

2016 NIRSA FACILITIES INSTITUTE EXHIBITOR SPACE APPLICATION

OCTOBER 19-21, 2016 • TEMPE, ARIZONA



RETURN TO NIRSA HEADQUARTERS

4185 SW Research Way
Corvallis, OR 97333-1067
fax: 541-766-8284
call: 541-766-8211

APPLICATION IS MADE FOR (Please print clearly)

COMPANY _____ EXPO CONTACT NAME _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP _____

TOLL-FREE PHONE _____ PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

Describe your company's product/
service in 250 characters or less
(includes spaces and punctuation)

Important!

By signing below, our company agrees to abide by NIRSA's policies and procedures as noted on the reverse side of this contract.

YOUR SIGNATURE _____ DATE _____

PRINT NAME _____ PRINT TITLE _____

REGISTRATION OPTIONS

Early Bird:
on or before
September 7, 2016

Regular:
after September
7, 2016

FULL ACCESS TO INSTITUTE

Associate Member-Company (includes 1 badge)	<input type="radio"/> \$850	<input checked="" type="radio"/> \$920
Additional Badge(s)	<input type="radio"/> \$200/ea	<input checked="" type="radio"/> \$270/ea
Associate Nonmember-Company (includes 1 badge)	<input type="radio"/> \$1100	<input checked="" type="radio"/> \$1170
Additional Badge(s)	<input type="radio"/> \$300/ea	<input checked="" type="radio"/> \$370/ea

EXHIBITING ONLY

Associate Member-Company (includes 1 badge)	<input type="radio"/> \$500	<input checked="" type="radio"/> \$570
Additional Badge(s)	<input type="radio"/> \$25/ea	<input checked="" type="radio"/> \$30/ea
Associate Nonmember-Company (includes 1 badge)	<input type="radio"/> \$750	<input checked="" type="radio"/> \$820
Additional Badge(s)	<input type="radio"/> \$50/ea	<input checked="" type="radio"/> \$60/ea

SPONSORS

Additional Badges	<input type="radio"/> \$150/ea	<input checked="" type="radio"/> \$200/ea
-------------------	--------------------------------	---

ELECTRICAL

Yes, we will need access to an electrical outlet \$35.00

PAYMENT INFORMATION

Check enclosed made payable to "NIRSA" — US funds only

Visa MasterCard Discover American Express

CARD NO. _____

EXP DATE _____

SIGNATURE _____

PRECONFERENCE ACTIVITY

Early Bird:
on or before
September 7, 2016

Regular:
after September
7, 2016

Precon Facility Tour to Tucson

One day before the institute begins, a preconference facility tour will be hosted by NIRSA. This activity will involve a tour of University of Arizona (a LEED platinum facility) and the Kino Sports Complex, in addition to the tours there will be a session presented at University of Arizona on the theme topic of sustainability. Tour departs from the host hotel, Embassy Suites Phoenix-Tempe. Lunch is on your own, dinner will be included.

Member	<input type="radio"/> \$40	<input checked="" type="radio"/> \$45
Nonmember	<input type="radio"/> \$45	<input checked="" type="radio"/> \$50

HALF-DAY FACILITY TOURS

Register

Day 1* 10/19/16 - Noon-6:30pm

Buses depart from the host hotel promptly at noon. Attendees will tour Sun Devil Fitness Complex – Downtown, Sun Devil Fitness Complex – Tempe, Ability 360 Sports and Fitness Center, Sun Devil Fitness Complex – Polytechnic. A box lunch will be provided prior to loading the buses.

Free

Day 2* 10/21/16 - 11:00am-4:15pm

Buses depart from the host hotel promptly at 11:00am. Attendees will tour University of Phoenix Stadium and Sun Devil Fitness Complex – West. A box lunch will be provided prior to loading the buses.

