



Naples, Florida | November 13-16, 2019  
**2019 NORA EXHIBIT AGREEMENT**

**Include name of organization exactly as you want it to appear in all publications.**  
 Return this sheet, signed terms and conditions, and booth personnel registration form.  
**By submitting this agreement, you agree to all terms and conditions of exhibiting.**

**CONTACT INFO**

Company _____		Badge Name _____	
Primary Booth Personnel _____		Title _____	
Primary Point of Contact (If different) _____			
Address _____	City _____	State _____	Zip _____
Phone _____	Email _____	Web _____	

**BOOTH ORDER INFORMATION**

**REFERRED BY (OPTIONAL):**

All booth packages include full registration for **ONE** booth personnel. Additional registrations for exhibiting companies (up to 3 per company) are \$399 each. A 50% deposit will reserve your space. Full amount due by August 30, 2019.

Item	Member	Non-Member	Subtotal
Booth	<input type="checkbox"/> \$2195	<input type="checkbox"/> \$3500	\$ _____
Booth and New Backdrop Banner	<input type="checkbox"/> \$3195	<input type="checkbox"/> \$4500	\$ _____
Additional 8x10 Booth Space	<input type="checkbox"/> \$750		\$ _____
Electricity (until Nov. 1)	<input type="checkbox"/> \$200		\$ _____
Additional Booth Personnel (Use next sheet)	<input type="checkbox"/> \$399		\$ _____
Spouse/Companion Package	<input type="checkbox"/> \$275		\$ _____
Golf	<input type="checkbox"/> TBD		\$ _____
Golf Club Rental	<input type="checkbox"/> TBD		\$ _____
Fishing	<input type="checkbox"/> TBD		\$ _____

If you chose a spouse/companion package, please include their name here: \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

If you selected golf, please include your average score: \_\_\_\_\_

If you selected fishing, please include your shirt size: \_\_\_\_\_

*Exhibit spaces are assigned based on number of years of membership, number of years exhibiting and when this form is received. After initial booth assignment, all booths are assigned on a first come, first served basis. Check noranews.org for current booth space availability.*

**Booth Choices** (if a choice is not available the nearest available will be assigned): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

**Any exhibitor(s) you do not want to be near:** \_\_\_\_\_

**PAYMENT OPTIONS - PAYMENT REQUIRED TO RECEIVE BOOTH ASSIGNMENT**

Total Amount Due \$ \_\_\_\_\_ *All payments are in US Dollars, drawn on US Bank.*

Name on Card _____		Signature _____	
Card Number (American Express, Visa or Mastercard accepted) _____		Exp. Date _____	Security Code _____
Billing Street Number & Zip (if different than above) _____		Email to send receipt (if different than above) _____	

**SUBMISSION INFORMATION**

- Exhibit agreement paperwork may be scanned and emailed to casey@noranews.org. Please do not email credit card information.
- Please indicate form of payment:
  - Faxed to 703-753-2445
  - Phoned in to Kim Litscher at 703-753-4277
  - Mailed to 7250 Heritage Village Plaza, #201 Gainesville, VA 20155
  - Will pay online: following processing of paperwork, a secure payment link will be emailed to you



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## 2019 NORA ADDITIONAL BOOTH PERSONNEL REGISTRATION FORM

Complete a separate form for each booth personnel. Purchasing a booth includes ONE booth personnel. For additional personnel, the registration fee applies.

### CONTACT INFO

Name	Badge Name		
Address	City	State	Zip
Phone	Email	Web	

### OPTIONS FOR PURCHASE

Item	Member	Non-Member	Subtotal
First Booth Personnel (Included With Booth)	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	\$ _____
Additional Booth Personnel (Maximum of 3)	<input type="checkbox"/> \$399	<input type="checkbox"/> \$800	\$ _____
Spouse/Companion: Full Package	<input type="checkbox"/> \$275	<input type="checkbox"/> \$900	\$ _____
Spouse/Companion: Closing Party Only	<input type="checkbox"/> \$209	<input type="checkbox"/> \$900	\$ _____
Golf*	<input type="checkbox"/> TBD		\$ _____
Golf Club Rental	<input type="checkbox"/> TBD		\$ _____
Fishing	<input type="checkbox"/> TBD		\$ _____

If you chose a spouse/guest package, please include their name here: \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

If you selected golf, please include your average score: \_\_\_\_\_

If you selected fishing, please include your shirt size: \_\_\_\_\_

### DETAILS

**Spouse/Companion: Full Package** includes access to the opening reception on Wednesday including food and drinks, the Thursday spouse brunch, a spouse gift and the Friday night closing party. This package is for spouses and companions of registered attendees; this may not be used for employees of an attending company.

**Spouse/Companion Package: Friday Night Closing Party Only** includes food and drinks at the spectacular Friday night Closing Party Dinner. This package is for spouses and companions of registered attendees; this may not be used for employees of an attending company. All guests must register in advance for the closing party.

