



Sponsored by:

## Contract for Exhibit Space

### Company information (this information will appear online)

Company Name \_\_\_\_\_  
 Street \_\_\_\_\_ Suite \_\_\_\_\_  
 City/Province \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_  
 Key Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 E-mail \_\_\_\_\_ Web address \_\_\_\_\_

#### 1. Booth Space Request

Desired exhibit Size:  10 x 10  10 x 20  
 Exhibit space configuration:  Standard  Corner  
 Our space preference: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ (Assignment of preference cannot be guaranteed)  
 Products to be exhibited: \_\_\_\_\_  
 I would prefer not to be located near the following companies: \_\_\_\_\_

• \$1,450	10 x 10
• \$2,900	10 x 20
<b>On or before February 15, 2012</b>	
• \$1,550	10 x 10
• \$3,000	10 x 20
<b>On or after February 16, 2012</b>	
<b>Corner Booth Charge</b>	
•	Additional \$100 per corner

#### 2. Payment Information

Exhibit Space:	\$ _____
+ Exhibit Plus	\$ _____
+ Sponsorship	\$ _____
= Total Cost:	\$ _____
<b>Amount Paid/Due</b>	\$ _____

Check # \_\_\_\_\_ enclosed  
 (Payable in U.S. funds to NACE)

**Mail completed contract and check to:**  
 NACE  
 9891 Broken Land Pkwy. Ste. 301  
 Columbia, MD 21046

Credit Card

**For your security, credit card payments must be made by invoice.**

You will receive detailed instructions along with your invoice via e-mail. Your deposit is DUE IMMEDIATELY upon receipt of your invoice. Please contact your Business Development Manager, Jill Hunt, for more information at 410-290-5410 ext. 232

#### 3. Exhibit Space Terms

Please read the Contract Terms and Conditions (on back).

- 50% **Required Deposit** due immediate at signing of contract
- 100% **Due-May 1, 2012** (must accompany all contracts submitted **on or after** May 1, 2012)

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Acceptance of this application by NACE constitutes a contract. Applicant agrees to abide by Contract Terms and Conditions for NACE Experience! 2012, MarketPlace Expo.

#### MarketPlace Expo 2012!

Conference Sessions: July 15 – 18 \* Exhibit Hall: July 17  
 New Orleans Marriott \* New Orleans, LA  
[www.nace.net](http://www.nace.net)

#### All Payment methods:

Fax copy to Jill Hunt:  
 Fax: 410-290-5460 \* Phone: 410-290-5410  
 E-Mail: [Jhunt@nace.net](mailto:Jhunt@nace.net)

#### If Paying By Check, Mail Original To:

NACE  
 9891 Broken Land Pkwy. Ste. 301  
 Columbia, MD 21046

# NACE *Experience!* 2012 - Contract Terms and Conditions

\* **Conference Sessions: July 15 -18, 2012 \* Exhibit Hall: July 17, 2012 \* New Orleans Marriott \* New Orleans, LA**

## **MarketPlace Expo is sponsored by NACE**

1. As a condition of acceptance of this agreement, sponsors agree to abide by NACE's Rules, Regulations and Standards as described. Upon written acceptance, this document represents a commitment to sponsor a NACE event, and shall serve as a binding agreement between the parties, constituting their entire agreement regardless of prior negotiations and understandings regardless of any written or verbal presentations of any agent, manager, board member, officer, or other employee of NACE to the contrary.

2. **NACE:** The phrase "NACE" as used herein shall mean National Association of Catering Executives or its officers, agents or employees acting for it, in the management of the event.

3. **ENTERTAINMENT POLICY:** NACE requires that no business, social or educational activity be scheduled that would in any way compete with the NACE's schedule of events for the duration of the event.

4. **FOOD & BEVERAGE:** Food and/or beverage may be supplied by the exhibitor, with the prior written consent of NACE Management and the facility. Alcoholic beverages may not be served in the tradeshow without prior written consent of NACE Management and the facility. **Note:** Corkage fees to the facility may be required

5. **PAYMENT TERMS:** Fifty percent (50%) of the total exhibit space rental fee and/or sponsorship program must accompany this application. The balance of the exhibit space rental fee and sponsorship program will be due on May 1, 2012. Applications received after May 1, 2011 must be accompanied by 100% of the fees. Checks should be made payable to NACE, Attn. Jill Hunt, NACE, 9891 Broken Land Pkwy, Ste 301, Columbia, MD 21046.

a) **CANCELLATION POLICY:** Cancellations must be made in writing and are subject to the following provisions: Cancellations received prior to May 1, 2012 are subject to a 15% penalty on the price of the sponsorship. Cancellations received from May 2, 2012 – June 1, 2012 are subject to a 50% penalty on the price of the sponsorship. No refunds will be issued after June 1, 2012 and the Sponsor will be liable for any unpaid balance if cancellation is received after that date.

6. **SECURITY:** Neither NACE Management, exhibit hall management, hotel management, nor any of the officers or employees of the above will be responsible for the safety of property of exhibitors from theft, strikes, damage by fire, water, storm, vandalism or other causes. All property is understood to remain in the exhibitor's custody and control in transit to or from or within the confines of the exhibit hall and subject to the rules and regulations for the tradeshow.

7. **LIMITATION OF LIABILITY:** The sponsor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and hold harmless, NACE and its agents and/or employees, the Convention Center and or Hotel, and its employees and agents, against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof.

**Note:** Exhibitors are to carry insurance to cover exhibit materials against damage and loss and public liability insurance against injury to the person and property of others. By executing the Contract for Exhibit Space, Exhibitor warrants that there in effect said insurance policy covering the Exhibitor, with coverage remaining current through Exhibitor's occupancy of The Special Event and the Marriott Hotel.

8. **ATTENDANCE:** NACE shall have sole control over attendance policies at all times.

9. **ACTS OF GOD, FIRES, STRIKES, ETC.:** In the case of any act or cause outside of the control of the parties, including, but not limited to acts of war, terrorism, fire, strike, natural disaster, or other emergency, that makes the holding of the event impossible or inadvisable, NACE may retain such part of the sponsor's fees as shall be required to recompense it for its expenses and obligations related to the event. Notwithstanding the foregoing, NACE shall attempt to maximize its resources to avoid any such liabilities.

10. **PERSONNEL AND OTHER CONSIDERATIONS:** Sponsors acknowledge their participation in NACE events is at the sole business discretion of NACE. Further, sponsors recognize that they may not provide products or services that are competitive with NACE and that NACE's decision to allow them to participate is to further the goals of the catering industry and to allow for intellectual exchange. By virtue of sponsor's decision to participate in NACE events, sponsors agree they will not directly or indirectly, expressly or implicitly solicit, recruit or otherwise promote to NACE event participants any product, service or organization that is in any way competitive with NACE, without the advanced, expressed written permission of NACE.

### 11. AMENDMENTS TO RULES.

a) Any and all matters or questions not specifically covered by the preceding rules and regulations may be amended at any time by NACE and all amendments made shall be binding on Sponsors equally with the foregoing rules and regulations.

**I have read and agree to the rules and regulations stated above. X \_\_\_\_\_ DATE: \_\_\_\_\_**