

CONTRACT FOR EXHIBIT SPACE

November 7 - 8, 2012 ♦ DCU Center, Worcester, MA



CONTACT INFORMATION

Company: _____ Contact: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Fax: _____

E-mail: _____ Website: _____

BOOTH SELECTION *(See floorplan for reference)*

If you participated in the 2010 Northeast Greenhouse Conference and Expo, indicate here if you'd like your same booth location:

Please reserve the same booth from 2010. *(NOTE: Reply is requested no later than May 1st or we will release the space)*

Otherwise:

Enter your Preference by Booth Number: 1st _____ 2nd _____ 3rd _____ 4th _____

In the event of conflicts or duplicate selections, show priority will be used to determine assignment.

Enter any firm you wish to be located near: _____

Enter any firm you do NOT want to be located near: _____

GREEN PAVILION AREA I would like to showcase my products in the "Green" Pavilion area for energy efficient or green products/services. *(Additional fee of \$200. Reserve by June 1st)*

Indicate products to display: _____

MAJOR PRODUCT CATEGORY Please indicate your MAJOR product category in 3 words or less. For example; Greenhouses, Plant Materials, Grower Supplies, etc.: _____

BOOTH TYPE & FEES <i>Register before 7/1/12 and SAVE up to \$300!</i>				SPONSORSHIP OPTIONS <i>See brochure for details</i>		
	Before 7/1/12	After 7/1/12	TOTAL		After 7/1/12	TOTAL
10' x 10' booth	\$700	\$850	\$	Session Host Sponsor	\$250	\$
10' x 22' booth	\$1650	\$1950	\$	Workshop Presenter Sponsor	\$250	\$
20' x 20' booth	\$3200	\$3500	\$	Daily Coffee Break Sponsor	\$1,000	\$
Green Pavilion Showcase	\$200	\$200	\$	Lunch Coupon Sponsor	\$1,000	\$
				Keynote Presenter Sponsor	\$1,000	\$
				Allied Trade Purchased Session	\$2,000	\$
TOTAL COST OF BOOTH SPACE:			\$	TOTAL COST OF SPONSORSHIP:		\$
TOTAL AMOUNT DUE: A minimum of 50% deposit due with registration						\$

PAYMENT INFORMATION Cancellations received in writing on or before August 1st, 2012 will be charged a \$100 processing fee.

There will be no refunds after August 1st, 2012

- Check enclosed *(Made payable to 'NEF, Inc.' U.S. Funds only)*
- Credit Card* Please charge **50% deposit only** Please charge **Total Amount Due**
- American Express Discover MasterCard Visa **Charge will appear as Delaney Meeting & Event Management*

Card Number: _____ Exp: _____

Cardholder Signature: _____

AGREEMENT We fully understand that this form shall become a binding contract upon acceptance of exhibit space by the applicant and is subject to the terms and conditions and rules and regulations set forth herein on the reverse of the contract.

See reverse for Rules & Regulations.

Authorized Signature _____ Date _____

Print Name _____ Title _____

RETURN TO: Delaney Meeting & Event Management ♦ 1 Mill Street, Suite 315, ♦ Burlington, VT 05401
Phone: (802) 865-5202 ♦ Fax: (802) 865-8066 ♦ Email: info@delaneymeetingevent.com

RULES & REGULATIONS

(Note the words "NEF" refers to New England Floriculture Inc., the word "Exhibitor" refers to the applicant for exhibit space named on reverse; "Conference" refers to New England Greenhouse Conference; "Facility" refers to the Worcester DCU Center, and "The City" hereinafter refers to the City of Worcester.)

SOLICITATION — Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the exhibitor's stand. Exhibitor's exhibit or product may not extend into any aisle. No exhibitor shall so arrange his exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of NEF.

SUBLETTING OF SPACE — Exhibitor agrees not to assign, sublet or apportion space or any part thereof allotted to him, not to exhibit or advertise goods other than manufactured or sold by him in the regular course of the business unless approved in writing by NEF.

REFUND POLICY — Exhibitors canceling in writing on or before August 1, 2010 are entitled to a refund, minus a \$100 processing fee. There will be no refunds issued after August 1, 2010.

INSURANCE — Exhibitor shall carry their own insurance. NEF and the facility assume no responsibility for the safety of the exhibitor, its officers, agents of employees from theft, damage by fire, accident or any other cause whatsoever, and the exhibitor expressly agrees to save and hold harmless NEF and the facility and their respective management, agents and employees from any and all liability resulting from injuries or damage to exhibitor, its agents, employees and attendees, persons and/or properties in connection with the exhibitor's use of the exhibit space.