Free

INCLUDED BADGE NAME _____

(SPONSORS ONLY) -2ND NAME _____

ADDITIONAL BADGE NAME(S)	PAYMENT INFORMATION
	<input type="checkbox"/> same <input type="checkbox"/> new:
	<input type="checkbox"/> same <input type="checkbox"/> new:
	<input type="checkbox"/> same <input type="checkbox"/> new:
	<input type="checkbox"/> same <input type="checkbox"/> new:
	<input type="checkbox"/> same <input type="checkbox"/> new:
	<input type="checkbox"/> same <input type="checkbox"/> new:

2016 NIRSA Facilities Institute POLICIES AND PROCEDURES

UPDATED MAY 2016

1. ASSIGNMENT OF DISPLAY SPACE

- (1.1) The Association retains sole discretion and authority in the acceptance, approval, assignment, placement, arrangement and appearance of all exhibits and displays. No application for display space is accepted or approved until official notification by NIRSA has been granted in writing.
- (1.2) Space will be assigned by the Association and may consider Associate Membership status, sponsorship history, exhibitor history, order of receipt, and other contributing factors before determining placement.
- (1.3) The Association reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the Exposition at any time.

2. PAYMENT FOR DISPLAY SPACE

- (2.1) Full payment is due at the time of reserving space.

3. CANCELLATION OF EXHIBIT SPACE

- (3.1) Exhibit space cancelled by September 7, 2016 will be refunded 50% of booth space.
- (3.2) Exhibit space cancelled on or after September 8, 2016 will be assessed a 100% administrative fee of the total booth space.
- (3.3) In case the Exposition shall not be held, for any reason whatsoever, the rental and lease of space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be the pro rata amount paid to the Association for space rental at the time of such cancellation.

4. PUBLIC POLICY, SAFETY REGULATIONS AND CARE OF BUILDING AND EQUIPMENT

- (4.1) each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.
- (4.2) All materials within the exhibit booth area including, but not limited to actual display unit, decorative items, furnishings, fabrics, flooring, etc. must meet and comply with all national, local and facility fire, electrical, plumbing, safety and hazardous material codes. Any item or items that do not comply are subject to immediate correction/removal at the discretion of the Association at the exhibitor's expense.
- (4.3) Exhibitors and their representatives shall not injure or deface the walls, floors or any part of the exhibit building or any booth materials and equipment of any others affiliated with the Exposition. If such damage appears, the exhibitor/ representative causing such damage is liable to the owner of the property so damaged.

6. OPEN HOURS AND INSTALLATION/REMOVAL OF DISPLAYS

- (6.1) The Association reserves the right to set and limit the hours of the Exposition. The hours of the Exposition shall be printed in the official program of the Annual Conference. The Exhibitor expressly agrees to do all installation and dismantling of exhibits during the time specified. **No exhibit may be dismantled before the official closing time without pre-approval by NIRSA management.**
- (6.2) All displays must be erected and completely arranged for viewing at least two hours in advance of the grand opening of the exhibit hall as designated by the Association.
- (6.3) Noisy or unsightly work in any exhibitor's booth area after the above deadline and/or during Exposition open hours is prohibited.
- (6.4) Exhibitor goods/materials received after the opening of the Exposition must be delivered to the booth at times other than Exposition operating hours, as approved by the Association.

- (6.5) Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall or any outdoor exhibit area until the Exposition has been officially closed unless pre-approved by the Association.
- (6.6) The deadline for clearance of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment by the Association's published deadline.
- (6.7) The Association reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store or clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the stated removal requirements, and to order such work to be done at the sole expense of the exhibitor.

7. STORAGE OF PACKING CRATES AND BOXES

- (7.1) It is the exhibitor's responsibility to mark and identify all crates as soon as they are empty or otherwise ready for removal, to facilitate the final preparation of the exhibit area for opening. Crates not properly marked or identified may be lost or destroyed and are not the responsibility of the Association, the facility, the official service contractor or any representatives thereof.

8. USE OF DISPLAY SPACE

- (8.1) No exhibitor shall assign, sublet or share the space assigned to them without the pre-approval of the Association.
- (8.2) All booth equipment, product samples, demonstrations, and distribution of circulars/promotional material must be confined to within the physical limits of the exhibitor's booth. No posting or circulation of materials will be permitted outside the exhibit booth, unless otherwise approved by the Association.
- (8.3) Exhibitors must display only products/services manufactured or dealt with by them in their regular course of business, unless otherwise approved by the Association.
- (8.4) Exhibits which include the generation or reproduction of sound, or utilize any audio-visual or special lighting equipment must be approved by the Association in advance, and must be operated so that the noise or light resulting there from will not annoy or disturb adjacent exhibitors and their patrons.
- (8.5) Exhibitors are required to have their exhibit space neat and orderly at all times.

