



## EXHIBITOR BOOTH APPLICATION & CONTRACT

### GENERAL INFORMATION

The person listed below will receive all show materials including the exhibitor service kit.  
**PLEASE KEEP ONE COPY for your records.**

### SECTION A - FIRM SUBMITTING APPLICATION

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact E-mail\*: \_\_\_\_\_

Physical address, if different from mailing address: \_\_\_\_\_  
(\*Required to receive all related correspondence, including the exhibitor service kit, booth confirmation, and registration material.)

### SECTION B - IDENTIFICATION SIGN/LBM EXPO SHOW GUIDE

Please include company information as you would like it to appear in LBM Expo promotional materials.

Company Name: \_\_\_\_\_

URL: www. \_\_\_\_\_ Phone Number: \_\_\_\_\_

### SECTION C - FREE PROMOTIONAL OPPORTUNITIES (NRLA staff will contact you for details.)

I am interested in:  In-Booth Demonstration or Activity  Displaying a Featured Product  Offering a Show Special  
 Student Industry Recruitment Job Fair  Sponsorship

### SECTION D - REQUEST FOR EXHIBIT SPACE

**Desired Booth Space:** (We strongly recommend you select six different booth choices.)

If you are interested in combining smaller booths into a single booth, please contact Donna Berger at dberger@nrla.org or 518-880-6342.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Choice 1	Choice 2	Choice 3	Choice 4	Choice 5	Choice 6

#### Booth Rates:

Booth Number; Width x Length = Total Size x Price per sq. ft. (**\$31 member/\$37 non-member**) = Total

Corner Booth Fee\* x **\$100 member/\$200 non-member** = Per Corner Total Dimension + Total Corner Booth Fee = Grand Total

**Example:** Booth Number 100; 10 x 10 = 100 x \$31 = \$3,100 + \$100 = \$3,200

#### Dimensions:

<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Width		Length		Total Size		Price/sq. ft.		Total

#### Corner Booth Fees:

<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Quantity		\$100 (M)/\$200 (NM)		Total

#### Grand Total:

<input type="text"/>
(Total Dimension + Corner Booth Fee)

**For office use only:** Company ID#: \_\_\_\_\_ Points: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Contact ID#: \_\_\_\_\_ Member: \_\_\_\_\_ Non-Member: \_\_\_\_\_

**NORTHEASTERN RETAIL LUMBER ASSOCIATION (NRLA) AND EXHIBITOR AGREE AS FOLLOWS:**

- I, the undersigned, hereby make application for exhibit space at the convention and exposition and request the exhibit space locations in order of preference (as outlined in Section C). I understand that the NRLA reserves the right, at any time, to adjust the exhibit floor layout to provide an appealing and successful convention.
- I understand placement will be based on the exhibitor point system. I have read the detailed explanation of the point system at lbmexpo.com.
- My application and 50% deposit for Dec. 9-11 at the Rhode Island Convention Center, Providence are enclosed, to be received at NRLA by **Thursday, April 16, 2020**. I understand that if the space indicated above cannot be assigned, show management will assign space. No space assignments will be made unless application is submitted with the 50% deposit or payment in full. **Tuesday, June 16, 2020** is the deadline for remittance of payment in full. I will not be invoiced separately for the booth balance. NO REFUNDS will be issued for cancellations after **Tuesday, June 16, 2020**.
- This company meets the eligibility requirements set forth within and is in agreement with the terms above, the guidelines listed on lbmexpo.com, and the terms and conditions appearing with this application and contract displayed in rules and regulations.

**Name (printed):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**METHOD OF PAYMENT: (Check One)** (You must fax or mail a credit card number. We cannot accept information via email or phone.)

**Check or Money Order** (payable to NRLA) **Check in the amount of:** \_\_\_\_\_ **Check number:** \_\_\_\_\_

Booths will not be placed without a 50% deposit check (Full payment due by **Tuesday, June 16, 2020**).

**Credit Card:**  VISA  MasterCard  AMEX  Discover **Payment Amount** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Security Code #:** \_\_\_\_\_ (A code either on the front of AMEX card (four digits) or in the signature box on MasterCard, VISA, or Discover (three digits).)

