



**October 6-7, 2009  
Long Beach, California**

## EXHIBITOR CONTRACT

### EXHIBITOR INFORMATION

*Please ensure that all information is current and accurate.*

Company Full Name \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Products/Services to be displayed \_\_\_\_\_

### EXHIBITOR CONTACT INFORMATION

*Exhibitor registration, services kit and other information will be sent to this company representative.*

Name \_\_\_\_\_ Title \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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

The undersigned hereby authorizes Northwest Publishing Center to reserve space in the Long Beach Convention and Entertainment Center for use by the above company or organization during the 2009 Port Productivity Conference. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on page two of this application and contract, and to all conditions under which exhibit space at the Long Beach Convention and Entertainment Center is leased to Northwest Publishing Center. The undersigned specifies that the products or services listed on the contract are those to be exhibited.

### PAYMENT INFORMATION

10'x10' booth for \$1,900 No. of booths \_\_\_\_\_ Total Amount Due \$ \_\_\_\_\_

\_\_\_\_\_ Check – Please make check payable to NW Publishing Center

\_\_\_\_\_ AMEX \_\_\_\_\_ VISA \_\_\_\_\_ MC Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name (as it appears on card) \_\_\_\_\_

Billing address \_\_\_\_\_

*Exhibitor has read and agrees to all rules, terms and conditions set forth herein or issued prior to the show.*

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

NWPC Representative \_\_\_\_\_ Date \_\_\_\_\_

*Please initial here \_\_\_\_\_*

# EXHIBITOR CONTRACT PROVISIONS

Please read this contract and mail an initialed copy with your signed contract and payment to:

**Christie Daigle, Event Manager**  
 CARGO BUSINESS NEWS  
 1000 Andover Park E, Seattle, WA 98188

T: 206.709.1840, ext. 222  
 F: 206.324.8939  
 E: conferences@cargobusinessnews.com

**1. CONTRACT**

The following rules and regulations become binding upon acceptance of this contract between the applicant, his employees and agents, and Northwest Publishing Center and any additions and amendments thereto that may be established or put into effect by the Management.

**2. SPACE ASSIGNMENT**

Space will be assigned to all applicants on a "first-come, first-served" basis according to the earliest received applications. Every effort will be made to assign the exhibitor to one of his chosen spaces, however, the Show Management reserves the right to make the final space assignment or change the space assignment, after the acceptance of the application should it be necessary in the best interest of the Exposition.

**3. PAYMENT AND CANCELLATIONS**

- (A) Applications for space must be accompanied by full payment.
- (B) Should an exhibitor cancel from the show, the following shall apply:
  - a. Cancellation between time of application and 60 days prior to opening – full refund.
  - b. Cancellation from less than 60 days, no refund of monies paid.
- (C) No cancellation shall be acknowledged unless received by Northwest Publishing Center in writing. The date upon which the notice of cancellation is received shall apply and the official date of cancellation.
- (D) Upon notification of cancellation, Northwest Publishing Center has the right to resell the vacated space.

**4. SERVICE ORDER KIT**

A Service Order Kit containing general and technical information regarding the Exposition, the facilities at the Exposition site and pertinent information, instructions and rates regarding the services of the official contractors will be provided to exhibitors in good standing approximately four weeks before the opening of the Exposition.

**5. SHIPPING/HANDLING AND RECEIPT OF FREIGHT**

The Official Drayer, for the receipt of the exhibit materials and delivery of these materials to the exhibit space, will be designated in the Service Order Kit. Shipment of exhibit materials, whether by motor freight (common carrier) or air, should be forwarded in accordance with the specific instructions given by the Official Drayer in the Service Order Kit. Exhibit materials should always be sent prepaid with a copy of the Bill of Lading forwarded to the Official Drayer. All materials should be sent to the location designated by the Drayer and nothing should be sent to the exhibit site unless the exhibitor has made arrangements with the Drayer beforehand to receive the exhibitor's material there. Neither the exhibit facility nor its staff, is prepared or authorized to receive or handle an exhibitor's shipment. Exhibit material should be scheduled to arrive not more than 30 days prior to the show's opening or less than two days prior to the show's installation. Motor freight and air freight companies do not deliver on weekends.

**6. EXHIBIT STANDARDS**

Northwest Publishing Center shall have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to or in keeping with the character or purpose of the Exposition. Questionable exhibits shall be modified at the request of Show Management.

**7. EXHIBITOR SERVICE DESK**

Provisions will be made to maintain an Exhibitor Service Desk throughout the Exposition, installation, operation and dismantle periods.

**8. SAFETY**

- (A) Fire regulations require all display material used for decoration to be flameproof. Any/all electrical equipment, including signs and lights, shall be in good operable condition and able to pass the inspection of the local Fire Underwriters

Inspection Bureau. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Exposition.

- (B) The use of flammable materials necessary to the purpose of the exhibit where no other alternative can be used must first be brought to the attention of the Show Management, in writing, not less than 90 days before the show's opening.

**9. USE OF EXHIBIT SPACE**

Exhibitors shall reflect their company's highest standard of professionalism while maintaining the booth during the show hours. The booth must be maintained by at least one company representative at all times during the show's operation. All demonstrations and exhibits must be confined to the contracted space. No exhibitors shall assign, sublet or share the whole or any part of his space.

**10. SECURITIES/LIABILITIES/INSURANCE**

- (A) Before and after show hours, only those Exhibitors properly identified and with the permission of the Show Management may enter the Exhibit area.
- (B) Neither will Northwest Publishing Center, Convention Center, the official service contractors, their members nor their representatives and/or employees thereof be responsible for injury, loss, or damage that may occur to the exhibitor, or the exhibitor's employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by this application/contract.
- (C) Northwest Publishing Center, its agents and employees will not be liable for failure to hold the Exposition as scheduled. Payments for exhibit space will be returned in that event except that any actual expense incurred in connection with the Exposition will be deducted if the Exposition is called off 60 days or less prior to the opening date because of fire, or any act of God, or public enemy or strike or epidemic or any law or regulation or public authority which makes it impossible or impractical to hold the Exposition.
- (D) Exhibitors agree to maintain such insurance that will fully protect Northwest Publishing Center from any and all claims for any nature whatsoever, including claims under the Workmen's Compensation Act, and for personal injury, including death which may arise in connection with the installation, operation or dismantling of the exhibitor's display.
- (E) Damage to inadequately packed property is the exhibitor's own responsibility.
- (F) Damage to the facility housing the Exposition caused or done by an exhibitor shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save and hold harmless Northwest Publishing Center and the Convention Center of and from all loss, liability and/or damage whatsoever caused to the facility housing the Exposition or any part thereof directly or indirectly.
- (G) Exhibitors are advised to add on to their existing insurance a portal-to-portal rider at a nominal cost, protecting them against the loss/damage to their materials by fire, theft, accident, etc.

**11. ADMISSION**

Northwest Publishing Center shall have the sole control over all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules and regulations of the Exposition.

**12. AMENDMENTS TO REGULATIONS**

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the Management, Northwest Publishing Center. Management in the interest of the Exposition may amend the aforementioned items covered by this contract at any time and notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in the contract.

Please initial here \_\_\_\_\_