floor, McLean, VA 22102  
Fax or email with credit card to 703.934.4899 or nafa@naylor.com.

**PRIORITY PERIOD — EXPIRES JUNE 29, 2018 — 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.

### Affiliate Rates:

Indicate Affiliate 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-Affiliate 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 JUNE 29, 2018

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 19, 2018. Full payment is required after October 19, 2018. 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: \_\_\_\_\_

## 7. PAYMENT INFORMATION:

Date: \_\_\_\_\_ Amount Authorized: \$ \_\_\_\_\_

Charge to my:  AMEX  MasterCard  Visa  
 Check Enclosed

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV 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 19, 2018 must be accompanied by a minimum of 50% of the total space rental charge with the balance due on October 19, 2018. Applications submitted after October 19, 2018 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 19, 2018 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 19, 2018, 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 19, 2018, 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 2019, 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, 4/15/19. 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, 4/18/19, 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 Association 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 Association 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 2019 onsite guide, NAFA Show Management must receive the completed space application and payment in full by 2/8/2019.
- 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.



- A**  
0031 A/C Service  
0154 Absorbents  
0032 Accessories  
0005 Accident Management Systems  
0033 Accounting Services  
0034 Advertising Services  
0036 Alternators/Generators  
0037 Appraisal Services  
0018 Association  
0038 Audio/Visual Equipment  
0020 Auto Parts/Equipment  
0007 Auto Transporter
- B**  
0039 Batteries & Accessories  
0040 Brake Parts & Systems  
0041 Brushes, Washing  
0158 Business Services
- C**  
0155 Cargo Restraints  
0151 Cleaners & Degreasers  
0042 Collision Repair Services  
0043 Communication Services  
0027 Computer Mounts/Consoles  
0044 Computers - Consulting Services  
0045 Computers - On-Board  
0046 Computers - Services/Training  
0047 Computers - Software/Systems  
0146 Consultant - Highway Toll Technology  
0048 Consulting
- D**  
0049 Detailing
- E**  
0050 Education  
0156 Electric Vehicle Charging Station  
0015 Emergency Lighting  
0144 Employee Screening  
0051 Engine Monitoring & Controls  
0052 Equipment - Emergency  
0053 Equipment - Fuel Distribution  
0054 Equipment - Maintenance  
0055 Equipment - Safety  
0056 Equipment - Terminal  
0057 Equipment - Testing  
0143 Exhaust Source Capture Filtration & Removal System
- F**  
0058 Financial Services  
0011 Fleet Mgmt. Systems/Software  
0059 Fuel - Additives & Alternatives  
0010 Fuel Mgmt. Systems/Software  
0060 Fuel Systems & Conversions
- G**  
0061 Glass - Mirrors/Plexi/Specialty  
0014 Glass Replacement/Repair  
0062 Government Agency  
0025 GPS/Tracking  
0024 Graphics/Decals  
0149 Graphics/Decals Installation & Removal  
0142 Green Products & Services
- H**  
0063 Heating Parts & Systems
- I**  
0147 Ignition Interlocks  
0028 In-Car/Digital Video  
0064 Information/Research Services  
0065 Insurance - Adjusting  
0066 Insurance - Bus & Limo  
0067 Insurance - General  
0068 Insurance - Medical  
0069 Insurance - Physical Damage  
0070 Insurance - Property Damage  
0071 Insurance - Residual Value  
0072 Insurance - Workers Compensation  
0073 Internet Marketing
- L**  
0001 Leasing Company  
0074 Legal Services  
0075 License & Titling Services  
0076 Lift Equipment & Parts  
0077 Lubricating Systems
- M**  
0006 Maintenance (Mechanical) Mgmt. Services  
0078 Maintenance - Preventive  
0035 Manufacturer - Aerial Lift  
0145 Manufacturer - Alternative Fuel Vehicle  
0079 Manufacturer - Bus  
0141 Manufacturer - DC to AC Inverters  
0080 Manufacturer - Electric/Hybrid Vehicle  
0081 Manufacturer - General  
0082 Manufacturer - Limousine Coach  
0085 Manufacturer - Mobile Data Terminal  
0004 Manufacturer - Vehicle  
0157 Manufacturer - Wheel Service Equipment  
0083 Maps  
0084 Marketing & Public Relations
- O**  
0118 Office Supplies  
0086 Oil & Fuel Analysis  
0087 Oil Companies
- P**  
0088 Paint  
0089 Paint Protection  
0090 Painting - Custom & Lettering  
0091 Painting - Equipment & Supplies  
0092 Parts - A/C  
0093 Parts - Chassis  
0094 Parts - Engines, Diesel  
0095 Parts - Engines, Gas  
0096 Parts - General  
0097 Parts - Remanufactured  
0098 Parts - Used  
0152 Parts Washing  
0026 Prisoner Transport  
0159 Public Safety Group  
0019 Publisher
- R**  
0099 Radios & Sound Systems  
0100 Refurbishing  
0101 Regulatory Compliance Audits  
0102 Remanufacturing  
0103 Repair & Service
- 0104 Repossessions  
0105 Resales Values  
0106 Risk Management
- S**  
0107 Safety Consulting Services  
0008 Safety Management  
0108 Sales  
0109 Sales - Brokerages & Acquisitions  
0110 Sales - Chassis  
0111 Sales - Miscellaneous  
0112 Sales - Specialty Vehicles  
0113 Security Devices  
0114 Service Agreements  
0115 Service Facilities  
0002 Short-Term Rental Agency  
0016 Sirens/Audible Warning Equipment  
0116 Software/Systems  
0117 Solar Power Components  
0118 Speed Limiting Devices
- T**  
0119 Telephone - Cellular  
0148 Tire Balancing  
0120 Tire Chains  
0023 Tire Manufacturer/Service Provider  
0121 Tires - New  
0122 Tires - Retread  
0123 Tires - Used  
0150 Tolling Solutions  
0124 Towing & Transport Systems  
0013 Training Programs/Software  
0125 Training Services  
0022 Transmissions/Engines
- U**  
0126 Undercoating - Rust/Corrosion Protection  
0127 Uniforms  
0128 Universal Fuel & Fleet Payment Systems  
0129 Upholstery  
0130 Upholstery Cleaning  
0030 Used Vehicle Acquisition  
0009 Used Vehicle Guide Publication
- V**  
0131 Vacuum Systems  
0132 Vandalism Prevention/Solutions  
0003 Vehicle Auction  
0021 Vehicle Lifts  
0133 Vehicle Monitoring Systems  
0017 Vehicle Remarketer  
0012 Vehicle Upfitters  
0153 Vehicle Wash  
0135 Video Back-Up Systems  
0134 Video Surveillance Equipment
- W**  
0136 Warranties  
0137 Website Design & Hosting  
0138 Wheelchair Lifts/Restraints/Parts  
0139 Wheels  
0140 Wheels - Accessories & Services