**Golf** will be held as a tournament on the afternoon of Thursday, November 14th after the final session of the day. Registration for golf includes hosted drink cart, boxed lunch, reception and awards.

**Fishing** will be held on the afternoon of Friday, November 15, following conference sessions. Price includes rod and reel, bait, tackle, lunch and beverages.

### PAYMENT OPTIONS

\* Open to attendees, exhibitors and spouse/guests

Total Amount Due \$ \_\_\_\_\_

All payments are in US Dollars, drawn on US Bank.

Name on Card	Signature		
Card Number	Exp. Date	Security Code	
Billing Street Number & Zip (if different than above)		Email to send receipt (if different than above)	

### SUBMIT YOUR AGREEMENT

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# 2019 NORA Exhibitor Terms and Conditions

By applying for exhibit space, your company agrees to comply with all rules and regulations outlined below and further agrees to abide by the decision of NORA (hereafter known as "exhibit management") with respect to interpretation of these rules. Please be sure that the company representatives attending the meeting are aware of and adhere to these rules.

- 1. Exhibit Representatives.** Each 8x10 exhibit package is entitled to one complimentary registration per booth. Up to three additional staff members from the same company may register at the reduced rate of \$399 per person. Multiple companies may not share a single booth. Companies with a shared business relationship may co-locate but will be charged a co-location fee of \$500/person plus registration fee.
- 2. Assignment of Space.** A 50% deposit is required to secure a booth assignment. Every effort will be made to respect the exhibitors' space choices for preferred space whenever possible, but exhibit management's decision shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibit effort.
- 3. Payment.** Full payment of exhibit fees is required by August 30, 2019. A 50% non-refundable deposit will secure a booth until August 30, 2019. Submitted forms will be charged the full amount of the booth unless a written deposit request is made. Payment for exhibit space does NOT include the cost of any booth equipment, furnishings, special utilities or services ordered by the exhibitor; unless specified in the Exhibitor Agreement. All such optional costs shall be the exhibitor's responsibility. Please make checks payable to: NORA, 7250 Heritage Village Plaza, Suite 201, Gainesville VA 20155, USA. All telephone inquiries: 703-753-4277; FAX 703-753-2445. International funds must be submitted to a U.S. bank in U.S. equivalents. Booths not paid in full by August 30, 2019 may be forfeited or reassigned. Custom banners will not be printed until the booth is paid in full.
- 4. Refund for Cancellation.** Should the exhibitor be unable to occupy and use the exhibit space contracted for, he or she shall promptly notify exhibit management in writing. Any exhibitor canceling prior to August 30, 2019 will receive a refund equal to 50% of the full price of the booth (no refund will be offered if only the 50% deposit had been paid). No refunds will be allowed on cancellations after August 30, 2019, and space shall be forfeited.
- 5. Contractor Service information.** In the best interest of the exhibitors, exhibit management has selected the exhibit company to serve as official contractors to provide various services to the exhibitors. It is agreed that the exhibitor will abide by and comply with the rules and regulations concerning local unions having agreement with the exhibition facility or with authorized contractors employed by exhibit management. Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc., will be included in the Exhibitor's Service Kit, to be forwarded by the designated service company after space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor until the opening of the exhibit hall to facilitate service requests from exhibitors. The Exhibitor's Service Kit will provide you with shipping instructions.
- 6. Security.** Security is not provided by show management. Each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. Exhibitor management will not be responsible for loss or damage due to any cause. All Exhibitors must wear the official exhibitor's name badge for admission to and while in the exhibit hall.
- 7. Booth Construction and Arrangement.** Exhibits shall be so arranged as to not obstruct the general view, nor hide the exhibits of others. Plans for specially built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered. Regular and specially-built back wall, including signs, may not exceed an overall height of 8'. The maximum booth height of 8' may extend out 1/2 the depth of the booth from the back wall. Height limitation of the display in the balance of the area is 36", except for product and equipment on display which in itself may exceed this height. It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease some or any part thereof to such parties and upon such terms and conditions as it may deem appropriate.
- 8. No dismantling will be permitted before closing time.** No exhibitor shall have the right prior to closing of the exhibition to pack or remove articles in exhibit without permission from and approved in writing by exhibit management.
- 9. Responsibility.** If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.
- 10. Compliance.** The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health; together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.
- 11. Liability.** NORA, the exhibitor company and Naples Grande Beach Resort, its agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. Further, NORA will not be liable for damage or injury to persons or property during the term of this agreement for any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.
- 12. Cancellation or Termination of Exhibition.** In the event that the premises where the exhibition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, terrorism, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may relocate, cancel or terminate the exhibition. In the event of such relocation, cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exhibition including a reserve for future claims and expenses in connection therewith. In case exhibit management shall for any reason determine to cancel or terminate the exhibition, the exhibitor waives all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against exhibit management a refund of all amounts paid by the exhibitor to exhibit management in accordance with this agreement.

**I agree to the 2019 NORA Exhibitor Terms & Conditions. (Must be signed prior to booth assignment)**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_