

Exhibitor Space Application

NIRSA Annual Conference & Recreational Sports Exposition
 MARCH 27-30, 2012 • EXPO MARCH 27-28, 2012 • TAMPA, FLORIDA



Return to the NIRSA National Center
 4185 SW Research Way
 Corvallis, OR 97333-1067
 fax: 541-766-8284
 call: 541-766-8211



Application is made for (please print clearly):

Company _____ Expo Contact Name _____

Address _____

City _____ State/Province _____ Zip _____

Toll-Free Phone _____ Phone _____ Fax _____

Email _____ Website _____

Describe your company's product/service in 25 words or less (for the Conference program; subject to editing)

IMPORTANT! By signing below, our company agrees to abide by NIRSA's policies and procedures as noted on the reverse side of this contract.

Deposit: 50% of the total amount is due immediately upon receipt of your approved application. The remaining 50% or payment in full must be paid no later than January 10, 2012. Space reserved after January 10, 2012 must be paid in full at the time space is reserved. Please make all checks payable to NIRSA.

Your Signature _____ Date _____

Print Name _____ Print Title _____

**Exhibit Space Rates (10' x10')
 (check all that apply)**

- Regular: \$22.50/sq.ft.
- 10% Discount — Associate Member
- 5% Discount — 400 sq.ft. or more

Booth Expense

Size _____
 Cost/sq.ft. _____
 Subtotal _____
 - 10% _____
 - 5% _____
 Total Due _____



I authorize NIRSA to charge the remainder of the balance on January 10, 2012 to the credit card indicated below. INITIAL HERE _____

Payment Information

- Check enclosed made payable to "NIRSA" — US funds only
- Visa MasterCard Discover American Express

Credit Card No. _____ / _____ / _____ Exp Date _____

Signature _____

Address as it will appear in the Conference Program if different than above

Company _____

Address _____

City _____ State/Province _____ Zip _____

Toll-Free Phone _____ Phone _____

Fax _____

Email _____ Website _____

Exhibit Space Choice

FIRST _____

SECOND _____

THIRD _____

OFFICE USE ONLY: Booth Assignment

Please select the classifications that best describe your product/service (up to 5):

- | | | | | | | | |
|---|---|---|---|--|--|--|---|
| <input type="checkbox"/> Administration/Computers/Software | <input type="checkbox"/> Audiovisual/Sound Products | <input type="checkbox"/> Communications/Publications | <input type="checkbox"/> Fans | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Lockers/Locker Room Amenities | <input type="checkbox"/> Promotional/Specialty Items/Advertising | <input type="checkbox"/> Speed Training |
| <input type="checkbox"/> Aerobic Accessories/Equipment | <input type="checkbox"/> Awards/Trophies | <input type="checkbox"/> Construction Management | <input type="checkbox"/> Fences/Markers | <input type="checkbox"/> Heart Rate Monitors | <input type="checkbox"/> Maintenance/Janitorial | <input type="checkbox"/> Racquetball/Squash | <input type="checkbox"/> Sporting Equipment |
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Badminton | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Handball | <input type="checkbox"/> Mats/Wall Padding | <input type="checkbox"/> Revenue Generation/Fundraising | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Aquatics/Maintenance/Designers | <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Disc Golf | <input type="checkbox"/> Fields/Courts | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Membership | <input type="checkbox"/> Rugby | <input type="checkbox"/> Turf |
| <input type="checkbox"/> Architects/Consultants/Planners | <input type="checkbox"/> Basketball | <input type="checkbox"/> Educational/Instructional | <input type="checkbox"/> Filtration Equipment | <input type="checkbox"/> Inline Hockey | <input type="checkbox"/> Music/Entertainment | <input type="checkbox"/> Scoreboards/Timing/Message | <input type="checkbox"/> UV Treatment Systems |
| <input type="checkbox"/> Associations/National Governing Bodies | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Exercise Equipment Pads | <input type="checkbox"/> First Aid/Medical | <input type="checkbox"/> Insurance | <input type="checkbox"/> Nets | <input type="checkbox"/> Signage | <input type="checkbox"/> Volleyball |
| | <input type="checkbox"/> Body Composition Analyzer | <input type="checkbox"/> Facilities/Facility Components | <input type="checkbox"/> Fitness/Conditioning | <input type="checkbox"/> Internet/Web Services | <input type="checkbox"/> Officials Equipment | <input type="checkbox"/> Soccer | <input type="checkbox"/> Water Polo |
| | <input type="checkbox"/> Certification | | <input type="checkbox"/> Flooring/Sports Surfaces/Coverings | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Outdoor Recreation | <input type="checkbox"/> Special Events/Marketing/Promotions | <input type="checkbox"/> Yoga Accessories |
| | <input type="checkbox"/> Climbing | | <input type="checkbox"/> Football | <input type="checkbox"/> Laundry/Towels | <input type="checkbox"/> Pilates | | <input type="checkbox"/> Other: _____ |
| | | | <input type="checkbox"/> Golf | <input type="checkbox"/> Lifeguard Supplies | <input type="checkbox"/> Pools | | |
| | | | | <input type="checkbox"/> Lighting | | | |

