



NCSL INTERNATIONAL

2004 EXHIBITOR CONTRACT

Salt Lake Convention Center, Salt Lake City, UT

J u l y 1 1 - 1 5 , 2 0 0 4

COMPANY: _____ AON# _____

(As it should appear in Workshop & Symposium advertisements and on booth sign)

Hereby applies for Exhibit Space at the 2004 NCSL International Workshop & Symposium to be held at the Salt Lake Convention Center, Salt Lake City, UT. Move in will start at 8:00 am on Sunday, July 11, 2004 and the first exhibit viewing will be that evening with a reception from 7:00 – 9:00 pm. Exhibits will close Wednesday, July 14, 2004 at 2:30 pm.

			1 st Choice	2 nd Choice	3 rd Choice
Premium	10' x 10'	Booth @ \$2,000			
Prime	10' X 10'	Booth @ \$1,800			
Standard	10' x 10'	Booth @ \$1,600			

Note: \$200.00 discount per booth if paid in full prior to January 30, 2004.

Correspondence to your Company regarding exhibiting should be sent to:

Company (if different than above): _____

Street: _____

City: _____ State: _____ Zip+4: _____

Attention (Name of Contact at your Company): _____

Telephone: _____ Ext.: _____ Fax: _____

E-mail: _____ URL: _____

Company's product lines: _____

Request that space assignment near the following potential Exhibitor be avoided, if possible:

Booth price includes 8' high backdrop drapery, 3' high side drapes, up to 10 amperes of 115 volt power, and sign with company name. All additional furniture/Power need to be ordered through:

Convention Services of the Southwest, Inc.
1239 -A Bellamah NW, Albuquerque, New Mexico 87104,
Tel: (505) 243-9889, Fax: (505) 243-8197, Email: ncslesr@cssabq.com.

The undersigned commits this company to comply with the Exhibiting Terms and Conditions for 2004.

Applicants Name (Print): _____ Signature: _____ Date: _____

Mail or Fax applications to: NCSL International Exhibit Sales
1800 30th Street, Suite 305B, Boulder CO 80301-1026
Tel: (303) 440-3339 Fax: (303) 440-3384 E-mail: exhibits@ncsli.org



NCSL International Exhibitor Contract

Terms and Conditions for 2004

1. Contract

This **contract**, properly executed by the Applicant (Exhibitor) and NCSL International, shall upon acceptance and notification of booth assignment by NCSL International Management, constitute a valid binding **contract**.

- ◆ **Installation and Dismantling** – The Conference Exhibit Hall will be available for setting up from 8 a.m. to 5:00 p.m. on Sunday, July 11, 2004. All exhibitors are committed to delay dismantling until 2:30 p.m. with completion before midnight Wednesday, July 14, 2004.
- ◆ **Dates and Hours of Exhibiting** – Exhibit Hall Hours will be Sunday, July 11, 2004 from 7:00 p.m. until 9:00 p.m. during the Reception; Monday, through Tuesday (July 12 – 13, 2003) from 8:00 a.m. until 5:00 p.m.; and Wednesday, July 14, 2004 from 8:00 p.m. until 2:30 p.m.

2. Assignment of Space

NCSL International maintains an Assignment Order Number (AON) list based on continuity and extent of exhibit participation by an NCSL International Exhibitor. The initial assignment of space at the Workshop and Symposium for the following year will be based on this AON as well as type and size of space requested. After the initial assignment, spaces shall be assigned on the type of space and date requested.

Reservations for space shall only be valid if the exhibitor maintains the minimum payment schedule stipulated in paragraph 6. Payment Schedule & Requirements. After the contract and payment in full is received by NCSL International, the space and location may not be changed, transferred or canceled without a written request and subsequent concurrence by NCSL International Management.

3. Exhibit Space Rates & Services

10' x 10' booth	\$2,000.00 (premium locations)
10' x 10' booth	\$1,800.00 (premium locations)
10' x 10' booth	\$1,600.00 (standard locations)

Booth height may not exceed 12' without pre-approval from NCSLI

Note: \$200.00 discount per booth if **paid in full** prior to January 30, 2004. extend to Jan 30th because budgets get release Jan 1st

Booth price includes:

1. 8' high backdrop drapery
2. 3' high side drapes
3. Single outlet up to 10 amperes of 115 volt power
4. Signage with company name
5. *One full registration
6. **Two "Exhibitor Only" badges

*One (1) full registration per booth. This entitles the registered person to attend all technical sessions, the banquet, four (4) luncheons as well as the Reception, and they will receive a complete registration packet, a copy of the proceedings, and a mailing/telephone roster of all the attendees.

** Two (2) "Exhibit Only" badges for those working the booth but not otherwise participating. Additional "Exhibit Only" badges may also be purchased for \$ 75 each. Use the exhibitor registration form to register these individuals as well.



