

Exhibitor Contract & Registration Form

1 CONTACT INFORMATION *(Please Print/Type Clearly)*

NOTE – Information provided in this section will be published as submitted.

Company Name _____
Contact Name _____ Title _____
Mailing Address _____ City _____ State _____ Zip _____
Phone (_____) _____ E-mail _____
Description of products/services for Show Directory _____

Additional Contacts to receive Exhibit Correspondence (if different than above):

Name _____ E-mail _____
Name _____ E-mail _____

2 BOOTH RESERVATION

Booth Assignments – Requests for exhibit space are filled by a Booth Assignment Appointment. A **\$500 non-refundable deposit is due with the application** to secure your assignment. **FULL PAYMENT DUE before June 1, 2025.** If full payment is not received by the deadline, space will be released and may be reassigned by show management. **Full payment is required with exhibit contracts received on/after June 1.**

In-line Space includes one 7"x44" identification sign, wastebasket, 6' draped table, and 2 chairs per 10'x10".

- 1 – 10'x10' booth [includes 2 staff] \$2,780
 - 2 – 10'x10' booth [includes 4 staff] \$4,940
 - 3 – 10'x10' booth [includes 6 staff] \$6,720
 - 4 – 10'x10' booth [includes 8 staff] \$8,510
 - 5 – 10'x10' booth [includes 10 staff] \$9,720
 - Prime Booth [\$200 per each corner spot]..... \$ _____
 - Additional Booth Staff _____ qty x \$200 = \$ _____
- Total Due \$ _____**

Bulk Space is 20'x20' or larger and includes one 7"x44" identification sign.

- 20'x20' booth [includes 8 staff] \$8,510
 - 20'x30' booth [includes 12 staff] \$11,660
 - 20'x40' booth [includes 16 staff] \$15,220
 - 20'x50' booth [includes 20 staff] \$18,900
 - 20'x60' booth [includes 24 staff] \$21,680
 - 40'x60' booth [includes 40 staff] \$29,930
 - 50'x60' booth [includes 60 staff] \$44,880
 - Additional Booth Staff _____ qty x \$200 = \$ _____
- Total Due \$ _____**

3 METHOD OF PAYMENT

- Check** Payments must be in U.S. funds from U.S. banks. A \$50 fee will be charged for returned checks.

Mail Payment to: Uniform Retailers Association
PO Box 267
Baltimore, OH 43105-9998

- Credit Card** – If paying by credit card, a secure link will be emailed after the contract is processed.

4 ACCEPTANCES

On behalf of the exhibiting company listed in item 1 of this Contract, we have read and agree to abide by the EXHIBIT CONDITIONS, RULES & REGULATIONS provided with this contract plus any amendments thereafter. By submitting this form, our company and its representatives agree to be contacted by mail, phone, and/or e-mail on behalf of the Association.

Authorized Signature _____ Date _____

5 EXHIBIT CONDITIONS, RULES & REGULATIONS

On behalf of the exhibiting Company in item 1 of the Contract (hereinafter referred to as the "Exhibitor"), we apply for booth space at the URA Trade Show (hereinafter referred to as the "Association") on the dates and location as inscribed on the Contract and any amendments thereafter, for the exhibition of the products and/or services designated and for no other purpose, subject to the Conditions, Rules & Regulations and any amendments hereinafter set forth. View Exhibitor FAQs for additional information.

Booth Assignments – After the top 10 are assigned, based on previous shows, booths are assigned in order of the date received. The contract must include payment to be considered. This contract is subject to all the terms and conditions of the lease agreement between the Association and the venue. Booth spaces are assigned at the discretion of the Association.

Booth Equipment – Inline booths are separated by 8' high back drapes and 3' high side divider drapes. At the Exhibitor's expense, the Association reserves the right to prohibit or remove any exhibit, product, display, or part thereof, or proposed exhibit display or device which in the opinion of the Association is not suitable to or in keeping with the product display policy or rules and regulations. Association reserves the right to rearrange the exhibit hall and relocate any exhibit at any time.

Standard in-line 10'x10' booths receive one 7" x 44" identification sign, one wastebasket, one 6' draped table, two chairs, and two exhibitor representative badges. Additional booth furnishings and equipment may be ordered through the official decorator. The Exhibitor Service Kit containing information and forms will be provided electronically to all exhibitors approximately 60 days before the Trade Show.

Any portion of an exhibitor's display that extends or protrudes above or beyond that of the booth adjoining to the rear or side must, at the exhibitor's expense, be completely smooth, flush-finished, and painted, with no exposed framework or artwork. It must be finished in such a manner as not to be unsightly to exhibitors in adjoining booths or to the Association. The Association reserves the right to make a judgment as to whether a booth shall be finished on-site at the expense of the exhibitor.

Exhibits spanning an aisle may NOT lay carpet across the aisle and/or signs over the aisle unless they rent the aisle space. Aisles are common ground and must be kept clear otherwise.

No portion of an exhibit structure may extend beyond the assigned/rented floor space.

Exhibits 20' x 20' or larger are considered bulk space investors. Bulk space will be marked with floor tape, and the rented space does not include booth furnishings. Bulk space Exhibitors are **required** to submit design renderings to Show Management for pre-approval at least 30 days before The Show.

Cancellation Policy – Exhibitors who cancel before **June 1** will receive a refund of 75% of the total monies paid, less the non-refundable \$500 deposit. Cancellations on or after **June 1 and before July 1** will receive a refund of 50% of total monies paid less the non-refundable \$500 deposit. There are **NO REFUNDS** for cancellations on/after **July 1**. All cancellations must be submitted in writing to the Association.

