

2008 NRPA CONGRESS & EXPO
EXHIBIT SPACE APPLICATION
Baltimore, Maryland ~ October 14-18, 2008
Exposition Dates October 15-17, 2008

Return signed contract with deposit to:
NRPA Exhibits Department
 c/o 22377 Belmont Ridge Road, Ashburn, VA 20148-4501
 Tel: 703.858.0784 Fax: 571.223.2420
 Email: expo@nrpa.org

Company Information for all published information, including Online Exhibitor's Product Guide, and published Program guide information:

COMPANY NAME _____ T-NUMBER _____ DIVISION OF / SUBSIDIARY OF _____

PRINCIPAL CONTACT – TO RECEIVE ALL INFORMATION PERTAINING TO THE EXHIBIT INCLUDING SERVICE KIT, REGISTRATION, ETC _____

CONTACT NAME AND TITLE _____

ADDRESS _____ CITY _____

STATE/PROVINCE _____ ZIP/POSTAL CODE (NO P.O. BOXES) _____ COUNTRY _____

TELEPHONE _____ FAX _____ EMAIL ADDRESS _____ WEBSITE _____

Cost of Exhibit Space: Exhibit space rental is **\$22.00 per square foot for Corporate Members, \$24.00 per square foot for Non-Members**, based on a minimum single 10' x 10' booth for commercial exhibitors; **\$18.00 per square foot** for approved Not-for-Profit (C3) Associations based on a minimum single 10 x 10 booth. Corner spaces cost an additional **\$250** per exposed corner. Exhibitor agrees to pay 50% of the exhibit space with submission of Application, and cannot be assigned unless payment is sent with application. If space is cancelled in writing prior to June 6, 2008, Exhibitor will pay 50% of its total exhibit space fee. **Full payment is due with all contracts submitted after June 6, 2008** – no refunds will be given for space cancelled after this date. See cancellation clause on the back of this form. Reduction in space in the same as a cancellation.

CORPORATE MEMBER INFORMATION:

Current Corporate Member Member No. _____ New Corporate Member** Non member

Choice	Booth No	Dimensions	Total Sq. Ft.	No. Of Corners	Non-Profit (C3) @ \$18	Corp. Member @ \$22	Non-Member @ \$24**	No. Of Corners x \$250	Booth Space Total
First		____ x ____			sq.ft. ____ x \$18 = ____	sq.ft. ____ x \$22 = ____	sq.ft. ____ x \$24** = ____	____ x \$250 = ____	
Second		____ x ____			sq.ft. ____ x \$18 = ____	sq.ft. ____ x \$22 = ____	sq.ft. ____ x \$24** = ____	____ x \$250 = ____	
Third		____ x ____			sq.ft. ____ x \$18 = ____	sq.ft. ____ x \$22 = ____	sq.ft. ____ x \$24** = ____	____ x \$250 = ____	

** If you would like to become a Corporate Member, please check here, and add \$505 for membership fee. Corporate Membership Fee

[CLICK HERE FOR FLOOR PLAN](#)

Contract Authorization: Exhibitor agrees to abide by and be bound to all terms and conditions set forth in this contract, including those on the reverse side, and that the exhibit space will be assigned by NRPA Management according to their Rules and Regulations and the best interest of the Exhibit and NRPA Management as a whole.

AUTHORIZED SIGNATURE _____ DATE _____

Payment: Make checks payable (in US Dollars) to **NRPA**. Or, you may also pay by Credit Card: AMEX M/C Visa

AMOUNT TO CHARGE _____ CARD NO. _____ EXP. DATE _____

PRINT NAME AS IT APPEARS ON CARD _____ CARD HOLDER SIGNATURE _____ DATE _____

FOR NRPA USE ONLY	BOOTH No.	DIMENSIONS	TOTAL SQ. FT.	NO. CORNERS	TOTAL AMOUNT DUE
	AMOUNT PAID		DATE	BALANCE DUE	
	NRPA MANAGEMENT SIGNATURE		DATE		

