

# SPACE APPLICATION AND CONTRACT

## for Standard Booth

### 2017 NATIONAL POSTAL FORUM

Baltimore Convention Center | Baltimore, MD | May 21-24, 2017

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

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

#### PRODUCT CATEGORY:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Addressing/Barcode Printers             | <input type="checkbox"/> High-Speed Laser Printing Systems     | <input type="checkbox"/> Presort Service Bureaus                      |
| <input type="checkbox"/> Automation Equipment                    | <input type="checkbox"/> Incoming Mail Sorters                 | <input type="checkbox"/> Production Mail Systems                      |
| <input type="checkbox"/> Bag/Tray Tagging Systems                | <input type="checkbox"/> Inkjet Printers                       | <input type="checkbox"/> Protective Packaging Materials               |
| <input type="checkbox"/> Barcoding/Sorting Systems               | <input type="checkbox"/> Inserters and Accessories             | <input type="checkbox"/> Roll Feed Equipment                          |
| <input type="checkbox"/> Certified Mail                          | <input type="checkbox"/> Integrated Logistical Services        | <input type="checkbox"/> Scales and Registers                         |
| <input type="checkbox"/> Classification Reform Products/Software | <input type="checkbox"/> Internal Tracking Systems             | <input type="checkbox"/> Self-Mailing Systems                         |
| <input type="checkbox"/> Computer Systems                        | <input type="checkbox"/> International Mail Services           | <input type="checkbox"/> Signs  |
| <input type="checkbox"/> Consolidators                           | <input type="checkbox"/> Labelers/Labeling Systems             | <input type="checkbox"/> Stamp Affixers                               |
| <input type="checkbox"/> Database/Postal Software                | <input type="checkbox"/> Mail Carts and Accessories            | <input type="checkbox"/> Strapping/Binding Systems                    |
| <input type="checkbox"/> Direct Mail Service Bureaus             | <input type="checkbox"/> Mail Courier Bags                     | <input type="checkbox"/> Tabbing Equipment/Supplies                   |
| <input type="checkbox"/> Distribution Services                   | <input type="checkbox"/> Mail Delivery Systems                 | <input type="checkbox"/> Trade Associations                           |
| <input type="checkbox"/> Encoding/Barcoding Desks                | <input type="checkbox"/> Mail Extractors                       | <input type="checkbox"/> Trade Publications                           |
| <input type="checkbox"/> Envelopes/Self-Mailers                  | <input type="checkbox"/> Mail Openers (Low Volume)             | <input type="checkbox"/> Training Software, Programs and Publications |
| <input type="checkbox"/> Facilities Management                   | <input type="checkbox"/> Mailboxes/Systems                     | <input type="checkbox"/> Transportation Services                      |
| <input type="checkbox"/> Floor Matting                           | <input type="checkbox"/> Mailing Products/Services             | <input type="checkbox"/> Tray Sleeving                                |
| <input type="checkbox"/> Folding Equipment                       | <input type="checkbox"/> Manifest/Shipping Systems Outsourcing | <input type="checkbox"/> Web Printers                                 |
| <input type="checkbox"/> Forms Processing Equipment              | <input type="checkbox"/> Plastic Pallets                       | <input type="checkbox"/> Other _____                                  |
| <input type="checkbox"/> Fulfillment Services                    | <input type="checkbox"/> Postage Meters/Machines and Supplies  |   |
| <input type="checkbox"/> Furniture Systems                       | <input type="checkbox"/> Postal Management Systems             |   |

#### 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 2017. 50% of the total payment is due with the signed Space Application and Contract. The remaining balance is due by March 31, 2017. After March 31, 2017, 100% of the total payment is due with the signed Space Application and Contract. Make checks payable to NPF-MD 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 2017 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 has products and services that are offered and work for the mutual improvement of the U.S. Postal Service by promoting 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 contract at any time for noncompliance.

**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. No exhibit space application shall be valid until accepted by NPF.

**PAYMENT FOR EXHIBIT SPACE:** Booth spaces are assigned on a first-come, first-served basis. Initial booth assignments will be made in January 2017. 50% of the total payment is due with the signed Space Application and Contract. The remaining balance is due by March 31, 2017. After March 31, 2017, 100% of the total payment is due with the signed Space Application and Contract. Make checks payable to NPF-MD 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 31, 2017, the exhibitor is liable for the total exhibit space cost and no refund will be granted.

**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 Baltimore Convention Center. The foregoing includes services rendered to the Exhibitor including, but not limited to, carpenters, electricians, plumbers, decorators, etc.

**INSURANCE:** All Exhibitors, their contractors and suppliers working in the Exhibit Hall are required to carry liability insurance. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Every reasonable precaution is taken by the exhibition location and NPF to safeguard and protect the Exhibitor's property while at the exhibition. 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:** The Exhibitor agrees to make no claims against NPF, the U.S. Postal Service, its employees, the hotel or convention center or official contractor for loss, theft, damage to goods, or injury to the Exhibitor or its employees 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 Baltimore 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 Baltimore Convention Center and its employees and agents. 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. Damage to Property caused by an Exhibitor must be paid for by that Exhibitor. Do 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.

**CATERING:** Food and beverages must be purchased from the official caterer at the Baltimore 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 20, 8:00 am–5:00 pm; and Sun., May 21, 8:00 am–5:00 pm.

All exhibits must be set by 5:00 pm on Sun., May 21 to facilitate cleaning the Exhibit Hall.

**EXHIBIT HOURS:** Mon., May 22, 9:30 am–4:00 pm; Tues., May 23, 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 24, 9:00 am–12:00 pm.

**DISMANTLE:** Wed., May 24, 12:00 pm–8:00 pm; and Thurs., May 25, 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.