

# 2024 NNBA Trade Show Registration and Contract

Coeur d'Alene, Idaho • October 14, 15 & 16, 2024

## Exhibitor Contract

\_\_\_\_\_  
Company (As you want it to appear on booth sign)

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

**Location:** The Coeur d'Alene Resort

**Show Dates:** October 14<sup>th</sup> & 15<sup>th</sup> 2024

**Move in:** 11:00am – 5:30pm 10/14/2024

**Move out:** 1:30pm – 5:00pm 10/15/2024

Email or Mail to:

Northwest Nursery Buyers Association

PO Box 288

Welches, Oregon 97067

[carrie@nnba.info](mailto:carrie@nnba.info)

8x10 booth with 6' table \_\_\_\_\_ x \$200 = \_\_\_\_\_

Electricity needed \_\_\_\_\_ x \$18 = \_\_\_\_\_

Number of people attending \_\_\_\_\_ x \$300 = \_\_\_\_\_

Anyone attending the show must be registered

### Representatives Attending:

Please print name as you wish it to appear on badge.

\_\_\_\_\_  
Name

☐ Beef ☐ Fish ☐ Vegetarian ☐ Not attending  
Banquet Choice

\_\_\_\_\_  
Name

☐ Beef ☐ Fish ☐ Vegetarian ☐ Not attending  
Banquet Choice

\_\_\_\_\_  
Name

☐ Beef ☐ Fish ☐ Vegetarian ☐ Not attending  
Banquet Choice

Beef – Center Cut Top Sirloin Steak

Fish – Salmon Fillet

Vegetarian – Roasted Pepper Stuffed Portobello Mushroom

Special dietary needs:

## Agreement

By signing below the undersigned agrees to comply with all rules and regulations included with this contract. We have read and agree to the rules and regulations as printed on the Terms and Conditions page included. We agree that these rules and regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by NNBA. We understand that all exhibit fees are to be paid as outlined in this application.