Please Read Carefully – Avoid Misunderstandings

1. PURPOSE OF THE EXHIBITS: To disseminate Knowledge and promote the development of the Recreation and Park industry. The exposition will serve to introduce new products and services to the market and to educate individuals in these areas with regard to these technologies. Only exhibitor whose materials are related to those purposes will be allowed to maintain displays. The rules and regulations stated here and within the Exhibitor's Service Kit, as well as in the Exhibitor Display and IAEE Guidelines, constitute a bona fide part of the contract for space. Exposition Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of the exposition. Exposition Management's decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting firm to be fully familiar with these Exhibit Rules and Regulations/Terms and Conditions and to see that all company representatives attending the 2008 NRPA Congress & Exposition are also familiar with them. NRPA reserves the right to make such additional conditions, rules and regulations as NRPA Management deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the Congress & Exposition, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

2. PAYMENT FOR DISPLAY SPACE: Contracts must be submitted with a deposit equal to 50% of the total rental cost for each booth requested. The remaining 50% payment and/or payment in full must be paid by June 6, 2008 or space is subject to cancellation/reduction penalties being applied. If payment is not received by June 6, 2008 NRPA shall have the right to retain the deposit as liquidated damages and cancel the booth reservation and resell the space. Space reserved after June 6, 2008 must be PAID IN FULL at the time space is confirmed. NRPA reserves the right to hold and/or refuse future advertising until all accounts with NRPA are paid in full (including but not limited to exhibits, sponsorships, publications, royalties and partnership obligations).

3. CANCELLATION POLICY: All or any partial cancellation notices must be submitted to NRPA Exposition Management. If notice of cancellation is made before June 5, 2008, Exhibitors will be charged 50% of their total exhibit space fee. Exhibitors must pay the full exhibit space fee for cancellations and/or reductions on or after June 6, 2008. All cancellations must be submitted in writing to NRPA Management.

4. ASSIGNMENT OF DISPLAY SPACE: NRPA Management follows the International Association of Exhibitions and Events (IAEE) Guidelines, a copy of which will be provided to each exhibitor and is included as part of this contract act. Exhibitor warrants that its planned exhibition design, product/service information and use of booth space at the 2008 NRPA Congress will be in compliance with the Americans with Disabilities Act (ADA) and hereby accepts full responsibility for compliance with the ADA and shall indemnify, defend, and hold harmless NRPA, its directors, officers, employees, and agents, and each of them, from and against any and all claims and expenses, including attorneys fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA. Booth includes standard drapery, one complimentary editorial listing, and standard online booth listing. Exposition Management will assign space in accordance with the policy announced at the time display space is offered for reservation. In all cases, efforts will be made to assign space in as close compliance as possible with an applicant's choices. NRPA Exposition Management reserves the right to alter the exhibit floor plan or change space assignments in case of an emergency and/or in the best interest of the exposition. No contract will be in force until signed by NRPA Management.

5. INSTALLATION AND DISMANTLING: Until full booth fee has been received, exhibitor will not be allowed to set up, nor will freight be delivered to the booth. Exhibitor must install exhibit in contracted space by 9:30 a.m., Wednesday, October 15, 2008, or face possible reassignment of space or reallocation for NRPA Management purposes. Exhibitor must not dismantle exit nor begin packing before the final closing hour of the exhibits. Permission from NRPA Management is required for delivery or removal of any portion of an exhibit during the open exhibition hours. Unless NRPA Management has received written notification of a late arrival, an Exhibitor will be considered a "No Show" if their booth is not set by 9:30 a.m., Wednesday, October 15, 2008, and contracted space may be released without refund. Should an Exhibitor arrive after the deadline, there will be obligation on the part of NRPA Management to reassign Exhibitor to its original location.

