

The Uniform Retailers Association
12th ANNUAL TRADE SHOW

South Point Hotel, Casino & Conference Center, Las Vegas, NV

October 7 – 10, 2018

Phone: (866) 775-0080
 Fax: (614) 721-0777
 UniformRetailers.org

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 [per each Prime Booth spot]\$ 200
- 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 on or before November 15, 2017** in order to secure your assignment. **FULL PAYMENT DUE APRIL 2, 2018.** If full payment is not received prior to April 1, space will be released and may be reassigned by show management.

FOR OFFICE USE ONLY Event Code: **E19117**
 Recd _____ Ck# _____ / Recd _____ Ck# _____
 Amt _____ Ackd _____ / Amt _____ Ackd _____

Each exhibitor will be provided with one 7" x 44" identification sign, one 6' draped table, two chairs and one wastebasket.

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. \$25 fee charged for returned checks.*

Mail Payment to: **Uniform Retailers Association (URA)**
 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/Fax: (614) 721-0777

Toll Free: (866) 775-0080

E-mail: URA@UniformRetailers.org

Web: 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 in order to be considered. Contracts without payment will not be processed.

Booth Equipment – Each 10' x 10' booth will be set with 8' high back drape and 3' high side divider drape. No fully enclosed booths permitted; product line must be at least 80% visible from the aisle. 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 which 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 judgment as to whether a booth shall be finished on-site.

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

Each exhibitor will also be provided with one 7" x 44" identification sign, one 6' draped table, two chairs and one wastebasket. Additional booth furnishings and equipment may be ordered through the official decorator. Exhibitor Service Manual containing information and forms will be sent to all exhibitors approximately 60 days prior to the Trade Show.

Booth Cancellation Policy – Exhibitors who cancel prior to **March 1** will receive a refund of 75% of total monies paid less non-refundable \$500 deposit. Cancellations on or after **March 1 and before July 1** will receive a refund of 50% of total monies paid less 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 – In order to fully promote the activities of the URA Trade Show, the Association prohibits ANYONE from using hospitality suites and meeting rooms two days before and two days after scheduled by the Association. Companies shall not extend invitations, call meetings, hold hospitality events or otherwise encourage 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 the purpose of 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 not refunded.

Show Directories – Exhibitors are provided with one listing per contract. Additional company name listings are available at an additional charge per listing. See Additional Directory Listing Form for complete details.

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 exhibit hall, meeting rooms or public areas.

Security Policy – The Association will provide perimeter guard service during the hours the exhibit area is closed; however, Exhibitor is solely and fully responsible for their own 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. No one will be 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 prior to the official close of the Show as determined by the Association. If observed dismantling early, Exhibitor may be fined \$1,000 violation fee, payable within 30 days from receipt of invoice. If observed dismantling early a second time, 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, Exhibitor is required to contact the Association immediately. If 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 in accordance with the stated priority of preferences in consideration of the following criteria: 1) receipt date of signed Exhibitor Contract and 2) receipt date of full payment.

Dimensions and locations of each booth are believed to be accurate, but only warranted to be approximate. Association reserves the right to revise floor plan in the best interest of 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.

All financial obligations to the Association must be paid in full before the Application will be accepted. If any Exhibitor fails to pay, when due, any sum required under the terms of this application, or if any Exhibitor shall fail to comply with any other term or condition of the application, the Association reserves the right to refuse to process this 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 URA, additional sponsors, and their respective officers, agents, and employees for any and all 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 URA, additional sponsors, In the event of claim, suit, loss, damage or injury to which this indemnification agreement applies, Exhibitor agrees to pay for the defense of URA, 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 if and 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 be in violation of 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 is in violation of one of the rules and asked to take immediate corrective action. b) In the event that 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 in accordance with 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.