9. OPERATING RESTRICTIONS

- (9.1) NIRSA reserves the right to restrict or prohibit exhibits which it considers objectionable because of noise, glaring or flashing lights, method of operation, conflict with existing NIRSA endorsed and/or sponsored programs, misrepresentation or any other reason, and may prohibit or evict any exhibit which, in the opinion of the Association, may detract from the general character of the Exposition. This reservation includes persons, things, conduct, printed matter or anything the Association deems to be objectionable at its sole discretion. In the event of such restriction or eviction, the Association is not liable for any refund, damages, lost income or any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted.
- (9.2) Only firms and organizations assigned space in the Exposition will be permitted to engage in any activities within the exhibit area.
- (9.3) Serving or distribution of alcoholic beverages by exhibitors or their representatives should be pre-approved with the Association.
- (9.4) Promotional materials such as carrying bags, self-adhering promotional stickers, etc. may be distributed from the exhibit booth to attendees by exhibitors, but shall not obscure the attendees' identification.
- (9.5) Samples, catalogues, pamphlets and publications directly related to the product or service displayed must directly reflect the product contract intention, and may be displayed or distributed only from the designated exhibit booth.

10. EXHIBITOR'S AUTHORIZED REPRESENTATIVES/OFFICIAL CREDENTIALS

- (10.1) Exhibit booth personnel identification shall be restricted to owners, full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by the Association who are actually "staffing" the exhibit booth during published move-in, show open and/or move-out hours.
- (10.2) All exhibitor personnel shall wear proper badge identification, as provided by the Association, plus have corporate identification available for viewing by the Association or for security at all times. Credentials are non-transferable.

11. CHILDREN (UNDER THE AGE OF 18) ARE NOT ALLOWED IN THE EXHIBIT HALL AT ANY TIME UNLESS ACCOMPANIED BY AN ADULT

12. MEETING ROOMS AND HOSPITALITY OR SPECIAL FUNCTIONS

- (12.1) No conference facility or host hotel space may be used by exhibitors or organizations for any business, social or other event without the express written approval of the Association.

13. LIABILITY, INSURANCE, AND INDEMNIFICATION

- (13.1) Every reasonable precaution will be taken by the Association to protect property during installation, open hours and removal. However, neither the Association, service contractors, building or grounds officials, not any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damage by fire, accident vandalism, or other causes; nor will they assume liability for any injury that may occur to Exposition visitors or their agents and employees, or others. Security will be on the premises as determined by the Association.
- (13.2) All property of the exhibitor will remain under their custody and control in transit to, from, and within the confines of the exhibit hall, subject to the policies and procedures of the Association.
- (13.3) A certificate of Insurance will be required from each exhibiting company naming NIRSA and its agents as additional insured's on the policy effective during the period of activity. A certificate of Insurance must be received by NIRSA on or before **October 1, 2016**.
- (13.4) Exhibitor agrees to indemnify and hold NIRSA, and its affiliates, agents, employees, board of directors and other representatives, harmless from all claims and liabilities (including reasonable attorney fees and costs), arising from exhibitor's use of exhibit space as contemplated by the NIRSA Exhibitor Space Application.
- (13.5) In no event shall NIRSA be liable to exhibitor for punitive, exemplary, or consequential damages, including without limitation lost profits, whatever the nature of the breach by NIRSA of its obligations under this agreement, and exhibitor waives all claims for punitive, exemplary, or consequential damages. NIRSA's liability for damages under this agreement shall be further limited to amounts paid by exhibitor to NIRSA under the terms of this agreement.

14. PHOTO RELEASE

- (14.1) We occasionally use photographs of our exhibitors in promotional materials. By virtue of your attendance you automatically agree to the usage of your likeness in such materials.

15. AGREEMENT

- (15.1) By signing the Official NIRSA Exhibitor Space Application referring to these official Policies and Procedures, the exhibitor agrees to abide by these Policies and Procedures and all amendments/addenda thereto with the decisions of the Association being final. Exhibitor also agrees to abide by all rules and regulations imposed upon NIRSA and/or exhibitor by the exhibit facility and any other facility (convention center, hotel, etc.) used in conjunction with the NIRSA Annual Conference and Recreational Sports Expo and to which this agreement applies.