NC LEAGUE OF MUNICIPALITIES
Diane Godwin, 919-733-2635, dgodwin@nclm.org
FAX 919-715-9781
or Athena Banks, 919-715-2908, abanks@nclm.org
FAX 919-715-9552

Greenville Convention Center
303 SW Greenville Blvd.
Greenville, NC 27834

North Carolina League of Municipalities ("League")

2009 Contract for Exhibit Space

Exhibiting Company _____

Address _____

Phone: _____ Fax: _____ Email: _____

Brief description of products/services to be exhibited (REQUIRED): _____

_____

☐ One 110-volt, 20-amp duplex electrical outlet will be provided complimentary as part of the standard booth package, ***BUT ONLY*** if this box is checked and your initials are placed on this line _____.

SECTION 1 – Exhibit Booths:

New this year! Premier booth space at entrance to Hall. Only 2 available

☐ 6′ x 18′ Booth: $2,000 for Commercial Exhibitors
Two slots available ____ #402, ____ #702. Please check one.

☐ 10′ x 9′ Booth: $825 for Commercial Exhibitors
Preferred Booth #s ____ , ____ , ____ , ____ , ____, ____ , ____ , ____ , ____ , ____

☐ 10′ x 9′ Booth: $425 for State/Federal Agency Exhibitors
Preferred Booth #s ____ , ____ , ____ , ____ , ____, ____ , ____ , ____ , ____ , ____

List any types of exhibits you prefer not to adjoin
(we will accommodate this request insofar as feasible):

_____
_____
_____
_____

SECTION 1 SUBTOTAL

_____ booth(s) @ $2,000 = $_____

_____ booth(s) @ $825 = $_____

_____ booth(s) @ $425 = $_____

SIGNATURE – required: We fully understand and agree to the requirements, restrictions and conditions stated in the brochure, on this contract and on the attached 2009 League Exhibit Contract Conditions. *(All Exhibitor Registration Packets with booth assignment will be mailed to the above address and to the attention of the person signing below.)*

Signature _____ Date_____

Type Name _____ Title_____

CONTINUED ON BACK

SECTION 2 – Program Listing Enhancements:

SECTION 2 SUBTOTAL

Contracts received by September 11, 2009, will be listed in the 2009 Municipal Products and Equipment Exhibit Program by booth number and alphabetically. The booth listing includes company name only. The alphabetical list includes company name, address and description of products and services as shown on this contract. **AVAILABLE AGAIN THIS YEAR**: **IN ADVANCE OF THE SHOW,** our delegates can view the exhibit hall floor plan online when they register, and see the location of your booth, as well as all of your company information. **Your company will benefit tremendously by taking advantage of this enhanced feature and perhaps generate leads even before you get to the show!** Your company will be listed online when you sign up; consider adding the features below. For a sample, go to www.nclm.org/2009 Annual Conference/Exhibitor Information/2009 Exhibit Hall Floor Plan.

❒ COMPANY PHONE NUMBERS: $10 each: _____ phone(s) @ $10 = $_____
1)_____ (2)_____

❒ ADDITIONAL ADDRESSES: $10 each: _____ address(es) @ $10 = $_____
(1)_____
(2)_____

❒ WEBSITE: $20 each: _____ website(s) @ $20 = $_____
1)_____ (2)_____

❒ EMAIL ADDRESS: $20 each: _____ email(s) @ $20 = $_____
1)_____ (2)_____

❒ COMPANY LOGO: $30. **An electronic copy must be emailed in a JPEG or GIF format to dgodwin@nclm.org** _____ logo(s) @ $30 = $_____

SECTION 3 – Advertising in *Southern City:*

SECTION 3 SUBTOTAL

Ads will be placed on a first-come, first-served basis in the September issue. We may be unable to accommodate all requests. *Southern City* is published on the 15th of each month. Insertion orders must be received by the 15th of **August**. A PDF file of the ad **MUST BE ENCLOSED**.

❒ ONE-THIRD PAGE AD (black & white ad): $240 — 1/3 page @ $240 = $_____
Ad size is 7.25" wide x 5.8" deep (horizontal layout, copy runs across 7.25" width)

❒ ONE-FOURTH PAGE AD (black & white ad): $200 — 1/4 page @ $200 = $_____
Ad size is 4.75" wide x 6.6" deep (vertical layout, copy runs across 4.75" width)

For ad information and pricing for different size or color ads contact Dana Bayley at 919/715-3921 or email dbayley@nclm.org.

