

# SPACE APPLICATION AND CONTRACT

## for Standard Booth

### 2019 NATIONAL POSTAL FORUM

Indiana Convention Center | Indianapolis, IN | May 5-8, 2019

BOOTH ASSIGNED \_\_\_\_\_

COMPANY \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

**PRODUCT CATEGORY:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 3D Printing<br><input type="checkbox"/> Addressing<br><input type="checkbox"/> Automation Equipment<br><input type="checkbox"/> Bag/Tray Tagging Systems<br><input type="checkbox"/> Barcoding/Sorting Systems<br><input type="checkbox"/> Certified Mail<br><input type="checkbox"/> Computer Systems<br><input type="checkbox"/> Consulting<br><input type="checkbox"/> Data Services<br><input type="checkbox"/> Digital Systems<br><input type="checkbox"/> Direct Mail Services<br><input type="checkbox"/> Distribution Services<br><input type="checkbox"/> Envelopes/Self-Mailers<br><input type="checkbox"/> Facilities Management<br><input type="checkbox"/> Folding Equipment<br><input type="checkbox"/> Forms Processing Equipment<br><input type="checkbox"/> Fulfillment Services<br><input type="checkbox"/> Furniture Systems<br><input type="checkbox"/> Incoming Mail Sorters | <input type="checkbox"/> Inserters and Accessories<br><input type="checkbox"/> Insurance<br><input type="checkbox"/> International Mail Services<br><input type="checkbox"/> Labelers/Labeling Systems<br><input type="checkbox"/> Logistical Services<br><input type="checkbox"/> Mail Carts and Accessories<br><input type="checkbox"/> Mail Courier Bags<br><input type="checkbox"/> Mail Delivery Systems<br><input type="checkbox"/> Mail Extractors<br><input type="checkbox"/> Mailboxes/Systems<br><input type="checkbox"/> Mailing Products/Services<br><input type="checkbox"/> Manifest/Shipping Systems Outsourcing<br><input type="checkbox"/> Marketing<br><input type="checkbox"/> Packaging Materials<br><input type="checkbox"/> Postage Meters/Machines and Supplies<br><input type="checkbox"/> Postal Management Systems<br><input type="checkbox"/> Presort Service Bureaus<br><input type="checkbox"/> Printing/Printers<br><input type="checkbox"/> Production Mail Systems | <input type="checkbox"/> Roll Feed Equipment<br><input type="checkbox"/> Safety and Security<br><input type="checkbox"/> Scales and Registers<br><input type="checkbox"/> Self-Mailing Systems<br><input type="checkbox"/> Signs<br><input type="checkbox"/> Software<br><input type="checkbox"/> Stamp Affixers<br><input type="checkbox"/> Strapping/Binding Systems<br><input type="checkbox"/> Systems Integration<br><input type="checkbox"/> Tapping Equipment/Supplies<br><input type="checkbox"/> Tracking Systems<br><input type="checkbox"/> Trade Associations<br><input type="checkbox"/> Trade Publications<br><input type="checkbox"/> Training Software, Programs and Publications<br><input type="checkbox"/> Transportation Services<br><input type="checkbox"/> Tray Sleeving<br><input type="checkbox"/> Other _____ |
|--|--|---|

**PRODUCT/SERVICE DESCRIPTION:**

Our booth copy appears on the attached sheet.  Please use the description that appeared in the previous Forum *Exhibit Hall Guide*.  
 To help us in assigning your booth location, please list the full names of competitors you do NOT wish to be near: \_\_\_\_\_  
 Please list companies you do not mind being near: \_\_\_\_\_

**BOOTH PRICE:**

**\$41.50 per square foot or \$4,150.00 per 10'x10' space**

Booth spaces are assigned on a first-come, first-served basis. Initial booth assignments will be made in January 2019. 50% of the total payment is due with the signed Space Application and Contract. The remaining balance is due by March 29, 2019. After March 29, 2019, 100% of the total payment is due with the signed Space Application and Contract. Make checks payable to NPF and return to the address listed below.

Booth size: \_\_\_\_\_ Total cost of space requested: \$ \_\_\_\_\_ Amount of deposit enclosed: \$ \_\_\_\_\_

**BOOTH LOCATION PREFERENCE:**

1st choice \_\_\_\_\_  
 2nd choice \_\_\_\_\_  
 3rd choice \_\_\_\_\_  
 4th choice \_\_\_\_\_

**SPECIAL EXHIBITOR FOOD AND BEVERAGE PACKAGE**

As an exhibiting partner at the National Postal Forum, you are presented with a variety of opportunities to attend networking events throughout the Forum. To the right are the functions that are not included in the exhibitor package. If interested, please complete and return with payment and we will provide access onsite.