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exhibitors with unpaid balances will not be permitted on the show floor.**

**Please mail or fax form with payment to the NRLA, Attn: Julianna Rauf, 585 N. Greenbush Rd., Rensselaer, NY 12144 or fax to 518-286-1755.**

**SECTION D - PRODUCTS/SERVICES TO BE DISPLAYED**

Please mark the three categories you wish to be listed under. LIMIT (5) FIVE CATEGORIES PER COMPANY (if you choose more than five, the first five will be used). Your company will be listed in the LBM Expo Show Guide under each selected category, as well as in the alphabetical exhibitor listing. Written Products/Services will not be accepted.

- |  |   |  |
|--|---|--|
| <input type="radio"/> Adhesives & Tapes                    | <input type="radio"/> Gazebo, Pergolas, & Arbors              | <input type="radio"/> Plastic Products & Materials     |
| <input type="radio"/> Aluminum Products                    | <input type="radio"/> Gutter Protection                       | <input type="radio"/> Plywood Products                 |
| <input type="radio"/> Awnings & Canopies                   | <input type="radio"/> Hardware                                | <input type="radio"/> Pre-cast Concrete                |
| <input type="radio"/> Baths or Bathrooms                   | <input type="radio"/> Insulation & Housewraps                 | <input type="radio"/> Promotional Products             |
| <input type="radio"/> Building Automation                  | <input type="radio"/> Insurance                               | <input type="radio"/> Publications                     |
| <input type="radio"/> Building Materials                   | <input type="radio"/> Kitchen Accessories                     | <input type="radio"/> Ridge, Roof & Soffit Ventilation |
| <input type="radio"/> Cabinets                             | <input type="radio"/> Kitchens                                | <input type="radio"/> Roof Truss System                |
| <input type="radio"/> Caulks & Sealants                    | <input type="radio"/> Lighting, Fans, & Electricity           | <input type="radio"/> Roofing                          |
| <input type="radio"/> Ceiling Products                     | <input type="radio"/> Locks & Lock Sets                       | <input type="radio"/> Siding                           |
| <input type="radio"/> Computer Hardware & Software Systems | <input type="radio"/> Lumber & Wood Products                  | <input type="radio"/> Skylights & Roof Windows         |
| <input type="radio"/> Concrete Masonry                     | <input type="radio"/> Machinery                               | <input type="radio"/> Spindles, Post & Columns         |
| <input type="radio"/> Copper & Lead Rolls                  | <input type="radio"/> Mantels                                 | <input type="radio"/> Stairs & Stair Systems           |
| <input type="radio"/> Countertops                          | <input type="radio"/> Material Handling Equipment - Cranes    | <input type="radio"/> Steel & Poly Strapping           |
| <input type="radio"/> Decks                                | <input type="radio"/> Material Handling Equipment - Forklifts | <input type="radio"/> Storage & Shelving               |
| <input type="radio"/> Decorative Items                     | <input type="radio"/> Material Handling Equipment - Vehicles  | <input type="radio"/> Stretch Wrap                     |
| <input type="radio"/> DIY Products                         | <input type="radio"/> Metal & Steel                           | <input type="radio"/> Tools, Hand and Instruments      |
| <input type="radio"/> Door Accessories                     | <input type="radio"/> Millwork                                | <input type="radio"/> Tools, Power                     |
| <input type="radio"/> Doors                                | <input type="radio"/> Mold & Moisture Control                 | <input type="radio"/> Trade Associations               |
| <input type="radio"/> E-Commerce                           | <input type="radio"/> Molding & Wall Trim                     | <input type="radio"/> Transportation Management        |
| <input type="radio"/> Education                            | <input type="radio"/> NRLA Endorsed Vendor                    | <input type="radio"/> Vinyl Products                   |
| <input type="radio"/> Engineered Wood Products             | <input type="radio"/> Nails, Screws & Fasteners               | <input type="radio"/> Wallboard                        |
| <input type="radio"/> Estimating Software                  | <input type="radio"/> Numbers & Letters                       | <input type="radio"/> Weatherproofing                  |
| <input type="radio"/> Fencing & Railing                    | <input type="radio"/> Paints & Coatings                       | <input type="radio"/> Web Site Development             |
| <input type="radio"/> Financial Services                   | <input type="radio"/> Paneling                                | <input type="radio"/> Window Hardware                  |
| <input type="radio"/> Flashing                             | <input type="radio"/> Panelized Homes, Pre-fab                | <input type="radio"/> Windows & Window Frames          |
| <input type="radio"/> Flooring & Floor Coverings           | <input type="radio"/> Homes, & Foldable Homes                 | <input type="radio"/> Wood Burning Stoves              |