Conflicting Events During Trade Show – To fully promote the activities of the URA Trade Show, the Association prohibits using hospitality suites and meeting rooms two days before, two days after, or during the Trade Show. Companies shall not extend invitations, call meetings, hold hospitality events, or otherwise encourage the absence of visitors/attendees from the Trade Show or any scheduled event. Before or after URA scheduled events, exhibitors may invite no more than three retail stores to join them for dinner or cocktails. Multiple vendor reps may not gather at the same table or combine into one larger group.

Current exhibitors may request function space before or after the Show at the headquarters hotel or another area venue for non-selling hospitality suites/meetings which must be arranged and approved through the Association. If an exhibitor is found in violation of these rules, their booth will be shut down immediately, and the booth fees will not be refunded.

Show Directory/Program – Exhibitors are provided with one listing per contract.

Distribution of Advertising Material and Canvassing – Booth activities, such as demonstrations, live interviews, market research, etc., must fit within the assigned floor space and may not interfere with normal traffic flow nor infringe on neighboring exhibits. Promotional activities are prohibited outside the exhibitor's assigned space. Exhibitors should reserve a reasonable portion of their exhibit space for crowds or lines that popular activities may attract. Canvassing or distributing advertising material by an exhibitor or anyone representing a non-exhibiting firm is prohibited outside the exhibitor's booth space or in any part of the venue or contracted hotels where the Trade Show is held.

Exhibitor-appointed contractor (EAC) – Exhibitors are responsible for ensuring that their EACs have the proper insurance and must provide documentation upon request.

Security Policy – The Association will provide perimeter guard service during the hours the exhibit area is closed; however, the Exhibitor is solely and fully responsible for their exhibit material and should insure their exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody, and control in transit to or from or within the confines of the exhibit hall. Exhibitors are not permitted to enter the exhibit hall at any time other than during set-up hours determined by the Association and when the hall is open to attendees. Exhibitor understands that neither the Association nor the venue maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

Dismantle – No exhibit shall be dismantled before the official closing of the Trade Show as determined by the Association. If observed dismantling early, the Exhibitor will be fined a \$1,000 violation fee, payable within 30 days from receipt of the invoice. If observed dismantling early a second time, the Exhibitor may be barred from exhibiting at future events. The Association recognizes that emergencies or other unforeseen circumstances may arise. Should it be determined necessary to dismantle early, the Exhibitor is required to contact the Association immediately. If the purpose is deemed acceptable by the Association, written permission to dismantle early will be provided to the Exhibitor, and fines will be waived.

Booth Warranty – The dimensions and locations of each booth are believed to be accurate but only warranted to be approximate. The Association reserves the right to revise the floor plan in the Show's best interest. Booths are assigned only to the company that signs the application. No subsidiaries, distributors, manufacturers, etc., will be permitted to share, advertise, distribute literature, or in any way occupy any booth or part of any booth assigned to that Exhibitor.

Failure of Payment – If the Exhibitor fails to pay when due, any sum required under the terms of this application, or if the Exhibitor fails to comply with any other term or condition of the application, the Association reserves the right to cancel the exhibit assignment and any money paid by the Exhibitor to the Association will be forfeited. The Association shall have the right to make such rules and regulations in connection with the Trade Show as it may deem proper and may amend them at any time in the best interest of the Trade Show, and the Association shall have the full power in the manner of interpretation and enforcement thereof. Upon submission of the Contract, the Exhibitor agrees to abide by all rules and regulations as set forth by the Association.

Indemnification – Exhibitor shall indemnify, defend, and hold harmless Association and its officers, directors, agents, and employees from and against all liabilities, action, claims, demands, losses, or damages (including reasonable attorney's fees) arising out of or resulting from (i) any breach by Exhibitor or any of the terms, conditions, representations, or warranties contained in this Contract, or (ii) property damage or personal injury caused by the negligence or willful act or omission of Exhibitor or its employees, agents, or contractors.

Association shall indemnify, defend, and hold harmless Exhibitor and its officers, directors, agents, and employees from and against all liabilities, actions, claims, demands, losses, or damages (including reasonable attorney's fees) arising out of or resulting from (i) any breach by Association or any of the terms, conditions, representations, or warranties contained in this Contract, or (ii) property damage or personal injury caused by the negligence or willful act or omission of Association or its employees, agents, or contractors.

Entire Agreement – Submission of the Exhibitor Contract constitutes an agreement between the Association and the Exhibitor at such time as it is accepted and executed by the Association. Following the Exhibitor booth assignment, the Association may permit oral modifications to this contract that seeks to enlarge the amount of booth space contracted for. Any such oral modification to the original application will be accepted and considered binding on both the exhibitor and on the Association only when payment for the additional space is received and processed by the Association.

Violation of Rules – Exhibitors/attendees and their employees/agents agree to abide by the foregoing rules and by any amendments that may be put into effect by the Association. In the event an exhibitor/attendee is found to violate any of these rules, the following actions will ensue a) Whenever possible, the exhibitor/attendee will be orally advised, or given written notice, that he/she violates one of the rules and asked to take immediate corrective action. b) If the exhibitor/attendee fails to heed oral or written notice, the Association reserves the right to close the exhibit immediately and expel the exhibitor/attendee from the Trade Show without refunding any monies paid by the exhibitor/attendee. Upon exercise of this authority, the exhibitor/attendee and their employees/agents waive any right and claim for damages against the Association. c) The violation of any of the rules will constitute cause for not allowing an exhibitor/attendee to participate in subsequent Trade Shows. The Association shall have sole discretion in disciplining exhibitors/attendees who fail to comply with Association rules.

Governing Law – This Agreement shall be governed by and construed following the laws of the State of Ohio. The courts of the United States and the State of Ohio located in Columbus, Ohio, shall have exclusive jurisdiction over any legal action that may be brought by one Party against the other Party which relates in any way to this Agreement or the relationship between the Parties.