2012 NIRSA RECREATIONAL SPORTS EXPOSITION POLICIES AND PROCEDURES

UPDATED MARCH 2011

1. ASSIGNMENT OF DISPLAY SPACE

- (1.1) Space will be assigned by the Association in order of receipt of completed contracts at the designated office and individual return. Associate Membership status will be taken into consideration when assigning space, as well as other factors.
- (1.2) The Association reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the Exposition.
- (1.3) The Association retains sole discretion and authority in the acceptance, approval, assignment, placement, arrangement and appearance of all exhibits and displays. No application for display space is accepted or approved until official notification by NIRSA has been granted in writing.

2. PAYMENT FOR DISPLAY SPACE

- (2.1) At least 50% of full payment is due when application is submitted.
- (2.2) The remaining 50% balance or payment in full must be paid by January 10, 2012 or space is subject to cancellation and resale by the Association with appropriate cancellation/reduction penalties applied.
- (2.3) Space reserved after January 10, 2012 must be paid in full at the time application is submitted.
- (2.4) If appropriate payment is not received within the aforementioned time frames, reserved space will no longer be guaranteed and is subject to release and resale by the Association.

3. CANCELLATION OF EXHIBIT SPACE

- (3.1) Exhibit space cancelled by October 31, 2011 will be refunded any payment made, less an administrative fee of 30% of the total booth space.
- (3.2) Exhibit space cancelled between November 1, 2011 and December 31, 2011 will be refunded any payment made, less an administrative fee of 50% of the total booth space.
- (3.3) Exhibit space cancelled after December 31, 2011 will be assessed a 100% administrative fee of the total booth space.
- (3.4) In case the Exposition shall not be held, for any reason whatsoever, the rental and lease of space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be the pro rata amount paid to the Association for space rental at the time of such cancellation.

4. SERVICE CONTRACTORS

- (4.1) The NIRSA will furnish all participating exhibitors with an Exhibitor's Kit that will specify the Official Exhibit Contractors/Service Company, and will contain exhibit instructions and order forms for all booth accessories and services required. This contract of space provides an 8' high flameproof back wall drapery and side rails with drapery which will not exceed 36" in height, a standard booth sign carrying the exhibitor's name and booth number and aisle cleaning.

5. PUBLIC POLICY, SAFETY REGULATIONS AND CARE OF BUILDING AND EQUIPMENT

- (5.1) each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.
- (5.2) All materials within the exhibit booth area including, but not limited to actual display unit, decorative items, furnishings, fabrics, flooring, etc. must meet and comply with all national, local and facility fire, electrical, plumbing, safety and hazardous material codes. Any item or items that do not comply are subject to immediate correction/removal at the discretion of the Association at the exhibitor's expense.
- (5.3) Exhibitors and their representatives shall not injure or deface the walls, floors or any part of the exhibit building or any booth materials and equipment of any others affiliated with the Exposition. If such damage appears, the exhibitor/ representative causing such damage is liable to the owner of the property so damaged.

