

# Exhibit Booth Space Rental Agreement

Orlando | June 29-July 1, 2010



Presented By **NBTA** Government Travel Group

## COMPANY INFORMATION

Company Name \_\_\_\_\_  
Booth Logistics Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ URL \_\_\_\_\_

### OTHER INDIVIDUAL THAT SHOULD RECEIVE NTF MARKETING MATERIALS & BOOTH UPDATES:

Company Name (if different) \_\_\_\_\_  
Additional Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

## EXHIBIT FEES

Each booth consists of 80 square feet in an 8' x 10' configuration.

	PRICE PER 8' X 10' BOOTH
<input type="checkbox"/> NBTA Member .....	\$1,800
<input type="checkbox"/> NBTA Non-Member .....	\$2,100
<input type="checkbox"/> Table, chairs, wastebasket: .....	\$100

<h3>TOTAL BOOTH RENTAL FEES</h3> <p>Number of 8' x 10' booths _____ @ your rate _____ = \$ _____ Booth # preferences: 1) _____ 2) _____ 3) _____</p>
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### INCLUDED WITH BOOTH RENTAL:

- Two complimentary registrations per 8' x 10'
- Draped back and side walls
- 7" x 44" company identification sign
- Six hours of no-conflict Expo time
- Wall-to-wall carpeting
- Company name included on virtual Expo floor plan at [www.nationaltravelforum.org](http://www.nationaltravelforum.org)

## PAYMENT

A minimum 50% deposit is due within 30 days and the amount in full is due by February 19, 2010.

Method of payment:  Check  American Express  Diners Club  Discover  MasterCard  Visa  Wire Transfer\*

Please clearly print credit card information.

Credit Card Number _____	Exp. Date _____	Amt. to Charge \$ _____
Cardholder Name _____	Cardholder Signature _____	

\*If payments are made via wire transfer, Exhibitor is responsible for the fees deducted by the bank.

### CANCELLATION POLICY

All cancellations must be made in writing. Cancellations made prior to October 23, 2009 will receive all monies back, minus a \$100 administrative fee. Cancellations made after first payment deadline will receive a 50% refund of amount paid, minus a \$100 administrative fee. After February 19, 2010, no refunds will be issued. (If a company decides to downsize, the cancellation policy remains the same for space cancelled.)

## REGISTERING EXHIBIT PERSONNEL

All persons planning to work in the exhibit booth must be fully registered and must pay the corresponding registration fee of an Exhibitor. Exhibitors receive two complimentary registrations for each 8' x 10' booth rented.

## EXHIBITOR CONTRACT

We, the undersigned, have the authority to enter into this agreement on behalf of the company identified in item 1 and do hereby apply for the reservation of exhibit space in the National Travel Forum being held in Orlando, FL June 29 – July 1, 2010. When executed by the undersigned, this shall constitute a binding agreement between NBTA, who agrees to rent to the undersigned exhibitor, and the undersigned exhibitor, who agrees to rent from NBTA, the exhibit space in Caribe Royale.

**We agree to abide by the "IAEE Guidelines for Display Rules and Regulations" and the "NBTA Addendum to IAEE Guidelines for Display and Regulations" which are part of this agreement by reference and abide by all rules and regulations found in the Exhibitor Service Manual, and any such additional rules and regulations as may be adopted by NBTA.**

We understand that exhibit space allocations shall be at the discretion of NBTA and that this agreement shall be legally binding between NBTA and the exhibitor upon acceptance in writing by NBTA. We understand that any change in the information on this agreement must be made in writing. We understand only one company may exhibit per booth.

Authorized Signature _____	Name (Print) _____	Date _____
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