



2010 NAIW TRADE SHOW CONTRACT & APPLICATION



- **CONTRACT FOR SPACE.** By submitting an application for exhibit space, the applicant releases the National Association of Insurance Women (International) from any and all liabilities to applicant, licensees, or employees that may arise or be asserted as a result of submission of an application or participation in this exhibit. NAIW determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by NAIW of the applicant's products or services, nor does rejection imply lack of merit of same. This application for space (when endorsed by NAIW with notice of space assignment) constitutes a contract for the right to use the space. Rental for space is payable with this application. No refund may be made for space that is not used or for space that is unused during part of the exhibit. Should space remain unoccupied at the opening of the exhibit, NAIW may rent or use it without obligation or refund. NAIW shall not be liable for shipping charges or any other expenses incurred by the Exhibitor as the result of transit, storage, setting up or operation of the Exhibitor's exhibit.
- **ARRANGEMENT OF EXHIBITS.** The space provided will be as shown on the floor plan insofar as possible, but NAIW reserves the right to make changes at any time in the location, size and display limits of any booth if this is in the best overall interest of the show. It shall be the responsibility of each exhibitor wanting to use low side-rails to coordinate plans with neighboring exhibitors. Exhibits may have no projection beyond the space that is allotted or which interferes with traffic to exhibits of others. Safety laws require that exhibits be kept out of or from extending into aisles.
- **USE OF EXHIBIT SPACE.** No exhibitor may sublet, assign or apportion any part of the space allotted, or represent, advertise or distribute literature for the products or services of any other firm or individual except as approved in writing by NAIW. The purposes of the exhibit are to inform and educate members regarding services and products of the exhibitors.
- **RESTRICTIONS.** NAIW reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the convention as a whole. It may forbid installation or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from the design and description given advance approval. In the event of such restrictions or evictions, NAIW is not liable for any refund of design and description given advance approval. In the event of such restrictions or evictions, NAIW is not liable for any refund of rental or other expenses. Advertising, displays, demonstrations, sales, and conferences in the interest of business are not permitted except by firms that have rented space to exhibit and have cleared plans in advance with the NAIW Convention Department.
- **CONDUCT.** Exhibitors operating sound motion picture equipment, record players, loudspeakers or any other noise-creating devices shall do so only at a level that does not interfere with other exhibitors, or NAIW may require discontinuance of their use. No undignified manner of attracting attention will be permitted. The exhibitor agrees not to sponsor group functions, such as tours, film showings, speeches or other activities in conflict with any official programmed convention event except as approved in writing by NAIW.
- **SOUVENIRS AND SAMPLES.** Distribution of souvenirs and samples is permitted provided there is no interference with other exhibits and they are distributed only from the exhibitor's booth. NAIW may withhold or withdraw permission to distribute souvenirs, advertising and any other materials it considers objectionable.
- **FIRE REGULATIONS.** Booth decorations and construction must conform to local fire regulations. Combustible or explosive materials and substances may not be used. Cloth and other flammable materials must be flameproof. Packing containers, excelsior, wrapping and similar materials must be removed from the exhibit area and not stored under tables or behind displays.
- **CARE OF PREMISES.** **ABSOLUTELY NO** part of any exhibit and **NO** signs or other materials may be posted, nailed or otherwise affixed to walls, doors, and other surfaces. Damage from failure to observe this notice is payable by the exhibitor.