6. HEIGHT RESTRICTIONS

- (6.1) The standard booth equipment has a drape back wall 8' high and division sidewalls no higher than 36". The drape back wall of booths located along the perimeter of the exhibit hall may extend above 8', as pre-approved in writing by the Association. The rear half of each sidewall of the booths may extend to the height of the back wall. The sidewall displays, pipe tacks and the like may be as much as 8' high provided they do not extend out toward the aisle more than 5' from the back wall of the display. Any sidewalls utilizing the remaining 5' out to the aisle may not be more than 36' high.
- (6.2) All materials within the exhibit booth area including, but not limited to actual display unit, decorative items, furnishings, fabrics, flooring, etc. must meet and comply with all national, local and facility fire, electrical, plumbing, safety and hazardous materials codes. Any item or items that do not comply are subject to immediate correction/removal at the discretion of the Association at the exhibitor's expense.

7. OPEN HOURS AND INSTALLATION/REMOVAL OF DISPLAYS

- (7.1) The Association reserves the right to set and limit the hours of the Exposition. The hours of the Exposition shall be printed in the official program of the Annual Conference. The Exhibitor expressly agrees to do all installation and dismantling of exhibits during the time specified. No exhibit may be dismantled before the official closing time. Exhibitors 'tearing down' early will be ineligible to exhibit at any future NIRSA show.
- (7.2) All displays must be erected and completely arranged for viewing at least two hours in advance of the grand opening of the exhibit hall as designated by the Association.
- (7.3) Noisy or unsightly work in any exhibitor's booth area after the above deadline and/or during Exposition open hours is prohibited.
- (7.4) Exhibitor goods/materials received after the opening of the Exposition must be delivered to the booth at times other than Exposition operating hours, as approved by the Association.
- (7.5) Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall or any outdoor exhibit area until the Exposition has been officially closed unless pre-approved by the Association.
- (7.6) The deadline for clearance of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment by the Association's published deadline.
- (7.7) The Association reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store or clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the stated removal requirements, and to order such work to be done at the sole expense of the exhibitor.

8. STORAGE OF PACKING CRATES AND BOXES

- (8.1) Exhibitors will not be permitted to store packing crates and boxes in their booths during the show period, but these items, when properly marked, will be stored and returned to the booth by service contractors at the expense of the exhibitor. It is the exhibitor's responsibility to mark and identify all crates as soon as they are empty or otherwise ready for removal, to facilitate the final preparation of the exhibit area for opening. Crates not properly marked or identified may be lost or destroyed and are not the responsibility of the Association, the facility, the official service contractor or any representatives thereof.

9. USE OF DISPLAY SPACE

- (9.1) In the event the exhibitor fails to install his/her display as of two hours prior to the time set for the Exposition opening, or fails to pay the full amount of space rental charges according to the appropriate time frames, or fails to comply with any provisions concerning the use of display space, the Association shall have the right to take possession of said space and resell same, or any part thereof, with the original exhibitor being liable for full, applicable monetary cancellation/reduction penalties as stated within these policies.
- (9.2) All booth equipment, product samples, demonstrations, and distribution of circulars/promotional material must be confined to within the physical limits of the exhibitor's booth. No posting or circulation of materials will be permitted outside the exhibit booth, unless otherwise approved by the Association.
- (9.3) The serving of food, conducting of contests, raffles or drawings of any kind must be pre-approved, in writing with the Association by March 1, 2011.
- (9.4) No exhibitor shall assign, sublet or share the space assigned to them without the pre-approval of the Association.
- (9.5) Exhibitors must display only products/services manufactured or dealt with by them in their regular course of business, unless otherwise approved by the Association.
- (9.6) Exhibits which include the generation or reproduction of sound, or utilize any audio-visual or special lighting equipment must be approved by the Association in advance, and must be operated so that the noise or light resulting there from will not annoy or disturb adjacent exhibitors and their patrons.
- (9.7) Exhibitors are required to have their exhibit space neat and orderly at all times.
- (9.8) Demonstrations must be pre-scheduled, in writing with the Association, and may only occur in the designated demonstration area of the exhibit hall.

10. OPERATING RESTRICTIONS

- (10.1) The Association reserves the right to restrict or prohibit exhibits which it considers objectionable because of noise, glaring or flashing lights, method of operation, conflict with existing NIRSA endorsed and/or sponsored programs, misrepresentation or any other reason, and may prohibit or evict any exhibit which, in the opinion of the Association, may detract from the general character of the Exposition. This reservation includes persons, things, conduct, printed matter or anything the Association deems to be objectionable at its sole discretion. In the event of such restriction or eviction, the Association is not liable for any refund, damages, lost income or any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted.
- (10.2) Only firms and organizations assigned space in the Exposition will be permitted to engage in any activities within the exhibit area.