**For office use only:** Company ID#: \_\_\_\_\_ Points: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Contact ID#: \_\_\_\_\_ Member: \_\_\_\_\_ Non-Member: \_\_\_\_\_

## OFFICIAL RULES & REGULATIONS

1. Exhibitor agrees to pay for any labor service, electrical outlets, telephone service or any other services, which may be required and/or ordered in conjunction with exhibitor's display.
2. Dispensing or serving beverages or food from the booth must be approved by the NRLA and must be purchased from the official caterer at the Rhode Island Convention Center.  
**Dispensing of alcoholic beverages is prohibited.**
3. A standard sign with exhibitor's name and booth number will be furnished by the NRLA. However, exhibitor agrees to produce and pay for any additional signs desired, as well as pay any charges incurred in connection with the installation/dismantle of such sign. No signs or placards should be posted in exhibitor's space or in any other part of said Convention Center by means of tacks, tape, nails or pins to the walls, doors, or woodwork of said Convention Center.
4. All 20x20 and larger exhibitors must be present in the exhibit hall for set up by **2 p.m. EST on Monday, Dec. 7, 2020. No exhibitor may display outside the perimeters of contracted booth space.**
5. NRLA cannot guarantee that companies exhibiting similar products or a competitor will not be located in a nearby or adjoining booth space.
6. Any non-employee of an exhibiting company in possession of or displaying an exhibitor badge on the Convention floor or at any event taking place in conjunction with the Convention will be removed from the premises. This violation will result in charging the individual the highest badge rate.
7. Direct selling by Exhibitors to Contractors or Builders on the exhibit floor or at any event taking place in conjunction with the Convention is prohibited. Violation of this provision will result in the immediate removal of the Exhibitor's booth and its personnel for the remainder of the Convention and denial of exhibition privileges at the upcoming NRLA Convention & Exhibition (LBM Expo).
8. All or any part of the space herein above designated is subject to reassignment and rearrangement by the NRLA for the purpose of consolidation of display space for any reason. Judgment by the NRLA with respect to such reassignment or rearrangement of space shall be final, although the total square footage occupied by exhibitor resulting therefrom shall not be reduced or increased substantially without the consent of exhibitor, and if so a reduction or increase in the amount of rental payable shall be appropriately adjusted.
9. NRLA hereby reserves the right to eject and remove an exhibitor or its exhibit without notice for violation of any of the terms of this agreement without NRLA being deemed guilty of trespassing in any manner whatsoever, in which case the rental specified herein shall be retained by NRLA as liquidated damages. Exhibitor agrees to such additional rules and regulations as NRLA may deem necessary for the proper conduct of the Exhibition.

### SOUND AND LIGHTING

Sound and lighting may not interfere with your neighbor's ability to conduct business. Sound and lighting applications must be appropriate to the size of the booth and not exceed IAEM guidelines, i.e. not more than 80-90 decibels from center aisle and no obstructive and continuous flashing bulbs. No live music performances or use of recorded music will be permitted unless the Exhibitor can demonstrate that it has obtained the requisite copyright license from ASCAP, BMI, and other appropriate organizations.

### INSTALLING AND DISMANTLING EXHIBITS

Shipments: Exhibitors must abide by all rules and guidelines of the Official Exhibition Service Contractor. All guidelines are clearly stated in the Exhibitor Services Manual. All services provided to the exhibitor by the Official Service Contractor must be paid in full prior to the close of the show.