- **EXHIBITOR BADGES.** Exhibit personnel **must wear** NAIW identification badges while inside the exhibition hall. Two exhibitor badges will be furnished without charge from the NAIW convention registration desk. Badges also entitle wearer(s) to attend convention general sessions and workshops as space permits. **Additional or replacement personnel badges may be purchased at \$25 each for trade show admission only and can be purchased in advance or onsite only.**
- **INSTALLATION AND REMOVAL.** The setting up of exhibits is from **10:00 am to noon on Wednesday, June 9, 2010** and must remain intact until close of exhibit at **8:00 am on Friday, June 11, 2010**. The exhibit area must be cleared by **10:00 am on Friday, June 11, 2010** unless expressly approved by NAIW.
- **LIABILITY AND INSURANCE.** NAIW will employ reputable guards and will take reasonable precautions to safeguard exhibitors' property; however, NAIW assumes no liability whatsoever for loss or damage, through any cause of goods, exhibits or other materials owned, rented or leased by the exhibitor. Exhibitor understands that neither NAIW nor the Official Contractor maintains insurance covering the Exhibitors' property and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless NAIW, the Official Contractor, the convention facility, and their respective officers, directors, agents and employees (public or other), against any and all claims arising out of or relating to the actions of the Exhibitor, its employees, agents, representatives, invitees, guests and/or those holding under said Exhibitor, whether or not caused by negligence, including, without limitation, any injury to persons or damage to property resulting from or caused by the use or occupancy of the exhibition area or participation in the Trade Show.
- **UNION LABOR.** Exhibitors are required to observe all union contracts in effect between NAIW, the official contractors, the facility and various labor organizations in accordance with city and state laws.
- **STORAGE OF PACKING CRATES AND BOXES.** Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Because of lack of storage facilities, it may be necessary to store crates outside of the building. Every effort will be made to protect the crates from the elements but neither the management nor the contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates.
- **INABILITY TO PERFORM.** If NAIW should be prevented from conducting the NAIW annual convention by any cause beyond its control, or if it cannot permit the exhibitor to occupy this space due to circumstances beyond its control, NAIW will refund to the exhibitor the amount of the rental fee paid by the exhibitor, less a proportionate share of the trade show expenses, and NAIW shall have no further obligation or liability to the exhibitor.
- **AFTER HOURS USE OF EXHIBIT SPACE.** Any exhibitor scheduling demonstrations or meetings with attendees before or after official exhibit hours on each of the exhibit days must advise the NAIW Director of Meetings in advance to make such arrangements.
- **CANCELLATION POLICY.** Booth fees for exhibits cancelled (in writing) on or **before May 1, 2010**, will be refunded in full. A 50% service fee will be levied on cancellations received between **May 2 through May 14, 2010**. **NO REFUNDS** will be issued after **May 14, 2010**.
- **INTERPRETATION AND ENFORCEMENT.** These regulations become a part of the contract between exhibitor and NAIW. NAIW has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of NAIW and all decisions shall be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract, or who, in the opinion of NAIW, conduct themselves unethically, may be dismissed from the exhibit without refund or other appeal.
- **CERTIFICATE OF INSURANCE.** Exhibitor shall, at its own expense, secure and maintain through the period of the exhibition, inclusive of the move-in and move-out days, the following insurance: comprehensive general liability providing coverage with a minimum per occurrence limit of \$1 million for bodily injury and property damage with an aggregate limit of \$2 million and automobile liability limits of \$1 million combined single limits. Exhibitors must provide NAIW(International) with a copy of its Certificate of Liability Insurance no later than May 15,2010. The certificate shall name NAIW (International) as an additional insured and shall cover occurrences on any part of the Marriott Crystal Gateway property. Failure to provide said certificate does not relieve Exhibitor of the responsibility to obtain this coverage.



We hereby apply for exhibit space at the **NAIW 69TH Annual Convention, June 9-12, 2010 at the Marriott Crystal Gateway in Arlington, V.A.**

Convention program information should read as follows:

****PLEASE PRINT****

Company Name _____

Contact Person _____

Address _____

City/ST/Zip _____

Phone _____

Fax _____

Email/Website _____

Signature _____

Special Instructions/Notes:

TYPE OF BOOTH Please check next to the type of booth you are selecting.

- Gold Seal @ \$900
(We have exhibited with NAIW for ____ years)
- CORPORATE PARTNER BOOTH***
(Complimentary booth)
- Industry booth @ \$925
(We are a first-time NAIW exhibitor)
- Non-industry booth @ \$950

NAIW Contact Information :

Amy Dane, Director of Meetings
conventions@naiw.org
 9343 E. 95th Ct. S.
 Tulsa, OK 74133

ON SITE INFORMATION:

Two badges are provided with the booth reservation, which includes admission to the general sessions and to the workshops as space permits. Each exhibitor is allowed to do one drawing for a giveaway during the Welcome Reception.

Exhibitor 1 _____
Exhibitor 2 _____

- Please check this box if exhibitors are NAIW members.
- Exhibitor will be presenting a Door Prize during the Welcome Reception
- Add 3rd Exhibitor for \$150 Exhibitor 3 will attend the Awards Luncheon
- Add 4th Exhibitor for \$150 Exhibitor 4 will attend the Awards Luncheon

Additional event tickets may each be purchased as follows:

- \$65 Welcome Reception (Thursday, June 10, 2010) Quantity _____
- \$75 Awards luncheon (Friday, June 11, 2010) Quantity _____
- \$95 Closing Night Event (Saturday, June 12, 2010) Quantity _____

We offer exhibit space on a first-come, first-served basis upon receipt of payment and signed contract by emailing conventions@naiw.org with your booth choice. Please indicate your First, Second & Third Choice in order of preference. If your three choices are not available, you will be contacted for more options.

1st Choice #: _____ 2nd Choice #: _____ 3rd Choice #: _____

****Please indicate any companies/organizations that you DO NOT want your booth to be near when exhibiting: _____***

I _____ acknowledge on behalf of my company that this application becomes a contract when signed by me and accepted by NAIW. We understand that the designated exposition decorator, drayage contractor and floor manager are recommended by NAIW. We also understand and recognize that NAIW is in no way liable for actions between the decorator, the drayage contractor, the floor manager and the exhibitors. We further understand that the rental fee per booth includes only those services as set forth by the exhibit schedule. We agree to comply with the exhibit regulations, instructions and conditions of the contract published on the reverse side of this application and with all the conditions under which facilities at the **Marriott Crystal Gateway Hotel** are provided to NAIW. The deadline for NAIW to receive this application, program description and full payment for inclusion in the official convention program is by or on **May 14, 2010.**

ENCLOSURES MUST INCLUDE:

- 50-word program description
- camera-ready logo-BY EMAIL ONLY-in a jpeg form
- signed application with payment in full

PAYMENT OPTIONS:

- MasterCard _____
- Visa _____
- American Express _____

3 Digit CVV Code (found on back of card) _____

Check _____

Account or Check # _____

Expiration Date _____

Cardholder's Name (as it appears on card) _____

Cardholder's Signature (required) _____