6. RESTRICTIONS, REJECTIONS AND PENALTIES: NRPA Management reserves the right, in keeping with NRPA's determination to provide the best atmosphere for conducting business to restrict, reject, prohibit, or eject any exhibit, in whole or in part, which because of noise, safety hazards, or for other prudent reasons becomes objectionable. If an exhibit or exhibitor is ejected for violation of these rules and regulations, no return of space rental fee shall be made. Each exhibitor agrees as follows:

SALE OR DISTRIBUTION OF MERCHANDISE: Sales transaction of any kind, are NOT PERMITTED on the show floor. Exhibitors may show, discuss, explain and demonstrate items or services, but may not make sales transactions of any kind, which would result in the exchange of merchandise and/or money in the exhibit hall.

SUBLEASING SPACE: Exhibitor may not assign, sublet or apportion space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent or any exhibiting firm to solicit business in said space. If special circumstances warrant an exception, permission must be obtained in writing from NRPA Management, which reserved the right to render final judgment. Program book listings are limited to one entry per contracted exhibiting company. Subleasing or multi-company sharing of exhibit space is subject to the following conditions:

A company may sublet to its subsidiaries, and a national government agent may sponsor a multiple company exhibit if:

- Minimum space allocation shall be 100 sq. ft. per company represented.
- All co tenants agree to be bound by the terms and conditions of this contract

LABOR: In order to conform to union contract rules and regulations, it will be necessary that Exhibitor uses qualified union personnel for the various services required for installing and dismantling exhibits, and for material handling within the show. The handling, placing or setting out of merchandise that is to be displayed does not require union labor, and may be done by Exhibitor. Union regulations will be provided in the Exhibitor Service Manual.

NOISE AND SOUND: Exhibitors are strictly prohibited from operating noise-creating devices such as bells, horns or amplifying systems, which interfere with other displays. Equipment will only be permitted if tuned to conversational level and is not objectionable to neighboring exhibitors. Equipment that emits excessive noise WILL NOT BE TOLERATED. ONLY approved exhibitors will be permitted to operate such displays and/or interactive equipment for specific demonstrations only. Each exhibiting company must have the opportunity to meet and talk with buyers, unimpeded by the excess noise from another exhibitor. Show Management reserves the right to determine the acceptable sound level for working exhibits.

THE 80/30 NOISE AND SOUND RULE: As a guideline, any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 30 feet from the booth is considered objectionable and a warning will be given. If sound levels become excessive or if an exhibitor fails to reduce the sound level or later turns the volume up, the sound will again be monitored and the exhibitor will be given a second warning. The third time an exhibit is found to be in violation, all electrical power to that booth will be terminated for the remainder of the day. The exhibitor will also incur the expense of reconnecting the electrical service to the booth.

MONITORING DECIBEL LEVELS: NRPA Management will use professional electronic monitoring equipment, which can objectively monitor sound levels at individual booths. Show Management will advise exhibitors to adjust their sound systems to be under the predetermined decibel level, which should not exceed 80 decibels.

COOPERATION: Remember that the use of sound systems or public address equipment in exhibit booths is an exception to the rule, not a right. We are asking each exhibitor to monitor his or her own booth site to make sure the sound levels do not infringe upon the rights of neighboring exhibitors.

CHILDREN: For safety and insurance reasons, no person under 16 years of age will be allowed on the show floor during exhibition set-up, and tear down. During open exhibit hours ONLY, children 18 will be allowed if accompanied by a budget adult.

7. PRIZE-DRAWINGS AND PROMOTIONS: Prize-drawings will be allowed within guidelines determined by NRPA Management. Interviews, demonstrations, distribution of literature, etc., are permitted only within the exhibitor's space. No activity, demonstrations, sampling, giveaways, solicitation, etc. will be permitted in the aisles. Samples or souvenirs may not be sold, and if distributed, must directly relate to products or services displayed in the exhibitor's booth. No person, firm or organization not having contracted with NRPA for the occupancy of booth space will be permitted to display or demonstrate its products/services, or distribute promotional materials in the exhibit hall, public areas of the center or in hospitality suites. Any infringement of this rule will result in the prompt removal of the offending persons from the hall.