BUILDING OCCUPANCY — NEF will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by hurricane, fire, act of God, public enemy, war or insurrection, strikes, the authority of the law, postponement or cancellation of the conference, or for any cause beyond their control. It will, however, in the event of its not being able to hold a conference, for any of the above named reasons, reimburse the exhibitor on a pro-rated basis on any amount paid in, less any and all legitimate expenses incurred, such as but not limited to rent, advertising, salaries, operating costs, etc.

SECURITY — NEF will provide perimeter security guard, however, exhibitor should insure his own exhibit and display materials from place of shipment to the facility and return, including the period during which materials remain in the exhibition, covering all risks (liability, fire, theft, damage, etc.)

PROTECTION OF FACILITY — Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other part of the facility hall without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and must conform with the direction of NEF, the facility manager or their assistants.

SAFETY PRECAUTIONS — All construction materials must conform to standard safety practices. Table and back wall drapes supplied by the exhibitor, together with textile or paper displays and décor must be flame proofed. No combustible decorations, such as crepe paper or tissue paper, cardboard or corrugated paper may be used at any time. All packaging containers and materials are to be moved from the floor and may not be stored under tables or behind display. Displays are subject to inspection and approval for safety by the city Fire Department. Exhibitors displaying heavy equipment must comply with any and all fuel supply codes and regulations set forth by the city Fire Department, NEF and the facility.

SOUND EQUIPMENT — Use of sound motion pictures and tape recorders will be permitted, where appropriate to a display, provided sound is maintained at not more than a "conversational" level; NEF reserves the right to restrict the exhibitor's use of sound and other devices which may interfere with the best interest of the conference as a whole.

IRREGULAR ACTIVITIES — Use of noisemakers and presentations which may be judged not in good taste, lacking in dignity, or not in keeping with the purposes of the conference are prohibited. Decisions are made by NEF. Complaints of any violations of rules and regulations are to be made promptly to NEF. Exhibitors and their personnel agree to abide by the decision and ruling of NEF. Any violation of rules and regulations by an exhibitor or their personnel and failure or refusal of such exhibitor or personnel to comply with such rules and regulations, shall be sufficient cause for NEF to ban or bar the exhibitor from the conference at any time without further notice.

EXHIBITOR SERVICE MANUAL — NEF will furnish an Exhibitor Service Manual to the exhibitor prior to the conference. This manual will include specifications for labor requirements, labor rates, electricity, lighting, water, carpeting, furniture, telephones, cleaning services, etc. This manual is to be read over carefully by the person in charge of preparing the exhibit.

SERVICE ORGANIZATION — NEF shall designate contractors to perform work at exhibitor's expense where not otherwise done by NEF pursuant to this contract. Where union personnel are required by the facility or by the contractors involved, it shall be the exhibitor's responsibility to comply with such requirements; in no event shall NEF be held responsible for the conduct of contractors or their employees. NEF assumes no responsibility for failure to perform by contractors, their charges, or any other matter relating to contractors or the facility.

BOOTHS — Each 10' x 10', 10' x 22', and 20' x 20' booth area is equipped with pipe and drape and a 2-line company ID sign. Electricity, water and compressed air are located in the Utility boxes noted on Diagram. Additional fees apply for these services. Display space does NOT include a table; furniture and carpeting can be ordered with the Show Decorator.

BOOTH DISPLAY — No display may exceed a height of 8' on the back wall or be higher than sidewall specifications, except in Non-Conforming aisles. In the 20' x 20' pavilions, no portion of the display shall block sight lines to other displays or booths. Display plans for all 20' x 20' booths must be approved in advance by Show Management.

INSTALLATION AND DISMANTLING — Specific requirements as to time for installation and dismantling of exhibits shall be set forth in the Exhibitors Service Manual supplied to each exhibitor for the particular conference for which a license has been granted. Such requirements shall be binding upon the licensees as though fully set forth herein.

ADDITIONAL REGULATIONS — NEF may from time to time promulgate such regulations as may be found in its judgment to be most practical.

LOSS OR DAMAGE — Exhibitor agrees with NEF that the conference shall not be liable for any damage or liability of any kind or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by an exhibitor or any person thereon with the consent of exhibitor, and that exhibitor will defend, indemnify and save harmless NEF from all liability whatsoever, on account of any such damage, or injury where or not caused by negligence of or breach of an obligation by exhibitor or its employees or reps.

UNIONS — It is further agreed that the exhibitor will abide and comply with rules and regulations concerning local unions having agreements with the facility or with authorized contractors employed by NEF.

MANAGEMENT — The exhibitor further agrees that conditions, rules, and regulations of NEF management are part of this contract and that said exhibitor agrees to be bound by each and all of these rules and regulations and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the conference.