

NCSG 2021 Trade Show Application

March 17-20 • Potawatomi Hotel and Casino • Milwaukee, WI

RETURN TO: (317) 837-5365 via FAX or Mail to: NCSG, 2155 Commercial Drive, Plainfield, IN 46168.

EXHIBITING COMPANY INFORMATION

Company Name _____
 Contact Person (This person will receive ALL exhibitor communication.) _____
 Email Address _____ Phone _____
 Fax _____ Website _____
 Mailing Address _____
 City _____ State _____ ZIP _____

BOOTH SELECTION

Please list your first four location preferences. Every effort will be made to place you within your preferred booth(s).

1 _____ 2 _____ 3 _____ 4 _____

Is your company an NCSG Member? ☐ Yes ☐ No

PAYMENT INFORMATION

Exhibitors having pre-selected booth space will be required to place a 20% deposit on Sept. 1, with an additional 50% of the total due by October 15. The remaining balance is due December 1, 2020.

Exhibitors reserving space between September 1 and November 30 are required to place a 50% deposit on exhibit space with balance due on December 1, 2020.

Full payment is required at the time of application for all reservations made on or after December 1, 2020.

Booth Size Selected _____ x _____

Total Amount Due \$ _____

20% Due 9/1/20 \$ _____

50% Due 10/15/20 \$ _____

Balance Due 12/1/20 \$ _____

10x10' Booth Rates				
	Until November 30		December 1 - Show	
	Standard Rate	NCSG Member	Standard Rate	NCSG Member
1x 10x10'	2209	1859	2509	2159
2x 10x10'	4009	3259	4309	3559
3x 10x10'	5709	4609	6009	4909
4 - 10x10'	7309	5809	7609	6109

☐ Visa ☐ MasterCard ☐ AmericanExpress ☐ Check Enclosed

Account Number _____ Exp. _____ Card Security Code _____

Cardholder Signature _____ Name on Card _____

AUTHORIZATION AND AGREEMENT

I have read and agree to the NCSG 2021 Trade Show Application and Contract on behalf of my company.

Name _____ Title _____

Signature _____ Date _____

Onsite Contact Name _____

For Office Use Only O2F C2M

Auth 1 _____ Booth(s) _____

Auth 2 _____ Rec'd By: _____

COID _____ Rec' Date: _____

Rev. 2/3/2020

NCSG 2021 Trade Show Exhibit Contract

1. Processing of Applications No application will be processed without required payments, contracts and signatures.

2. Cancellation Policy - Upon receiving written notice of cancellation on or before October 15, 2020, NCSG will issue a refund of 50% any booth rental payments made by the exhibitor minus a \$50 administrative fee per booth rented. No refunds will be issued after October 15, 2020.

3. Space Assignments - Space assignments will be made on a first-come, first-served basis. Booth assignment (closest to those originally requested) will be made by show management if the preferred choices of the exhibitor are not available. Subletting of space in any manner is strictly prohibited.

4. Installation and Removal of Exhibits - Set-up and tear-down hours must be observed. No booths may be set-up or torn down during trade show hours.

5. Booth Construction/Design and Layout The reverse side of any wing panel must be draped or otherwise decorated so that exposed areas will not be objectionable to adjacent exhibitors. Tall display items must be set-up in a manner that does not obstruct the view of adjacent exhibitors.

6. Character of Exhibit - NCSG reserves the right to decline to permit an exhibitor to conduct, maintain and exhibit if, in the judgment of the NCSG, said exhibitor shall in any respect be deemed unsuitable. This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other items, without limitation, which affect the character of the exhibit. Use of electronic equipment including but not limited to televisions, radios, and speakers must not infringe upon any adjacent exhibitors.

7. Distribution of Literature - Exhibitors must confine their exhibit activities to their rented booth(s). Only literature published or approved by the NCSG may be distributed in the registration area, in the meeting rooms, or in other areas used by convention attendees.

8. Food and Beverage - No food and/or beverage may be served in exhibit areas with the exception of individually wrapped candies that do not present any potential problems to the hotel housekeeping staff.

9. Limitation of Liability Neither the NCSG, its members, officers, representatives or employees will be responsible for any injury, loss or damage, including but not limited to lost profits, that may occur to the exhibitor, or the exhibitor's employee or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract.

10. Exhibitor's Responsibility for Exhibit Contents - It is understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many booths, and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss, or damage to its booth, property, employees or other representatives. Security guards will be furnished for exhibits in the main hall but the furnishing of such security service shall not be deemed to affect the non-liability of show management and its members, officers, representatives, and employees.

11. Indemnification - The exhibitor shall indemnify, defend and hold harmless the NCSG, its members, officers, representatives and employees from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with the exhibitor's participation or presence at the trade show, including but not limited to: any breach by the exhibitor of any agreements, covenants, promises or other obligations under this contract; any

violation or infringement (or claim of violation or infringement) of any law or ordinances or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; any libel, slander, defamation or similar claims resulting from the actions of the exhibitor; any harm or injury to the exhibitor; and loss of or damage to property or the business or profits of the exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, or otherwise.

12. Force Majeure - In case said premises shall be destroyed by fire or the elements or by any cause outside the control of the NCSG, or in case Government intervention or regulation, military activity, strikes, acts or threats of terrorism, or any other circumstances make it impossible or inadvisable to hold the show at the time and place provided in the Application and Contract for Exhibit Space, then and thereupon the contract shall terminate and the Exhibitor shall waive any claim for damages or compensation, except the pro rata return of the amount paid for the space, after deduction of actual expenses incurred in connection with the show, and there shall be no further liability on the part of either party.

13. Taxes and Licenses - The exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local law applicable to its activities at the trade show. The exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the trade show.

14. Insurance - The exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the following insurance: (a) Workers' Compensation Insurance; and (b) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable). If requested, copies of primary coverage endorsements and complete copies of policies shall be furnished to the NCSG in advance of the trade show.

Exhibitor assumes responsibility and agrees to indemnify and defend National Chimney Sweep Guild, NCSG's Chosen Decorating Company and the Potawatomi Hotel and Casino and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. Exhibitor understands that the National Chimney Sweep Guild does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

15. Observance of Laws - The exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the exhibit facility (including any union labor work rules). Without limiting the foregoing, the exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

16. Admission to Exhibits - Only authorized representatives of exhibitors made known to the NCSG show management in registration documents are entitled to entrance in the Exhibit hall. Each representative of an exhibiting company must have his/her own NCSG office-issued identification. Children under the age of 18 are specifically prohibited from being on the exposition floor during move-in and move-out hours. Children under the age of 18 must be accompanied by a parent or guardian while in the exhibition hall during regular hours.

Revised February 3, 2020