

# Application & Contract for Exhibit Space

**Exhibit Facility:** Huntington Convention Center of Cleveland | Cleveland, OH

**Applicant** (Please type or print clearly)

This is your authorization to reserve an exhibit space at SUR/FIN 2018, the Annual Conference and Exhibition of the National Association for Surface Finishing. Signator agrees to convey all rules and regulation herein and subsequently received to the parties responsible for installing and maintaining the exhibit.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
P.O. Box

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

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

\_\_\_\_\_  
Print Name

**Note: No exhibitor may assign, sublet or share his/her space. Only the sign of the exhibitor whose name appears upon this Application and Contract may be placed in the booth or in any printed list of exhibitors.**

*A copy of this contract will be returned for your files.*

**Rates: NASF Members are Assigned First!**

**EARLY MEMBER RATE:** \$25.00 per square foot  
 Members will be assigned based on priority number if contract and 50% deposit are received on or **BEFORE AUGUST 15, 2017.**

**MEMBER RATE:** \$27.00 per square foot  
 Members will be assigned on a first-come, first-served basis if contract and 50% deposit are received **AFTER AUGUST 15, 2017.**

**NON-MEMBER Rate:** \$38.00 per square foot  
 Non-members will be assigned based on priority number (after members have been assigned) if contract and 50% deposit is received **ON OR BEFORE AUGUST 15, 2017.** After this date, booth assignments will be made on a first-come, first-served basis.

**FINAL 50% DUE MARCH 15, 2018.**  
*Unless otherwise noted, if you've supplied a credit card for the deposit, the final payment will be charged*

**IMPORTANT! NASF Membership dues must be received by March 15, 2018 in order to receive the member rates. If we have not received your dues, your credit card (if provided) will be charged.**



**Mail this application to:**  
 NASF SUR/FIN®  
 1800 M Street, Suite 400 S  
 Washington, DC 20036  
**Phone:** 302-436-5616 **FAX:** 202-530-0659  
**Email:** cclark@nasf.org

**Our choice of booths is as follows:**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_  
 3<sup>rd</sup> Choice: \_\_\_\_\_ 4<sup>th</sup> Choice: \_\_\_\_\_  
 5<sup>th</sup> Choice: \_\_\_\_\_ 6<sup>th</sup> Choice: \_\_\_\_\_  
 7<sup>th</sup> Choice: \_\_\_\_\_ 8<sup>th</sup> Choice: \_\_\_\_\_

**We agree to exhibit the following products or services:**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**We prefer to be NEAR the following companies:**

\_\_\_\_\_  
 \_\_\_\_\_

**We prefer to be AWAY from the following companies:**

\_\_\_\_\_  
 \_\_\_\_\_

**Payment Options:**

Check (Payable to NASF) #: \_\_\_\_\_  
*Funds must be in U.S. currency drawn on a U.S. bank or credit cards only.*

Type of Card:  American Express  MasterCard  VISA

Card #: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Do Not Write Below:**

Booth(s): _____
Total price of booth(s): _____ Paid with contract: _____
Ck. #: _____ Date: _____
Bal.Due: _____ On: _____
Paid in Full: _____
Ck. #: _____ Date: _____
Accepted for SUR/FIN® 2018 Exhibit By: _____ <div style="text-align: right;">Exhibit Manager</div>
Date: _____

# General Rules and Regulations

Exhibits and Exhibitors are subject to the following regulations. "Management" means the Exhibit of the National Association for Surface Finishing and its service contractor.

## I. Contract for Space

This application, properly executed by Exhibitor, shall upon written acceptance and notification of space assigned by Management, be a valid and binding contract. Management may refuse any exhibit which, in its sole discretion, may detract from the exhibition. Management's assignment of space is final and its acceptance of Exhibitor's offer to occupy space. After assignment, space location may not be changed without Management's prior written approval.

## II. Use of Exhibit Space

Exhibits may not project beyond allotted space or interfere with the lighting or space of others. Aisles must be kept clear of exhibits, and Exhibitors may not interfere with free flow of traffic.

No exhibitor may assign, sublet, or share all or part of his/her space with other Exhibitors. Exhibitors may present only products and services they officially represent, and shall not have other companies' representatives in said space.

Demonstrations or related activities must be confined to Exhibitor's assigned space, as must distribution of circulars, catalogs, folders, promotion materials or devices. None of these may be distributed in aisles, meeting rooms, registration area or other rooms or areas of the Exhibit or Conference.

Videotaping within the exhibit hall or videotaping or recording of any conferences or seminars is prohibited.

Exhibits with public address systems, sound movies or slides, radios, record or tape players, musical instruments or noise-making devices are subject to Management regulation and must be conducted or arranged so noise will not annoy or disturb adjacent Exhibitors.

Management may restrict, reject, eject or prohibit any exhibit, in whole or part, which because of sound, appearance, distribution materials, personal conduct, or anything Management rules is objectionable, detracts from the exhibition or does not meet Society standards. In enforcing these regulations, management is not liable for refunds of space rental or other expenses incurred by Exhibitor.

## III. Installation and Removal of Exhibits

All exhibits must be fully installed and operation at opening hour of first day of Exhibit and remain installed until closing hour of last day. Exhibitor shall not dismantle or start packing before closing time. No exhibit will be erected or removed during hours Exhibit is open.