- (10.3) All over-the-counter sales or other sales of any kind that involve the exchange of currency or credit cards for goods received are prohibited. This prohibition does not preclude the exhibitor from writing orders during the Exposition for billing and delivery at a later date.
- (10.4) The following activities are forbidden within any part of the exhibit facility unless pre-approved in writing by March 1, 2012, with the Association:
 - (10.4.1) Serving or distribution of alcoholic beverages by exhibitors or their representatives.
 - (10.4.2) Sponsorship of a food or beverage event within the exhibit area, or any official facility used during the Annual Conference or Exposition.
 - (10.4.3) The distribution of food/beverages even if said food or beverage is the actual product produced by the exhibitor, within the exhibit area.
 - (10.4.4) The use of live models, performers and similar persons within the exhibit areas for product/service demonstrations, explanations, etc., upon pre-approval by the Association, must comply with the following:
 - (10.4.4.1) All representatives occupying a booth shall dress in a manner appropriate for the overall goals and objectives of the Exposition.
 - (10.4.4.2) The activities/dress of these individuals shall in no way detract from or interrupt the activities of other exhibitors.
- (10.5) Promotional materials such as carrying bags, self-adhering promotional stickers, etc. may be distributed from the exhibit booth to attendees by exhibitors, but shall not obscure the attendees' identification.
- (10.6) Samples, catalogues, pamphlets and publications directly related to the product or service displayed must directly reflect the product contract intention, and may be displayed or distributed only from the designated exhibit booth.
- (10.7) The use of cameras in the exhibit hall is strictly prohibited. Only the official conference photographer is permitted to take photographs in the exhibit area.

11. EXHIBITOR'S AUTHORIZED REPRESENTATIVES/OFFICIAL CREDENTIALS

- (11.1) The Association will have sole control over all admittance to the Exposition and Annual Conference. The Association reserves the right to restrict the number of name badges permitted for each exhibitor.
- (11.2) Exhibit booth personnel identification shall be restricted to owners, full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by the Association who are actually "staffing" the exhibit booth during published move-in, show open and/or move-out hours.
- (11.3) Each exhibiting organization shall provide the Association, in advance, the name and title of the person(s) who will be in attendance at the Exposition and will be designated responsible for the installation, operation and removal of the exhibit. Said representatives shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible. All exhibitor personnel shall wear proper badge identification, as provided by the Association, plus have corporate identification available for viewing by the Association or for security at all times. Credentials are non-transferable.

12. Children (under the age of 18) are NOT allowed in the Exhibit Hall at any time.

13. MEETING ROOMS AND HOSPITALITY OR SPECIAL FUNCTIONS

- (13.1) The assembling of attendees in any meeting room, hotel suite or special function room by any exhibitor or organization except as approved by the Association is prohibited.
- (13.2) No conference facility or hotel space may be used by exhibitors or organizations for any business, social or other event without the express written approval of the Association.

14. LIABILITY AND INSURANCE

- (14.1) Every reasonable precaution will be taken by the Association to protect property during installation, open hours and removal. However, neither the Association, service contractors, building or grounds officials, not any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damage by fire, accident vandalism, or other causes; nor will they assume liability for any injury that may occur to Exposition visitors or their agents and employees, or others. Security will be on the premises as determined by the Association.
- (14.2) All property of the exhibitor will remain under their custody and control in transit to, from, and within the confines of the exhibit hall, subject to the policies and procedures of the Association.

15. AGREEMENT

- (15.1) By signing the Official NIRSA Exhibitor Space Application referring to these official Policies and Procedures, the exhibitor agrees to abide by these Policies and Procedures and all amendments/addenda thereto with the decisions of the Association being final.

INSURANCE

A certificate of Insurance will be required from each exhibiting company naming NIRSA and its agents as additional insureds on the policy effective during the period of activity. A certificate of insurance must be received by NIRSA on or before **March 17, 2012**.