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Note: Additional "full" registrations may be purchased at the NCSL International Member or Non-Member rate using the exhibitor registration form that will be sent to your organization by NCSL International.

The exhibit hall aisles will be carpeted and NCSL International will provide Security and Janitorial services. (The latter only includes cleaning the aisles and emptying wastebaskets).

4. Additional Power/Furniture/Services

- ◆ Additional furniture, services, etc. must be ordered directly from the Decorator/Drayage Company at their published prices.
- ◆ Additional power must be ordered directly from the convention center at their published prices.

5. Decorator and Drayage Services

NCSL International has contracted with Convention Services of the Southwest, Inc., 1239 -A Bellamah NW, Albuquerque, New Mexico 87104, Tel: (505) 243-9889, Fax: (505) 243-8197, Email: ncslesr@cssabq.com.

Special furniture and/or cleaning for booths should be contracted for with Convention Services of the Southwest, Inc. as well as last minute orders. Each exhibitor must make their own arrangements with this firm for any shipping and storage requirements associated with their exhibiting at the Conference.

6. Payment Schedule & Requirements

All transactions are in U.S. Dollars.

A. Contracts received prior to January 30, 2004:

- ◆ A 50% deposit is due January 30, 2004 to confirm the space with the balance due prior to March 8, 2004.
- ◆ \$200 discount per booth if paid in full by January 30, 2004
- ◆ Late fee of \$200 per booth space for all payments received after March 8, 2004

B.. Contracts received between March 8 to June 13, 2004

- Full payment is due within 60 days of date on signed contract.

C.. Contracts received after June 13, 2004:

- ◆ Full payment is due with the signed contract.

Failure to comply with the payment schedule may result in the loss of the space selected. Exceptions must be negotiated with NCSL International Exhibit Management.

7. Cancellation

In the event of a cancellation by an exhibitor, an assessment shall be charged as follows:

Prior to December 5, 2003	Full Refund
Prior to March 8, 2004 5:00 PM MST	50% Refund of total booth space fees
After March 8, 2004	No Refund

It is understood that NCSL International has the right to reassign or re-sell the space regardless of fees assessed. Also, that the exhibitor will normally lose his AON status for future exhibit privileges.



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In the event that the premises in which the NCSL International was to be conducted shall become, in the sole discretion of the NCSL International, unfit for occupancy, or has been substantially interfered with by reason of any cause or causes not reasonably within the control of NCSL International, this agreement may be terminated by the NCSL International. For this purpose the term "cause or causes" shall include but not by way of any limitation, fire, flood, epidemic, earthquake, explosion or accident blockage, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, riot or civil disturbance, strike, lockout, boycott or other labor disturbance, inability to secure sufficient labor, failure, impairment or lack of adequate transportation, requisition or commandeering of necessary supplies or equipment by local, state, or federal law, ordinance, rule, order or decree or regulation, legislative, executive or judicial, and whether constitutional or an act of God.

Should NCSL International terminate this agreement pursuant to the provisions of this paragraph, the exhibitor waives any and all claims for damages and agrees that NCSL International may, after computing the total amount refundable to all exhibitors (the amount by which the total amount of fees paid by all exhibitors exceeds the total amount of NCSL International's costs and expenses in connection with the preparation for conducting the show, including reasonable reserve for claims and other contingencies), refund to the Exhibitor, as and for complete settlement and discharge of all said Exhibitor's claims and demands.

8. Liability

The exhibitor indemnifies and agrees to hold harmless the NCSL International, the Tampa Convention Center, their offices, directors, partners, members, employees and agents, from and against any action, losses, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to exhibitors, his agents, representatives, employees by reason on the exhibitors occupancy or use of the exhibition facilities.

9. Demonstrations

NCSL International recognizes that the Workshop and Symposium is an ideal time to show new and unannounced products to a large number of prospective customers. It is the desire of NCSL International that this type of activity be confined to the exhibit booth in order not to violate fire and safety regulations set by the Fire Marshall and not disturb the neighboring exhibitors. If the demonstration cannot be accomplished in the exhibit booth, it shall be scheduled so as not to conflict with any NCSL International scheduled activity. Signage advertising the separate demonstration shall be displayed only within the exhibitor's booth in the NCSL International Exhibit area.

10. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinance, regulations, and codes of duly authorized local, City, State and Federal governing bodies concerning fire safety and health, together with the rules and regulations of the management of the Tampa Convention Center.

11. Unions

It is further agreed that the Exhibitor will abide by, and comply with, rules and regulations concerning local unions having agreements with the show facility and/or authorized contractors employed by NCSL International.

Exhibit Hall Salt Palace, Salt Lake City 2004