## IV. SUR/FIN Booth Cancellation Policy

All refund requests for cancellations (including downsizing of booths) must be in writing and received by NASF by the dates noted below. Refunds of any deposits made will be allowed per the following schedule for each 10 x 10 booth contracted.

- Refundable, Less 25% per 100 sq. ft contracted up to September 30, 2017.
- Refundable, Less 50% per 100 sq. ft contracted for cancellations received between October 31, 2017 - March 31, 2018.
- Non-refundable for any cancellations received after March 31, 2018, unless NASF can sell the vacated space (i.e. sold out show), at which point a 50% refund of the deposit may be possible.

## V. Liability

Neither Management, its subcontractors nor hotel or exhibit facility or their officers, employees or representatives is responsible for loss, damage or injury to Exhibitor or Exhibitor's employees or property from any cause, before, during or after period covered by this contract. Exhibitor, on signing this contract, releases Management, its subcontractors and Hotel and exhibit facility, their officers, employees and representatives from, and agrees to indemnify same against, any claims for loss, damage or injury.

Exhibitor assumes responsibility for accident, injury or property damage to any person visiting his exhibit, where such accident, injury or damage is caused by negligence of Exhibitor, his employees or agents. Exhibitors insuring exhibits, materials, and/or personnel do so at their own expense.

Management is not liable for nonfulfillment of commitment for delivery of space due to exhibition premises being damaged, destroyed, or rendered unusable by fire, accident, act of God, or public enemy, strike, authority of law, or any other cause. If exhibition cannot be held or space delivered for that purpose, Management's sole liability is to reimburse Exhibitor, less any costs or charges paid or incurred by Management for advertising, administration and similar purposes.

## VI. Protection of Hotel or Exhibit Facility Property

Use of screws, bolts, nails, staples, tacks, pins, tape or other items that may deface or damage floors, walls, ceilings, doors, or other Hotel or exhibit facility property is prohibited. Exhibitors must repair damage at their own expense.

## VII. Fire Precautions

All materials in exhibition must be flameproofed to Fire Department regulations. Crepe or corrugated paper, flameproofed or otherwise, is not permitted. Excelsior or shredded paper is not to be used in packing. Cartons, crates, or other wrappings must be removed from exhibit area after unpacking, and returned for packing and removal immediately at close of exhibition. Electrical equipment and illuminated display booths must conform to local electrical code.

## VIII. Booth Specifications

Standard booth equipment furnished will include 8' high backwall and 36" high siderail dividers of free-standing, interlocking, tubular aluminum framework, from which flame-proofed draperies will be suspended. Signs or objects suspended from the framework may not exceed 50 lbs. A booth identification sign will be provided.

## Exhibit Limitations

In the following, "Exhibit" is the temporary display structure and "product" is the item manufactured or sold by the exhibiting company. Exhibit limitations apply to exhibit structure, but not to the Exhibitor's product in its normal configuration. Contact Show Manager if there are any questions.

A. Single or in-line multiple booths—Exhibit fixtures, components and identification signs may not exceed 8'3" (2.5 meters big) in height and portions above 4' in height may not extend more than 5' out from the back line of the booth space.

B. Island Booths (aisle on four sides) 20' x 20' or larger. Structures may not exceed 16' in height for all components unless written approval is obtained from Show Management. Note: 20' x 8' backwalls are discouraged. All hanging signs in aisle booths must conform to the booth height limitation of 16' unless written approval is obtained from Show Management. We will require proof of structural integrity of signs, towers and multi-level displays.

C. Perimeter wall booths (single or in-line multiple booths located on the outer-perimeter wall of the exhibit floor)—Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12' (3.66m) in perimeter-wall booths. Portions above 4' in height may not extend more than 5' out from the back line of the booths space. Any exposed unfinished portion of the exhibit must be acceptably covered. All booths must be carpeted or covered with suitable flooring material.

D. Peninsula Booths: Backwall height exceeding 8'3" must be limited to the center 50% of the booth. Any exhibit items exceeding 4' must be placed in the center 50% of the booth.

Note: The intent of these regulations relating to exhibit construction is to provide each exhibitor a reasonable sightline from the aisle to create a uniform and professional-looking display, and to permit all Exhibitors maximum use of floor space for which they have contracted.

All spaces are as shown on floor plan and dimensions are believed accurate, but are only warranted to be approximate.

## IX. Attire

All exhibitor personnel and their contractors must wear appropriate apparel at all times. This requirement prohibits, among other items, bathing suits, thongs, lingerie, excessively short skirts, painted bodies and transparent apparel or any other apparel not appropriate. Show Management reserves the right to make determinations on appropriate apparel. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with Show Management.

Remember, when working a booth you are not only representing your own company but NASF as well.

## X. Guard Service

Twenty-four hour guard service is furnished by Management during move-in and move-out periods and during exhibition, but without guarantee against loss.

## XI. Amendments

These rules may be revised by Management and all points not covered are subject to its decision. More information, also binding under this contract, is in Exhibitor's Manual.

Service Information—The general service contractor will have available all services customarily required by Exhibitors. Exhibitor manuals, containing complete information, will be mailed to each Exhibitor.