

2017 NATIONAL FUNERAL DIRECTORS AND
MORTICIANS ASSOCIATION
EXHIBITOR CONTRACT & AGREEMENT

NFDMA 2017
August 1 – 2, 2017
Myrtle Beach Convention Center – Myrtle Beach South
Carolina

By submitting a signed copy of this Exhibitors application for the National Funeral Directors and Morticians Association, we accept the terms and conditions described in the attached.

| | | |
|---------|--------------|----------|
| Company | Date | |
| Address | | |
| City | State / Prov | Zip Code |
| Contact | Title | |
| Phone | Fax | |
| Email | | |

Exhibit Space Reservation

* Show Management will make every effort to not place Exhibitors next to their competitors. Show Management reserves the right to alter an Exhibitor's assigned space if it is deemed necessary in the best interest of the exposition. Before exercising its discretion, Show Management will consult with Exhibitor. Exhibit space assignments are made on the basis of priority, availability, need and space, with all assignments made in the best interest of the exposition.

- Small
- Regular
- Large

| |
|---------------|
| Total Amount: |
|---------------|

The NFDMA Exhibit Hall offers a variety of booth sizes. All exhibit spaces are priced per 10' x 10' booth. Booth spaces are available in any configuration of 10' x 10' such as 20' x 20', 30' x 30', 50' x 50' and larger models. No tabletops are available.

Exhibit Space Includes:

- Booth drape: 10 feet high in the back, 3 feet high on the sides
- Two Complimentary exhibitor registrations with each 10 x10 purchase
- Online booth promotion, including company description, product details, and social media links
- Company listing in attendee materials if contracted by June 30 deadline
- Pre/Post conference attendee list containing mailing addresses three weeks prior to conference
- Opportunity to serve food and beverage from your booth. Deadline to request food and beverage service is June 30

Please provide contact details on the person within your company that will be handling the logistics for the event (if different from above)

| | |
|-------------------|-------|
| Main Contact Name | Title |
|-------------------|-------|

| | |
|-------|-------|
| Phone | Email |
|-------|-------|

Payment information (select payment type):

*Check Enclosed (Make checks payable to National Funeral Directors and Morticians Association and mail to: 6290 Shannon Parkway Union City, GA 30291)

Charge Card Amount \$ _____

Amex Visa MasterCard Diners Club Discover

Name on Card: _____

Card #: _____ Exp.Date: _____

Signature: _____

- Send me an invoice
- Pay online
- Terms of Payment for Exhibitors

Exhibitors are required to pay 100% of their commitment. No branding/promotion will take place until full payment is received. Exhibitors are required to pay 50% of commitment upon contract signature (a credit card hold is acceptable if Exhibitors prefers to pay by company check). Failure to pay within 14 days of commencement may constitute a forfeiture of participation and will still require all monies due unless acceptable payment arrangements are made.

Exhibitor agrees to comply with all applicable federal, state and local laws; and with the Terms and Conditions included in this application. Terms and Conditions on back.

SIGN HERE PLEASE

Name of Authorized Representative _____

NFDMA Representative Trellanie Vernon _____

Signature _____
(Required)

Signature _____

Date _____

Date _____

Please email contract to expo@nfdma.com. All questions should be directed to Trellanie Vernon at 770-969-0064

TERMS AND CONDITIONS

Conditions: Exhibitor agrees to have a representative at the booth during NFDMA show hours and agrees to not tear down their booth until conference ends. Exhibitor also agrees not to use the NFDMA name, initials or logos in booths or advertising without express written permission of NFDMA. NFDMA reserves the right to modify and/or cancel program, location, content and speakers.

Compliance: All exhibits must comply with the laws and regulations of the city and state in which the exhibit is held. The person whose signature appears on the Application Form agrees to inform all on-site booth personnel and Exhibitor Appointed Contractors of the show guidelines.

Cancellation/Refund Policy: Executed contracts are binding and non-refundable. In the event that NFDMA elects to cancel this event, NFDMA will refund only payments made directly to NFDMA and will not be held responsible for other costs or expenditures incurred by the exhibitor. NFDMA will not refund payments or assume additional costs and liability that result from "acts of God".

Early Moveout: Exhibitor agrees not to dismantle the exhibit or do any packaging before the close of the show. Violations will result in exclusion from future NFDMA events.

"External" Convention Events: Any "external" events (to include dinners, parties, outings, tournaments and the like) held in conjunction with this conference by a conference Exhibitor must be approved by NFDMA. Failure to notify NFDMA of such events at least 60 days prior to the event date may cause forfeiture of the event. NFDMA reserves the right to cancel such events prior to the event date and Exhibitor will be responsible for all penalty costs associated with cancellation.

Admission of Exhibitors/Attendees/Children: • NFDMA requires a conference badge for everyone who enters the Exhibition Hall. Security will enforce this requirement during move-in, show hours and move-out. • Children under the age of 18 will not be permitted in the Exhibition Hall during set-up or dismantle. • Children may visit the Exhibition during show hours if accompanied by an adult wearing a badge.

Hotel Room Drops: All room drops must be arranged for and approved of in advance by the exhibiting company. Exhibitors may schedule any room drop directly through the show hotel. Room drops will not be arranged by the NFDMA conference logistics team.