PAYMENT– **Make checks payable to: NC League of Municipalities**

and mail to: NCLM, Attn: Diane C. Godwin
PO Box 3069, Raleigh, NC 27602-3069

FULL PAYMENT BY CHECK OR CREDIT CARD MUST ACCOMPANY CONTRACT

GRAND TOTAL OF ALL SECTIONS:

GRAND TOTAL $_____

TO PAY BY CREDIT CARD, COMPLETE BELOW: Type Credit Card: ❒ Visa ❒ MasterCard

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Signature of Card Holder: _____

NC LEAGUE OF MUNICIPALITIES 2009 League Exhibit Contract Conditions

Move-In: Exhibits **MUST BE** installed on Saturday, October 24 between 2:00 p.m. to 5:00 p.m. or on Sunday, October 25, from 7:00 a.m. to 11:00 a.m.

Set-Up: All exhibits must be set up by 11:00 a.m. on Sunday, October 25 for the 1:00 p.m. show opening, or the League reserves the right to deny entrance to the show. The League reserves the right to resell and reassign space if Exhibitor fails to comply with these move-in and set-up deadlines.

Hours of Exhibit: Exhibits will be open on Sunday, October 25 from 1:00 p.m. until 6:00 p.m. and on Monday, October 26, from 7:00 a.m. to 1:00 p.m.

Move-Out: Exhibit Move-out is 1:00 p.m. – 3:00 p.m. on Monday, October 26. **MOVE OUT MUST BE COMPLETED BY 3:00 P.M.** No Exhibitor shall remove any portion of his exhibit before 1:00 p.m. on Monday, October 26. Exhibitor acknowledges that this schedule will be strictly adhered to as a courtesy to other exhibitors and to League delegates.

Standard Booth Equipment: 10' x 9' booths will be provided with back and side drapes in alternating purple and gold, with existing gray carpet; booth number sign, 6' skirted table with gold skirt and white top, two chairs, wastebasket and one 110-volt, 20 amp duplex electrical outlet will be provided, **BUT ONLY IF THE BOX ON THE FRONT OF THE CONTRACT IS CHECKED AND INITIALED.** Electrical needs in addition to the standard items listed are available through the Greenville Convention Center for an additional charge. Equipment needed in addition to the standard equipment provided is available from Southern Exhibition Services (SES), the official show decorator, for an additional charge. Appropriate order forms for these additional services will be mailed upon receipt of your contract and payment.

Registration: Each commercial exhibiting company receives free registration for up to four representatives. Each state/federal agency receives free registration for up to two representatives. More than four commercial exhibitors and more than two state/federal agency representatives are an additional $75 each. Registration forms for individual exhibitors will be mailed about six weeks prior to the show. Registration includes snacks and beverages on Sunday afternoon, the Sunday evening reception in the Exhibit Hall, the Monday Continental Breakfast and beverage breaks in the Exhibit Hall. **This contract does not cover any other meal functions or events exhibitors may wish to attend.** Exhibitors may purchase a ticket to the Sunday Host City Event (for $40 each), Monday Delegates' Luncheon (for $35 each) and the Monday Night NCLM Event with dinner and entertainment (for $40 each). Once you advance register the individuals who will staff your booth, you can pick up name badges and meal tickets, if purchased, onsite.

Room Reservations: Official room reservation information listing the League's room block, along with complete information for making a room reservation, will be sent beginning in early August to each exhibiting firm upon receipt of contract and payment and then as contracts and payment are received. You may get a room reservation in the League's official room block online beginning in August by going to www.nclm.org and clicking on 2009 Annual Conference and then clicking on Hotel Informaton to get a hotel link of your choice.

Materials to be Shipped: Arrangements for advance shipment of exhibit materials must be made directly with Southern Exhibition Services (SES) by using their order form, which will be mailed to you upon receipt of contract and payment. All advance shipments must be received by Southern Exhibition at their Durham office, no later than the deadline stated in their contract. The Greenville Convention Center **will not** take shipments.

Exhibitor Kit: A complete exhibitor kit, including individual registration forms will be mailed to each Exhibitor in early August upon receipt of contract and payment in full and thereafter as contracts and payment are received.

Cancellation: The League must receive written cancellation of exhibit space, by September 11, 2009 in order to be eligible for a refund. **REFUNDS WILL BE MADE AFTER THE CONFERENCE, LESS A $100 HANDLING FEE, BUT ONLY IF THE LEAGUE RESELLS THE CANCELLED SPACE.**

Program Listing: Booth sales will continue until all are sold. However, in order to be guaranteed of having your name and address listed in the printed exhibit program, a signed contract with payment must be received by September 11, 2009.