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

\_\_\_\_\_  
Date

# 2024 NNBA Trade Show Terms and Conditions

- 1) **Exhibit move in** – Convention staff will erect booths and have the space available for exhibitor set up by 11:00am October 14<sup>th</sup>
- 2) **Delivery** – Drayage service will be provided by DE Expo & Events. Please see attached drayage agreement for pricing and details.
- 3) **Storage** – There is limited storage on site for packing material during the show. No materials may be shipped to the venue directly.
- 4) **Exhibit hours** – The 2024 show will run between 5:30pm and 8:30pm October 14<sup>th</sup> and between 8:00am and 1:30pm October 15<sup>th</sup>.
- 5) **Exhibit move out** – Booth tear down is between 1:30pm and 5:00pm October 15<sup>th</sup>. All merchandise, displays, packing material and debris must be removed from booth area by 5:00pm October 15<sup>th</sup>.
- 6) **Unloading and loading** – There is an unloading area available but no loading dock at the convention building. Please unload and move your truck away from the unloading area to free up space for other exhibitors.
- 7) **Electricity** – 110v power (500 watt/5 Amp) is available on the show floor at \$18.00. Please mark this on your registration form.
- 8) **Display breakdown and removal** – Exhibitor is required to remove all merchandise, display fixtures, packaging materials, promotional materials and shipping cartons from their exhibit space at the end of the show. Failure to remove all materials and leave a clean booth area at the end of the show will result in additional removal fees being assessed.
- 9) **Booth Sold** – If you have sold your booth please make arrangements with the buyer to remove merchandise from the booth area by 5:00pm October 15<sup>th</sup>.
- 10) **Space assignment** – NNBA will make all reasonable efforts to assign to exhibitor the booth of their choice. However, NNBA reserves the right to select a booth location for an exhibitor or to move an exhibitor after selection of booth location, as deemed necessary for best operation of the show. The number of booths and the amount of space utilized by each exhibitor shall be determined at the sole discretion of NNBA.
- 11) **Payment terms** – Payment is due prior to booth selection. Booth selection is in order of payment received. Payment consists of both booth fees and registration fees for each person attending the show.
- 12) **Insurance** – NNBA will take reasonable precautions to safeguard exhibitor's property. However, NNBA will not be liable for loss or damage to exhibitor's property, representatives or employees. Exhibitors are encouraged to obtain insurance at their own expense and shall in any case indemnify and hold NNBA harmless in connection with the exhibitor's use of show space.
- 13) **Displays** – Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors are requested to use good sense and a good neighbor policy when designing exhibit space displays.
- 14) **Sales & Solicitation** – Participating exhibitors have the exclusive right to promote or sell at the show. All other parties who attempt to sell or solicit at the show will be removed. Exhibitors are asked to report infractions to NNBA staff.
- 15) **Liability** – Exhibitor is entirely responsible for the space occupied and shall not injure, damage or deface the premises. Exhibitor shall not use nails, screws, hooks, tacks or adhesive on any portion of the facility. Use of water in displays is strictly forbidden. Plant materials may be watered if care is taken but all plant material must have plastic beneath to protect facility floor or carpet. Exhibitor agrees to reimburse facility management or NNBA for any loss or damage occurring to the premises or equipment.
- 16) **Copyright and proprietary material** – Exhibitor shall hold a valid license or copyright for any material or other property on display within exhibit spaces. Exhibitor agrees to defend, indemnify and hold harmless NNBA from all claims, losses, and damages including attorney's fees with respect to such copyrighted or proprietary material.
- 17) **Use of space** – Contracted space is for the sole use of the exhibitor and no portion may be sub-let. Exhibit space may not be shared between vendors without prior arrangement with NNBA. Representatives with multiple vendors should supply to NNBA, and receive approval of a list of vendors whose merchandise will be displayed.
- 18) **Food and Alcoholic beverages** – Exhibitors shall not provide alcoholic beverages to show attendees. Exhibitors shall not provide food to show attendees without permission of NNBA staff.
- 19) **Restrictions** – Each exhibitor agrees to abide by the rules and regulations stated herein. NNBA reserves the right to eject from the show, without refund, any exhibitor or visitor who fails to follow the rules and regulations. NNBA reserves the right to restrict or remove without refund exhibits entered falsely or deemed objectionable or detrimental to NNBA.
- 20) **Local ordinances and regulations** – All exhibits must comply with local ordinances, regulations and Fire Marshall rules. Any and all licenses, inspections or permits required by law shall be obtained by exhibitor at exhibitor's expense prior to the opening of the show.
- 21) **Running of engines** – The operation of oil, diesel, propane or gas engines within the exhibit space is strictly prohibited.
- 22) **Animals** – Due to venue restrictions animals are not permitted on the show floor with the exception of registered service animals.
- 23) **Cancellation of contract** – Exhibitors who cancel a booth contract prior to September 14<sup>th</sup> will receive a refund of monies paid. No refunds will be given for booth cancellations after that date.
- 24) **Rights of management in event show is not held** – NNBA shall not be held liable for damages or expenses incurred in the event the show is delayed, interrupted, or not held as scheduled. Should the show be canceled for causes not under the control of NNBA exhibitors will receive a refund of monies paid. NNBA will not be liable for damages or expenses incurred by exhibitors beyond monies paid by exhibitor.
- 25) **Indemnification** – Exhibitor shall indemnify and hold harmless facility management and NNBA from and against any and all claims, damages, losses and expenses including attorney's fees arising from the activities of the exhibitor or from contractors, employees, representatives, guests and invitees of exhibitor.
- 26) **Complete agreement** – This agreement, together with any specific conditions of the venue distributed with this agreement, contains all the terms and conditions agreed to by the parties and no other agreements, oral or otherwise, shall be deemed to exist or bind the parties.