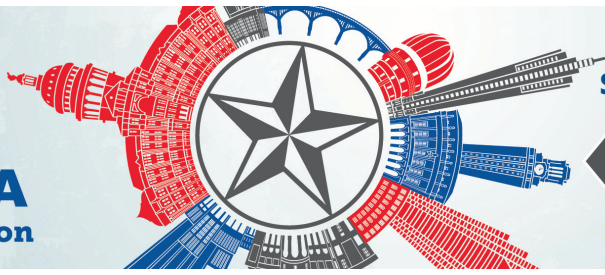




— 2019 —
SMACNA
 Annual Convention



**2019 SMACNA PRODUCT SHOW
 SPACE APPLICATION & CONTRACT**

★★★★★
AUSTIN, TEXAS

**OCTOBER
 20-23**

*Company Name _____
 *Address _____
 *City _____ *State/Province _____ *Zip/Postal Code _____ *Country _____
 *Company Phone _____ *Company Fax _____
 *Company Website _____ *Company Email _____
 *Contact Name _____ Title _____
 Contact Phone _____ Contact Email _____
 Contact Cell Phone (for onsite purposes) _____

SEND YOUR COMPLETED CONTRACT
 VIA MAIL, FAX OR EMAIL TO:

SMACNA SHOW MANAGEMENT

**1430 Spring Hill Road, 6th Floor
 McLean, VA 22102
 Fax: 703-934-4899
 smacna@naylor.com**

Federal Tax ID #: 36-2099048

**This information will be printed in the 2019 Product Show Guide.*

ASSIGNMENT INFORMATION

To assist in the assignment of exhibit space, please list any companies who have product lines competitive with yours, if applicable.

1. _____ 2. _____ 3. _____ 4. _____

We hereby apply for exhibit space(s) for our use at SMACNA's Product Show in Austin, TX on October 22, 2019.

Booth Fees for 10' x 10' booth Members: \$4,000 each Non-Members: \$4,500 each

Note: As a membership benefit, SMACNA Platinum, Gold and Silver Members receive one 10' x 10' booth in the Product Show. Additional booths can be purchased at the member rate. Gold & Platinum will receive a 25% discount on additional booth space.

Booth Space is assigned on a first come first served basis. (Premier Partners and Platinum Associate Members have booth selection priority.)

Membership Type (check one) Associate _____ Non-Member _____
 Associate Member (check one) Platinum _____ Gold _____ Silver _____
 Patron Member (check one) Platinum _____ Gold _____ Silver _____

Each booth comes with pipe and drape, booth ID sign, one 6' draped table, 2 chairs, waste basket, and complimentary exhibitor badges based on booth size and membership type. Badge allotments are listed on the back of the application. The exhibit hall is carpeted. Publicity provided on the official www.smacna.org website, SMACNews, and the Convention Magazine. Breakfast is included. In addition and upon request, each exhibiting company will receive a list of all pre-registered attendees.

Total # of 10' x 10' booths _____ **Preferred Booth Locations: 1st Choice** _____ **2nd Choice** _____ **3rd Choice** _____

PAYMENT INFORMATION A 50% DEPOSIT MUST ACCOMPANY APPLICATION

Full payment is required by May 17, 2019. Payment for exhibit space must be enclosed in U.S. funds payable to SMACNA Show Management.

BOOTH INCLUDED WITH ASSOCIATE MEMBERSHIP

TOTAL AMOUNT DUE: \$ _____ Paid by: Check Credit Card (Select One): AMEX Visa MasterCard

Name on Card: _____ Credit Card Number: _____

Exp. Date: _____ Security Code (CSV): _____ Amount Authorized: \$ _____

Billing Address (if different from above): _____

Authorized Signature: _____ **Date:** _____

ACCEPTANCE

We understand that this is a binding contract upon acceptance by SMACNA and is subject to all the terms, conditions, rules and regulations that hereto constitute a part of, or are included in this contract. We further agree that if, in the judgment of SMACNA Show Management, it becomes necessary to change the original allocation of space, SMACNA Show Management may do so by notifying the authorized exhibitor representative. SMACNA reserves the right to reject any exhibit application for any reason. My signature confirms that I have read, understand, agree and will comply with the published rules & regulations including the payment policy as stated in this document and the 2019 Product Show Terms and Conditions.

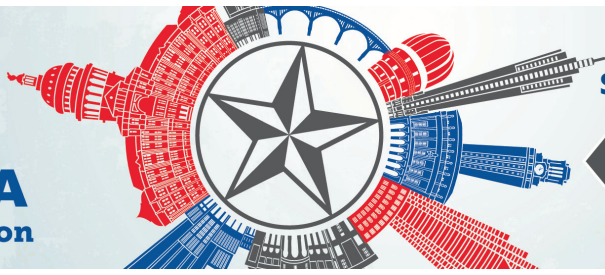
Name (please print): _____ **Title:** _____

Authorized Signature: _____ **Date:** _____





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The following provisions, plus any additions and amendments thereto that may hereafter be established by SMACNA Show Management, become binding upon acceptance of this contract between the applicant, his employees and agents and SMACNA Show Management.