QTY	_____ Lunch in the Exhibit Hall Monday and Tuesday - \$35.00 per luncheon per person
_____	Wednesday Luncheon with Guest Speaker - \$50.00 per person
_____	Wednesday Closing Event - \$ 100.00 per person

*This is an application for exhibit space at the 2019 National Postal Forum. I/We have read and agree to comply with the Rules and Regulations as set forth on the reverse side of this contract. This is a contract entered into with the National Postal Forum, not with the United States Postal Service.*

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

Inquiries to: Mary Guthrie, mguthrie@npf.org | 703-293-2313,  
 Laurie Woodhams, lwoodhams@npf.org | 703-293-2329  
 Fax: 703-218-5020 *Send this application and your deposit to:*  
 National Postal Forum, 3998 Fair Ridge Dr, Ste. 150, Fairfax, VA 22033-2920

Total Cost \_\_\_\_\_  
 Deposit \_\_\_\_\_  
 Balance Due \_\_\_\_\_  
 Check # \_\_\_\_\_ Date of Check \_\_\_\_\_  
 Charge \$ \_\_\_\_\_ To: AMEX MC VISA DISCOVER  
 Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
 DATE RECEIVED (NPF) \_\_\_\_\_

## RULES AND REGULATIONS

**QUALIFICATION OF EXHIBITORS:** The Exhibitor hereby certifies that it sells products or services of a commercial nature related to the postal industry that promotes commerce and cooperation between mail users and the U.S. Postal Service; that the products and services fully comply with U.S. Postal Service regulations to the extent of their applicability. The National Postal Forum (NPF) reserves the right to cancel any exhibit contract at any time for noncompliance with these Rules and Regulations. NPF reserves the right to reject an application for any reason in its sole discretion.

**ASSIGNMENT OF EXHIBIT SPACE:** Assignment of space will be determined by NPF based on first-received, first-assigned basis, the character of the proposed exhibits, individual requirements and preferences as to the location for each Exhibitor. The NPF reserves the right to relocate display areas for the benefit of the Exhibitor or for the betterment of the exhibition. The receipt by NPF of a signed Space Application and Contract for exhibit space constitutes a binding contract. NPF reserves the right to reject any application for space for any reason.

**PAYMENT FOR EXHIBIT SPACE:** Booth spaces are assigned on a first-come, first-served basis. Initial booth assignments will be made in January 2019. 50% of the total payment is due and nonrefundable with the signed Space Application and Contract. The remaining balance is due by March 29, 2019. After March 29, 2019, 100% of the total payment is due with the signed Space Application and Contract. Exhibitors may not move-in to their exhibit space until payment in full is received. If payments are not paid in full by the designated dates, NPF retains the right to cancel the Exhibitor's space without further notice and without obligation to refund previously paid amounts. Any re-sell of exhibit space shall not result in a refund to the Exhibitor. Make checks payable to NPF and return to the address listed on the reverse side.

**CANCELLATIONS:** Cancellation requests must be sent in writing to the attention of NPF Exhibits. Note: 50% of the total exhibit space cost is nonrefundable. If cancellation notice is received after March 29, 2019, the exhibitor is liable for the total exhibit space cost and no refund will be granted. The above cancellation fee terms shall apply regardless of the execution date of this Space Application and Contract and regardless of any re-sale of booth space canceled by Exhibitor.

**EXHIBIT BOOTH DESIGN AND USE OF EXHIBIT SPACE, STANDARD FURNISHINGS:** Each Exhibitor is furnished with standard booth equipment consisting of 8'-high back drape, 3'-high side drape and one company identification sign. The display should be in good taste and in keeping with the general tone of the show. The display should not interfere with or detract from adjoining exhibits. These provisions are subject to enforcement at the discretion of Show Management. Linear booths (10'x10', 10'x20', etc.) must confine their exhibits to not more than 8' height along the back wall and no more than 4' height along the side rail. However, linear exhibits may be structured above the side rail if the structure extends no more than 4' forward from the back of the booth. Island booths (independent booths, with no shared common wall) may construct displays up to 16' in height provided that portions of the display over 8' in height are at least 10 linear feet from the closest neighboring Exhibitor. Exceptions must be approved in writing by Show Management. Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. In the event the Exhibitor is not available, the decorator, with the approval of the Show Management, will provide draping deemed necessary and charge the Exhibitor. Exhibitors planning to use special equipment or construction are required to submit their plans upon submission of the space contract to be certain that the plans comply with all regulations.

**OFFICIAL SHOW DECORATOR/GENERAL SERVICE CONTRACTOR:** The official show decorator is selected for quality of service and pricing. Prior to the show, an Exhibitor Service Manual will be sent to the Exhibitors and will include information regarding furnishings, shipping and drayage, electrical, telephone and other services.