Exhibitor Give-Aways: All items distributed at Exhibitor events must be arranged for and approved of in advance by NFDMA. Exhibitors may not make arrangements to distribute items directly through the hotel. All distributed items will be arranged by the NFDMA logistics department and will be subject to all applicable fees and charges.

Company Descriptions and Logos: As part of your package NFDMA will promote your organization throughout the marketing effort of the convention. We will need from you a 50-word company description with contact info for inclusion in our final Show Guide ideally in electronic format. We will also need a copy of your corporate logo in eps format (at least 300 dpi).

Installation and Dismantling of Exhibits: • Shepard, the Official Service Contractor, will receive and deliver materials to the exhibit booth. Please refer to the Material Handling & Shipping portion of the Service Guide for complete information. Shepard will have complete control of all dock and loading facilities and will provide all rigging, labor and equipment. • Exhibitor agrees to have set-up completed one hour prior to show opening.

Noise Level: Amplified music or vocal presentations are permitted if not audible in neighboring booths including those on either side, back to back or across the aisle. Blinking or flashing lights that are distracting to neighboring Exhibitors on either side, behind the booth or across the aisle must be discontinued. No exceptions will be allowed. Show management shall exercise total control of this regulation and will ask that Exhibitor discontinue the distraction if objectionable to neighboring booths.

Literature Distribution: Canvassing in any part of the facility outside of your exhibit space or of the hotels in the NFDMA Housing Block is strictly prohibited. Any person doing so will be requested to discontinue canvassing immediately. Circulars, catalogs, magazines, invitations, folders and signs may be displayed or distributed only in the Exhibitor's booth and must be related strictly to the approved products and/or services on display.

Booth Regulations: • Exhibit Hall aisles are carpeted. • Standard booth height is 10 feet. Requests for height variance must be in writing to Shepard no later than 60 days in advance of the Exhibition and accompanied by a booth drawing or photo showing measurements. • Each Exhibitor must have a "fair" sight line from the aisle — regardless of the size of the exhibit. No fixture or equipment will be placed where it will block the sight of another Exhibitor unless mutually agreed upon by the exhibiting companies and on-site contacts. • Equipment (e.g., monitors, etc.) that is over 4 feet high and within 10 feet of another booth will be placed in the back 5 feet of the booth. • All booths must accommodate and be accessible and in compliance with the American with Disabilities Act. • All electrical equipment must be in good operable condition and able to pass the inspection of the on-site Fire Marshall. • Booths, tables, curtains, displays or storage may not protrude into an aisle, exit or block any location during the show. • Each Exhibitor agrees to be responsible regarding regulations pertaining to health, fire prevention and public safety while participating in the Exhibition. • All packing containers or materials must be removed when emptied. These items cannot be used as exhibit support. • Booth space is to be left in the same condition as it was at the time of occupancy. Any material left in the booth that requires additional cleaning or large amounts of materials removed will be billed to the Exhibitor.

Exhibit Hall Regulations: • Every person must wear a badge to enter the exhibit hall and while on the show floor. Temporary badges will be issued to individuals assisting during move-in, move-out or before or after show hours. • Nothing may be attached to or suspended from any hotel/convention center structure without the express consent of hotel/convention center. • Nothing may be placed or leaned against any wall in the exhibit area. No writing, taping, tacking or nailing on the wall is permitted. • The booth must be maintained by at least one company representative at all times during Exhibition hours. • All demonstrations and exhibits must be confined to the contracted space, relevant to the product or service of the exhibiting firm, and be of interest or educational value to the attendees. • Alcoholic beverages are permitted in the exhibit hall. The exhibitor agrees not to extend group invitations, call meetings, or otherwise encourage absence of groups of exhibitors and/or NFDMA members from the exhibit hall and convention during the hours of said exhibition and convention activities. Exhibitor agrees not to hold any special functions during the period of the NFDMA convention without prior approval of NFDMA.

Admittance Representatives of exhibitors shall only be admitted to the exhibit hall if they are displaying registration badges. Registration badges are available to owners, executives, employees of exhibitors. Each representative must have his or her own exhibit badge. NFDMA reserves the right to limit the number of exhibitors represented at any one time representing any one exhibitor. No representative may share or trade his or her registration badge to any other person for any reason. Names for badges should be submitted to NFDMA by June 30, 2017. NFDMA reserves the right to cancel any exhibitor's contract or revoke the registration and badge of any representative or exhibitor who violates the rules and regulations of the exhibit. NFDMA shall collect the applicable registration fee from any unregistered individual who makes use of a registrant's badge. In the event that the misused badge belongs to that of an exhibitor or his representative, if the fee is not collectable from the individual, the organization whose representative loaned the identification badge will be responsible for the amount of that registration fee.

Security: • Continuous security coverage of the exhibit hall will be furnished from move-in through move-out. • Exhibitors are responsible for the security of their personal property from move-in through move-out. Keep an eye on your valuables at all times. • NFDMA and Shepard are not liable for any loss or damage of materials. Should any loss occur, report the incident to Security immediately. NFDMA, the facility management, or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes.

Smoking Restrictions: Smoking is prohibited during move-in, show time and move-out.

Food/Beverage Dispensing: All food and beverage served at Exhibitor's booth must be provided and prepared by the approved convention vendor. Exhibitors who wish to provide food and beverage at their booth for attendees of the show/convention must make advance arrangements through the convention vendor.

All questions should be directed to Trellanie Vernon at (770) 969-0064 or expo@nfdma.com