**Dismantling of exhibits before official show closing will result in a denial of exhibition privileges at the upcoming NRLA Convention & Exhibition (LBM Expo) as well as forfeiture of points for the year.**

### PAYMENT SCHEDULE AND CANCELLATION POLICY

1. Payment of space contracted under this agreement shall be as follows: (a) **50% deposit due April 16, 2020;** (b) balance due on **Tuesday, June 16, 2020.** If payments are not made by Exhibitor as required by this paragraph, NRLA may, at its option, terminate this agreement without notice, or consider Exhibitor last priority when assigning booth placement, or if space has been assigned to Exhibitor, reassign Exhibitor to different space. (NRLA will, at the very least, take a reduction in points used for preferential placement.)  
**Checks should be made payable to the NRLA. All payments must be made in U.S. currency.**
2. If an Exhibitor has made a deposit or fully paid for space but notifies NRLA in writing, prior to **Friday, June 16, 2020,** of its intention not to exhibit, the NRLA may use the space as it sees fit, without obligation to re-rent the space or refund Exhibitor's payment. In the event that NRLA attempts to rent some or all of the space and succeeds in doing so, the original Exhibitor will receive a refund for whatever part of the space was re-rented, minus a 30% processing fee. **NO REFUNDS WILL BE MADE FOR CANCELLATIONS MADE AFTER 4:59 p.m. EST, Friday, June 16, 2020, EVEN IF THE SPACE IS THEREAFTER RENTED TO ANOTHER EXHIBITOR. IF EXHIBITOR CONTRACTS FOR BOTH SHOWS THEN FAILS TO EXHIBIT AT ONE OR THE OTHER, THEY WILL BE CHARGED FOR THE DIFFERENCE IN SQ. FT. PRICING AT THE PREVAILING RATE.**

### NO SHOW POLICY

If an exhibitor has fully paid for space and fails to notify the NRLA of its intention to not exhibit by **Friday, Nov. 27, 2020** and/or not present by **Tuesday, Dec. 8, 2020 by 1 p.m.,** the NRLA reserves the right to charge the contracted exhibiting company for any services, which may be required and/or ordered to adjust the exhibit space to provide an appealing and successful convention.

### SUBLETTING SPACE

It is agreed by the parties hereto that the license contracted for by Exhibitor cannot be assigned by the Exhibitor to any other party.

### DESTRUCTION OR DAMAGE/CONVENTION CENTER

It is specifically understood and agreed by the parties hereto that should the Rhode Island Convention Center become destroyed or damaged as to render unfit for purposes mentioned herein, then this agreement shall be void as to both parties.

### INDEMNITY

Any loss, damage or injury, which may occur to any person or property as a result of any negligent act by the Exhibitor, its representatives, agents, employees, or contractors, shall be the responsibility of the Exhibitor. Exhibitor shall indemnify, defend and hold harmless NRLA, its officers, directors, employees, agents, and each of them, and the Rhode Island Convention Center from any and all claims made as a result of the negligent acts of Exhibitor, its officers, directors, employees, agents, or contractors. The terms of this provision shall survive the termination or expiration of this Agreement. Neither the NRLA nor the Rhode Island Convention Center shall be responsible for any loss, damage or injury which may occur to Exhibitor, its property, or its representatives, agents or employees unless such loss, damage or injury is caused by the negligent acts of the NRLA or the Rhode Island Convention Center.

### INSURANCE

All property of the Exhibitor is understood to remain under its custody and control, in transit to or from or within the confines of the Rhode Island Convention Center, subject to the rules and regulations of the Exposition. Exhibitor agrees to carry liability insurance against injury to the person and property of others in the amount of at least \$2,000,000 and shall name the NRLA and the Rhode Island Convention Center as additional insureds on such insurance policy(ies). Exhibitor shall provide NRLA with certificates evidencing such insurance coverage.

### APPLICABLE LAWS

The rights, duties, and obligations of the parties, and the validity, interpretation, performance, and legal effect of the Agreement shall be governed and determined by the laws of the State of New York.

### SEVERABILITY

Any terms, clauses or condition which is subsequently adjudged invalid or illegal shall be stricken from these Rules and Regulations as never included and all remaining valid and legal conditions, clauses, and terms will thereupon comprise these Terms and Conditions.