8. CARE OF BUILDING AND EQUIPMENT: Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building or any booth materials and equipment or another exhibitor, contractor or Exposition Management. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

9. OCCUPANCY OF EXHIBIT HALL: NRPA Management may terminate this contract in the event the Exhibit Hall is destroyed or damaged, or if the exhibit fails to take place as scheduled, is interrupted, discontinued, or access is prevented due to any event beyond the control of NRPA Management including but not limited to the following: strike, lockout, injunction, emergency, act of God, act of war, and economic factors which make it impractical for unavailability or inadequacy of any convention center, headquarters, hotel or necessary expansion space. In such an event, Exhibitor agrees to waive any and all damages and claims for damages and agrees that NRPA Management shall refund to Exhibitor all payments made for exhibit space, less a proportional share of all expenses incurred, as defined at the sole discretion of NRPA Management.

10. SECURITY: Twenty-four (24) hour security will be provided by NRPA throughout the entire Exhibit, including set-up and teardown days. Any theft is to be reported to security at once. Exhibitor must provide adequate insurance in his or her own insurance policies for theft. Individual booth security is available at an additional fee to exhibitors.

Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others. Certificate of insurance must be provided to Exposition Management or the Official Service Contractor.

Every reasonable precaution will be taken by NRPA Management to protect property during installation, show period and removal. However, neither the sponsor of the exposition, Exposition Management, service contractors, building or grounds officials, nor any officer, 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.

All property of the exhibitor will remain under his custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Sponsor/Association and its employees, contractors and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exposition premises or a part thereof. Indemnity includes, but is not limited to, claims of copyright, trademark or patent infringement, unfair competition, and product liability. The exhibitor, on signing this contract, expressly releases the foregoing named Sponsor/Association and individuals from any and all claim for such loss, damage or injury.

11. NON-LIABILITY: It is expressed, understood, and agreed by each and every contracting exhibitor, his agents, and his guest that neither the National Recreation and Park Association, its employees, its contractors, nor operator of the local convention center premises, its agents, or its employees shall be liable for loss of damage to the goods or properties of exhibitors.

At all times, such goods and properties remain in the sole possession and custody of each exhibitor. Upon signing the Application-Contract, exhibitor releases and agrees to indemnify and defend the NRPA, its managers, officers, members, sponsors, employees, agents, and convention center premises, agents or employees and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agent.

12. LAWS: This contract shall be constructed governed, and enforced in accordance with the laws of the state of Virginia and its courts. In the event that NRPA Management needs to bring a suit to enforce any of its rights outlined, NRPA Management shall be entitled to recover all costs from the suit (including attorney's fees.)

13. CONFERENCE POSTPONEMENT AND/OR CANCELLATION: NRPA, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation.

The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if nondelivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, terrorism, strikes, the authority of the law, postponement or cancellation of the exposition, or for any cause beyond its control.

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 share based on the expenses incurred at the time of cancellation.

14. INSURANCE: Exhibitor shall carry adequate insurance to protect itself against bodily injury (including death) and property damage claims arising from Exhibitor's participation in the NRPA Congress & Exhibit, including but not limited to (i) worker's compensation as required by law and (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million dollars (\$1,000,000) combined single limit for both bodily injury and property damage. Said insurance shall name NRPA as additional insured, shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occurrence of a loss, and shall require the insurer to waive all rights of subrogation against the NRPA. Further, said insurance shall include a provision for notification to FNRA at least thirty days (30) prior to cancellation.

Exhibitor shall furnish NRPA with a certificate of Insurance verifying such coverage with space application. Exhibitor shall not do any act or thing in the Convention Center which might violate any insurance policy held by the NRPA, the Operator, or any other party regarding the Convention Center. Contact NRPA Management for further information.

15. Ancillary Meetings and Activities: NRPA prohibits Exhibitors to plan ancillary meetings or events that conflict in any way with the 2008 NRPA Congress & Exposition program. This includes all Congress sessions and special events.