



2018 Conference Exhibitor Prospectus

The National Vehicle Leasing Association (NVLA) invites you to participate in the 2018 NVLA Conference, which takes place April 18-20 at Estancia La Jolla near San Diego. This meeting is the premier educational and network event for vehicle leasing professionals throughout the United States.

For vehicle industry partners and related organizations, this event is an outstanding opportunity to make and solidify relationships through person-to-person communications and marketing. Reserve your exhibit table today!

2018 Exhibit Table Application

Contact Name: _____

Company Name: _____

Address: _____

City / State / Zip / Country: _____

Phone: _____ Email: _____

Table Fee

- NVLA Member \$995
- Non-Member \$1,295

Requirements:

1. Send company logo via email to Anna Douangphachanh (adouangphachanh@nvla.org)
2. 50 word company description for program book

Method of Payment

- Check Visa MasterCard American Express Discover

Cardholder Name: _____

Card #: _____

Exp. Date: ___/___/___ CSC (Security Code): _____

Billing address: _____

Signature: _____

Return this form to:
National Vehicle Leasing Association
N83 W13410 Leon Road | Menomonee Falls, WI 53051
Email: mmathy@nvla.org | Fax: 414.359-1671

Table Package

Included in your exhibit booth rental package:

- 3' x 6' exhibit booth with table cloth
- Two chairs
- Table identification sign
- One (1) full complimentary conference registration with every one (1) contracted, paid exhibit table
- General maintenance of the aisles and common exhibit hall areas
- Listing on NVLA website
- Listing in Conference Program

Exhibit Hours

Thursday, April 19	8:00 a.m. to 4:30 p.m.
Friday, April 20	8:00 a.m. to 2:30 p.m.

Networking Opportunities

NVLA's goal is to connect members and vendors to facilitate business connections. The Welcome Reception, breaks, and meals will be held in the exhibit hall as a means to generate traffic at exhibit tables.

Wednesday, April 18

Opening Reception	6:00 p.m. – 8:00 p.m.
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Thursday, April 19

Breakfast	7:15 a.m. – 8:00 a.m.
Exhibitor Networking Break	10:00 a.m. – 10:30 a.m.
Lunch	12:00 p.m. – 12:45 p.m.
Break	2:30p.m. – 2:45 p.m.

Friday, April 20

Breakfast	7:45 a.m. – 8:15 a.m.
Break	10:15 a.m. – 10:30 a.m.

Important Dates and Deadlines

Exhibitor Application Deadline:	March 13, 2018
Exhibitor Service/Product Description Deadline:	March 20, 2018
Exhibitor Staff Registration Deadline:	March 20, 2018
Hotel Reservation Deadline:	March 31, 2018

Booth Set Up:	April 18, 3:00 p.m. – 5:00 p.m.
Booth Tear Down:	April 20, 12:00 p.m. – 2:00 p.m.

1. Location/Dates/Hours

- The 2018 NVLA Conference will be held April 18-20 at Estancia La Jolla.
- Exhibit hours will be Thursday, April 19 from 8:00 a.m. to 4:30 p.m. and Friday, April 20 from 8:00 a.m. to 2:30 p.m.

2. Payment for Space

- The total exhibit space fee must be submitted with the Exhibit Space Reservation Form
- No booth(s) will be erected until payment has been received in advance. Failure to pay in full will result in activation of Cancellation Policy.

3. Cancellation Policy

- In the event the Meeting is canceled, interrupted, or access of the premises is prohibited by reason of any strike, lockout, injunction, act of war, act of God or any other reasons, this contract will be terminated by NVLA. In the event of such termination, exhibitor waives any and all damages and claims for damages and agrees the sole liability of NVLA shall be to return to the exhibitor his prepaid fees, less the pro-rata share of all costs and expenses incurred by NVLA.
- In the event the Exhibitor cancels participation in the Conference, the following shall apply:
 - a. Notice of cancellation must be received by NVLA in writing via mail or email.
 - b. Notice of cancellation received by NVLA before March 31 – refund of 100% of exhibit fee
 - c. Notice of cancellation received by NVLA before April 15 – refund of 50% of exhibit fee
 - d. Notice of cancellation received by NVLA after April 15 – no refund will be made
- It is agreed that NVLA reserves the right to reassign canceled booths, and that subsequent reassignment of canceled space does not entitle exhibitor to a refund of any amounts paid to NVLA.