### FORCE MAJEURE

Should any circumstance beyond the control of, and not the fault of, NRLA prevent or materially affect the NRLA Convention & Exhibition from being held as scheduled, or the exhibit space not being available for use herein specified due to war, governmental action or order, act of God, fire, strikes, labor disputes or any other cause beyond the control of NRLA, this Agreement shall immediately terminate and no fees shall be returned.

### AMERICANS WITH DISABILITIES ACT

Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations and guidelines (collectively "ADA"). Exhibitor shall indemnify, defend and hold harmless NRLA, its directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.

### CONDUCT OF EXHIBITORS/DRESS OF ATTENDANTS

Exhibitors shall be appropriately dressed in business attire. Costumes not regularly associated with the business and professional character of the meeting and exhibition must have the approval of NRLA.

NRLA reserves the right to reject or prohibit any exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalogue, or souvenir, that, in its opinion, is not suitable to and in keeping with the character of the exhibition. NRLA reserves the right without notice and with no liability whatsoever for damages or loss, for inconvenience, or business interference, to close down, disassemble, dispose of, store or clear away from the premises, or to order such work to be done at the expense of the exhibitor, any exhibit display material, goods, property, or merchandise of any exhibitor who fails to comply with any of the terms set forth in these Rules and Regulations.

These Rules and Regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and NRLA. All matters and questions not covered by these regulations are subject to the decisions of management. These exhibit regulations may be modified and/or amended by NRLA at its discretion.

Violations of any of these Rules and Regulations on the part of Exhibitor, its employees or agents shall, at the option of NRLA, constitute cause NRLA to terminate this Agreement, expel Exhibitor from the show, and Exhibitor shall forfeit all fees paid NRLA.

## EXHIBITOR FUNCTION ROOM REQUEST

### FUNCTION ROOM REQUEST EXHIBITING NRLA MEMBERS ONLY

Function Rooms will only be available on a first-come first-served basis to exhibiting companies that are members in good standing.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website: \_\_\_\_\_ Booth Number of Exhibiting Company: \_\_\_\_\_

#### Date(s) Requested:

Tuesday, Dec. 8, 2020       Wednesday, Dec. 9, 2020       Thursday, Dec. 10, 2020

#### Rooms are available at the Rhode Island Convention Center.

Rooms should hold \_\_\_\_\_ people for a:  Conference-style meeting     Classroom-style meeting     Reception

#### Prices:

1/2 Day Rental - \$400       1 p.m. - 5 p.m.       8 a.m. - 12 p.m.       Full Day Rental - \$600  
 Evening Rental - \$600 (after 5 p.m.)       24-hr. Rental - \$800

Rooms will not be assigned or confirmed until full payment is received.

#### Regulations governing the use of function rooms

Use of rooms in the Rhode Island Convention Center are limited to hours that the Convention Center is open. We agree to pay NRLA the rental fee designated above per day/evening. No agreement forms will be accepted without full payment. No products or freestanding displays of any kind will be allowed. Any charges incurred for food, beverage, rental of equipment, furniture, etc. are to be paid by the undersigned. Any damages that may occur while the room is in use by the undersigned will be the responsibility of the undersigned. Assignment of rooms will be done on a first-come, first-served basis from the inventory of unoccupied rooms after the convention program schedule has been finalized. NRLA reserves the right to reassign rooms based on the needs of the convention. Payment is due in full with reservation form.

I agree to the above stated regulations:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### METHOD OF PAYMENT: (Check One) (You must fax or mail in credit card information. We cannot accept information via email or phone.)

**Check or Money Order** (payable to NRLA) **Check in the amount of:** \_\_\_\_\_ **Check number:** \_\_\_\_\_

**Credit Card:**  VISA  MasterCard  Amex  Discover Payment Amount \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **Security Code #:** \_\_\_\_\_

(A three digit code either on the front of AMEX card or in the signature box on MasterCard, VISA, or Discover.)

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please fax or mail form with payment to the NRLA, Attn: Julianna Rauf, 585 N. Greenbush Rd., Rensselaer, NY 12144 or fax to 518-286-1755.

**For office use only:** Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Room: \_\_\_\_\_