(OVER)

Restrictions: The League reserves the right to decline or prohibit any exhibit or part of any exhibit, or prohibit or restrict any activity or conduct within the exhibition area which, in its opinion, is not appropriate or would cause the League to be in violation of its contract with the Greenville Convention Center. Exhibitors must follow the height restrictions which states that no part of the exhibit may exceed the 8 ft. curtain wall, unless you have a corner booth or your booth is against a wall. Exhibitor shall serve no food within the Exhibit Hall during the Conference, except for miscellaneous items like individually wrapped candy. Any other food or beverage served by Exhibitor must be purchased from the Greenville Convention Center Catering Sales Manager by calling 252-321-7671. Exhibitor shall not assign, sublet or apportion the whole or any parts of the space purchased, or permit any other party to exhibit therein. Exhibitor shall not sponsor or hold an event for delegates at any time when conference events are taking place. Exhibitor shall not play music of any kind at any time within the Exhibit Hall.

Security: The League will provide security personnel in the Exhibit Hall during move-in, set-up, move-out, and during Exhibit Hall hours, as well as when exhibits are not open. However, the North Carolina League of Municipalities ("League") and/or the Greenville Convention Center ("Convention Center") and/or the City of Greenville ("City") will not be responsible for the safety of exhibits from theft, damage by fire or other causes. Computer vendors must bring surge protectors, copies of software and programs, and do all that is necessary to protect their hardware and software. Exhibitor hereby expressly assumes responsibility for injury or damage to persons, property or things occurring within the exhibit space assigned to each Exhibitor in accordance with the terms of this contract.

Liability: Exhibitor shall be responsible for the safety of its booth or exhibit space. Exhibitor agrees to protect, save, and keep the League, the Convention Center and the City, their representatives, agents, employees, servants, and officials forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of Exhibitor or the representatives, agents, or employees of Exhibitor or those persons acting under the express or implied authority of Exhibitor. Exhibitor also agrees to comply with all terms, conditions, rules, and regulations applicable to the Convention Center and the League.

Property Damage: Exhibitor hereby releases and waives any and all claims it may have against the League, the Convention Center, the City, or their employees, agents, or contractors, for any loss of or damage to any property of Exhibitor or of any person admitted to the Convention Center by Exhibitor. Exhibitor shall indemnify and hold harmless the League, the Convention Center and the City, their representatives, agents, employees, servants, and officials from any and all claims, losses, damages, or expenses, including reasonable attorneys' fees and litigation expenses, arising out of or resulting from claims or actions for any loss of or damage to any property of Exhibitor or of any person admitted to the Convention Center by Exhibitor if caused wholly or in part by any act or omission of Exhibitor (except to the extent caused by the sole negligence or willful misconduct of the League, the Convention Center, the City, or their employees, agents, or contractors).

Bodily Injury: Exhibitor shall indemnify and hold harmless the League, the Convention Center and the City, their representatives, agents, employees, servants, and officials from any and all claims, losses, damages, or expenses, including reasonable attorneys' fees and litigation expenses, arising out of or resulting from claims or actions for bodily injury, including death, if caused wholly or in part by any act or omission of Exhibitor (except to the extent caused by the sole negligence or willful misconduct of the League, the Convention Center, the City or their employees, agents or contractors).

Copyright Liability: Exhibitor represents and warrants that all copyrighted or trademarked material to be displayed or performed at the Convention Center by Exhibitor has been duly licensed or authorized by the copyright or trademark owner(s) or authorized representative(s) of the owner(s), that all applicable royalties have been paid or will be paid, and that it shall indemnify and hold the League, the Convention Center and the City harmless from any and all claims, losses, damages, or expenses, including reasonable attorneys' fees and litigation expenses, arising out of or resulting from the display or performance of such copyrighted or trademarked material. Should the Convention Center request written documentation to evidence Exhibitor's license or right to display or perform copyrighted or trademarked material, Exhibitor will make every effort to supply the same to the Convention Center within 10 business days of such request.

ADA Obligations: Exhibitor is responsible for making its activities and, if applicable, booth or exhibit space, accessible to qualified individuals with a disability in accordance with the provisions of the Americans with Disabilities Act and the regulations applicable thereto. Exhibitor shall also indemnify and hold harmless the League, the Convention Center, and the City, their representatives, agents, employees, servants, and officials from any and all claims, losses, damages, or expenses, including reasonable attorneys' fees and litigation expenses, arising out of or resulting from Exhibitor's failure to comply with the ADA or the regulations applicable thereto.

Alcoholic Beverages: No alcoholic beverages may be served or given away by Exhibitor. If the Convention Center or Caterer's Alcoholic Beverage Control permit is suspended or revoked in whole or in part, or the Greenville Convention Center or Caterer is fined or otherwise sanctioned by the ABC Commission, because of an act or omission of Exhibitor, and the League is thereby subjected to liability in any manner, Exhibitor shall indemnify and hold harmless the League for all claims, losses, damages, and expenses, including reasonable attorneys' fees and litigation expenses, incurred by the League due to such suspension, revocation, fine, or sanction (except to the extent caused by the sole negligence or willful misconduct of the League).