4. Assignment of Space

- Exhibit tables assigned on a first-come, first-served, space available basis. The NVLA reserves the right to reassign Exhibit tables at any time.
- Exhibitor acknowledges that Exhibitor's obligations are not affected by Exhibitor's failure to be assigned space in accordance with Exhibitor's preference. Exhibitor will not be entitled to a refund if reassigned to another space, except as outlined under the Cancellation Policy in the event of cancellation.

5. Sharing and Subletting

- Exhibitor is prohibited from subletting any portion of the exhibit space at any time. This includes the sharing of exhibit space by Exhibitor and/or Exhibitor's client(s).

6. Conference Registration

- Exhibitor is prohibited from subletting any portion of the exhibit space at any time. This includes the sharing of exhibit space by Exhibitor and/or Exhibitor's client(s).
- Delegates, Exhibitors, and Spouse/Companions must have badges to be admitted to all functions.
- Badges will be available for pickup at the Conference Registration Desk.
- Exhibitors shall receive one (1) full complimentary conference registration with every one (1) contracted, paid exhibit table. All other exhibit staff must pay the appropriate registration fee.

- Full Registration fee includes admittance to all seminars, general sessions and speakers, all breakfasts, all luncheons, evening events, all refreshment breaks, and receptions.
- Complimentary registrations do not include golf tournament fees.
- Each exhibit space includes an unlimited number of "limited access" passes to the exhibit hall during exhibit hours only. All exhibitors must be registered in order to enter the Exhibit Hall. Exhibitors and their staff wishing to attend any other Conference event will be required to pay the full registration fee for that event before admittance will be granted.

7. Sound Control

- All sound and other noises must be kept at sufficiently low levels so as not to disturb other exhibitors. Public address systems, radio and television broadcasts or other devices used only to attract attention by sound are prohibited. NVLA reserves the right to turn off the electricity supply to any exhibitor who violates this rule.

8. Copyright Permission and Indemnification

- Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, by Exhibitor during the Exposition unless Exhibitor has previously obtained written permission from the copyright owner, or the copyright owner's designee (e.g. ASCAP, BMI, or SESAC) for such use.
- Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save and hold harmless NVLA and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs and expenses (including legal fees and expenses), demands, actions and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

9. Installation/Dismantling

- NVLA will outline the times and conditions established for the installation of all exhibits.
- All exhibits must be completed and in place by 5:30 p.m. on Wednesday, April 18. Any rented space remaining unoccupied at that time may be re-rented, reassigned, or otherwise used at the convenience of NVLA, and Exhibitor will not be relieved from the obligation to pay the full contract price.
- Dismantling or repackaging of exhibit may not begin until after the official close of the exhibit sessions on the last day of the show. Exhibitors may begin move out at 12:30 p.m. on Friday, April 20.
- Exhibitor must vacate exhibit hall by 2:00 p.m. on the final day of the show or NVLA shall have the authority to direct removal of Exhibitor's property by the official drayage company at the prevailing rates, which will be billed to Exhibitor. Exhibitor agrees to pay such charges promptly.

10. Care and Operation of Exhibit Space

- NVLA will ensure the sweeping and cleaning of the aisles, but Exhibitor must keep its space cleaned and in good order.
- Exhibit must be ready for display 30 minutes prior to each exhibit session.

- Exhibitor's area must be staffed during exhibition hours by at least one person, and Exhibitor will ensure that each person staffing Exhibitor's area conducts himself/herself in a proper manner and otherwise in accordance with rules and rulings adopted by NVLA.

11. Fire & Safety Regulations

- Exhibitors must comply with all federal, state and local fire and building codes that apply to the facility.

12. Literature Limits and Distribution

- Literature on display shall be limited to reasonable quantities (one day's supply). Reserve supplies, as long as in closed cartons, may be stored in Exhibitor's area providing the supplies are out of the general view of the attendees. Exhibitor may distribute printed advertising, souvenirs and the like, from within Exhibitor's area only. Any such item that is of objectionable or undignified character will not be permitted.

13. Food & Beverage

- NVLA must be notified of an exhibitor's intent to distribute food or beverage items in the exhibition area. All such items must be approved by NVLA and ordered through NVLA. Exhibitors are not permitted to bring in outside food or beverage.

14. Liability

- Neither NVLA, its employees nor representatives, nor the Hotel, its agents nor employees will be responsible for injury, loss or damage that may occur to Exhibitor or to Exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by this agreement, and Exhibitor on signing the Exhibit Contract expressly releases NVLA and such parties there from. Exhibitor shall also indemnify, defend and hold NVLA and Hotel harmless against any claim, action, liability, cost and expense, including court costs and attorneys fees, incurred by NVLA or Hotel as a result of the conduct of Exhibitor.