SPACE ASSIGNMENT

Space assignments are on a first-come, first-served basis with the following exceptions:

SMACNA Associate Members and SMACNA Members exhibiting must be in good standing and must have paid their 2019 annual dues prior to space assignment confirmation. If dues are not current, space assignment will revert to a non-member status.

All exhibitor requests for specific location in relationship with other exhibitors will be honored as available with priority to appropriate Associate Member classifications and Patrons.

Premier Partners and Platinum Associate Members have first booth selection priority followed by Gold and Silver Associate Members. All other exhibiting companies will be assigned after this process on a first-come first-served basis.

For more information visit www.smacna.org.

BOOTH FEES

The cost for participation in the SMACNA 2019 Product Show is:

SMACNA Members: 10' x 10' Space \$4,000
 Non-Members: 10' x 10' Space \$4,500

SMACNA Product Show rates include the following:

- Four (4) complimentary exhibitor badges for the first 100 sq.ft. space
- Two (2) complimentary exhibitor badges for each additional 100 sq.ft. space
- Premier Partner and Platinum exhibitors receive eight (8) complimentary exhibitor badges for the first 100 sq.ft. space and four (4) complimentary exhibitor badges for each additional 100 sq.ft. space
- Publicity in SMACNews, the Convention Magazine, and on the official www.smacna.org website

PAYMENT

Applications for exhibit space submitted prior to May 17, 2019 must be accompanied by a 50% deposit of the total space rental charge, with the balance due on May 17, 2019. Space Applications submitted on or after May 17, 2019 must be accompanied by full payment.

CANCELLATIONS

Should an exhibitor cancel their booth space, the following shall apply:

- If an exhibitor cancels in whole or in part, no refunds will be provided.
- No cancellation shall be acknowledged unless received in writing by SMACNA Show Management. The date upon which the notice of cancellation is received shall apply as the official date of cancellation.
- Upon exhibitor notification of cancellation, SMACNA Show Management has the right to re-sell the space vacated.
- Exhibit space assigned shall be accepted unless reflected in writing to SMACNA Show Management within five (5) days from the date of confirmation.

SET UP/TEAR DOWN

(note: times subject to change)

Installation Date

Monday, October 21, 2019
 11:00 AM – 5:00 PM

Show Date

Tuesday, October 22, 2019
 Exhibitor Breakfast: 6:30 AM - 7:00 AM
 Product Show: 7:00 AM - 11:30 AM
 Post Show Exhibitor Meeting: 11:30 AM - 12:00 PM

Dismantling Date

Tuesday, October 22, 2019
 11:30 AM - 3:00 PM

All materials must be removed from the exhibit area by 3:00 PM after the conclusion of the Product Show. All materials not removed from the area within that period will be discarded. SMACNA Show Management cannot be held responsible for the shipment, set up, labor, security, or damage to any booth display.

EXHIBITOR SERVICE MANUAL

An Exhibitor Service Manual containing general and technical information regarding the Product Show, the facilities of the Product Show site, instructions, rates and pertinent information regarding the services of the official contractors will be provided 2-3 months prior to the Product Show to exhibitors who have paid in full for their exhibit space. Any changes or additions to the rules and regulations will be included in the Exhibitor Service Manual. All services not ordered in advance may be procured through the Product Show Service Desk which will be maintained at the facility.

LIABILITY INSURANCE

Insurance protection will not be afforded to the exhibitor by either the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) or the JW Marriott Austin. Exhibitors must carry their own insurance to cover exhibit materials and all equipment against damage. SMACNA Show Management will employ professional security guards and will take reasonable precautions to safeguard the perimeter of the exhibit area. Neither SMACNA, Naylor Association Solutions, JW Marriott Austin, nor any of the officers or employees of the above will be responsible for the safety of property of exhibitors from theft, strikes, damage by fire, water, storm, vandalism or other causes.

Exhibitors and their contractors shall maintain Commercial General Liability Insurance, including bodily injury/ property damage, products and completed operations, personal injury and contractual liability of at least \$1 million per occurrence and \$2 million aggregate, at their sole cost and expense, for all of its activities and property at the Product Show, and shall have SMACNA and JW Marriott Austin named as additional insured on all such policies. Exhibitor warrants that by signing this Agreement it has complied specifically with the insurance requirements of the Agreement. Evidence of insurance coverage, in the form of a valid Certificate of Insurance specifying that the coverage includes activities at the Product Show, must be provided to SMACNA at its request.

Exhibitors are charged with knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety affecting their participation in the exposition. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor. If unusual equipment is to be installed, or equipment that might conflict with fire codes is to be used, the exhibitor must communicate with the exposition director and wait for approval from the Fire Marshall before proceeding.

EXHIBIT MANAGEMENT

All exhibits will be under the management and control of SMACNA Show Management. Only authorized staff have the authority to make decisions affecting exhibit activities. All questions regarding the Product Show should be directed to:

SMACNA SHOW MANAGEMENT

1430 Spring Hill Road, 6th Floor
 McLean, VA 22102
 Phone: 770-576-4971
 Fax: 703-934-4899
smacna@naylor.com