**SUBCONTRACTOR SERVICES:** NPF will designate contractors to perform work that may be ordered at the Exhibitor's expense. In no event shall NPF be responsible for the conduct of contractors or their employees. NPF assumes no responsibility for failure to perform by contractors, their charges or any other matter relating to contractors of the Indiana Convention Center. The foregoing includes services rendered to the Exhibitor including, but not limited to, carpenters, electricians, plumbers, decorators, etc. Exhibitor agrees that it (or its designated contractors) shall not paint, tape, nail, screw, drill, tack, etc. anything to the walls, columns, floors, ceilings or any permanent fixture of the building or to another Exhibitor's display or to the official service contractor's display materials.

**INSURANCE:** All Exhibitors, their contractors and suppliers working in the exhibition premises are required to carry liability insurance for commercial liability, bodily injury, and property damage coverage. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. All Exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exhibition.

**LIABILITY/INDEMNIFICATION:** The Exhibitor agrees to make no claims against NPF or its officers, directors, or employees, the U.S. Postal Service, the hotel or convention center, including the Indiana Convention Center, or official contractor for loss, theft, damage to goods, or injury to the Exhibitor or its employees or agents while in the exhibition area, nor for any consequential damage to his business for failure to provide space for the exhibit or for the failure to hold the Forum as scheduled as a result on any action by NPF, the U.S. Postal Service or its employees. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the NPF, U.S. Postal Service, the Indiana Convention Center and its employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines, and attorneys; fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence on the Indiana Convention Center and its employees and agents. Damage to property caused by an Exhibitor must be paid for by that Exhibitor.

**FORCE MAJEURE** If NPF should be prevented from holding the Exhibition for any reason beyond NPF's control (such as, but not limited to, damage to the building, riots, strikes, acts of government or acts of God) or an Exhibitor cannot occupy the assigned exhibit space due to reasons beyond NPF control, then NPF has the right to cancel the Exhibition or any part thereof, with no further liability to the Exhibitor other than a refund of exhibit space fees, less a proportionate share of the exhibition cost incurred to be determined by NPF in its sole discretion.

**LISTING AND PROMOTIONAL MATERIALS:** By submitting this Space Application and Contract, Exhibitor grants NPF a fully paid, perpetual, non-exclusive license to use, display, and reproduce the name of the Exhibitor in any directory or listing of the Exhibition and to use such names in promotional materials. NPF shall not be liable for any error in any listing or for omitting any Exhibitor from any directory or listing pertaining to the Exhibition.

**CATERING:** Food and beverages must be purchased from the official caterer at the Indiana Convention Center, unless incident to the Exhibitor's product line, where a waiver must be requested in writing to Show Management.

**INSTALLATION, EXHIBIT HOURS AND DISMANTLE OF EXHIBITS:** Exhibitor move-in is as follows: **Installation:** Sat., May 4, 8:00 am–5:00 pm; and Sun., May 5, 8:00 am–5:00 pm. All exhibits must be set by 5:00 pm on Sun., May 5 to facilitate cleaning the Exhibit Hall.

**EXHIBIT HOURS:** Mon., May 6, 9:30 am–4:00 pm; Tues., May 7, 9:30 am–2:00 pm. (closes 2:00 pm–5:00 pm and reopens 5:00 pm–6:30 pm for Exhibitor Reception); Wed., May 8, 9:00 am–12:00 pm.

**DISMANTLE:** Wed., May 8, 12:00 pm–8:00 pm; and Thurs., May 9, 8:00 am–5:00 pm.

**EXHIBIT CONDUCT:** The following practices are prohibited by the NPF: 1. Noisy electrical or mechanical apparatus interfering with other Exhibitors; 2. Sales of products or samples for cash, check or credit card on the show floor; 3. Canvassing or distribution of any material outside the Exhibitor's own space; 4. Competitive events that distract from the meeting and exhibition; 5. Subleasing of exhibit space; 6. Use of billboard advertisements and/or displays or signs outside the exhibit area; 7. Soliciting participation in surveys or otherwise harassing registrants; 8. Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations or displays away from the exhibit area during the meeting and exhibit hours; 9. Entry into another Exhibitor's booth without permission; 10. Photographing or examining another Exhibitor's equipment without permission; 11. Smoking in the Exhibit Hall nonsmoking areas; 12. Playing of copyrighted music that is not properly licensed.

**FIRE PROTECTION:** All display material must be flameproofed and subject to inspection by the local Fire Department. No flammable fluids or substances may be used or shown in booths. Gasoline-driven vehicles must be drained of gasoline prior to being moved on the premises. Batteries must be disconnected and the cables taped. Gas tanks must be sealed.