

**NBTA INTERNATIONAL CONVENTION & EXPOSITION  
EXHIBIT SPACE RENTAL AGREEMENT**

International Convention & Exposition  
August 8-11, 2010

**1. COMPANY INFORMATION**

Company Name: \_\_\_\_\_  
(as it should appear in the Convention Program & Exposition Guide)

**BOOTH LOGISTICS CONTACT**

(person coordinating booth logistics; not necessarily the person attending the Convention)

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Member ID \_\_\_\_\_ URL \_\_\_\_\_

**MARKETING CONTACT (if different)**

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**BILLING CONTACT (if different)**

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**2. EXHIBIT FEES**

Maximum space per exhibiting company is 1,000 square feet (20' x 50'). Each booth consists of 100 square feet in a 10' x 10' configuration.

	<b>By 1/1/2010</b>	<b>After 1/1/2010</b>
NBTA Member:	\$22 per sq. ft.	\$26 per sq. ft.
Non-Member:	\$30 per sq. ft.	\$34 per sq. ft.

**Corner Fees**

\$100 charge per corner for 10' x 10', 10' x 20', and 10 x 30' booths.

**Total Booth Rental Fees**

Square footage X member or non-member rate plan  
Sample: one 10'x10' booth at member rate (100' x \$22 or \$26)  
Sample: one 10'x10' booth at non-member rate = (100' x \$30 or \$34)

Configuration: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

Corner Fees: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Booth # Preferences:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Booth Location Change Fees**

Booth locations may be changed at any time (based on availability); however after February 1, 2010 there will be a \$100 charge per change added to your account.

*If you are not a NBTA member and would like to join, please contact the NBTA membership department at 703-684-0836. Membership within various local BTA chapters does not constitute membership in NBTA.*

**BOOTH RENTAL INCLUDES**

- ★ One complimentary registration per 10' x 10' (A maximum of six complimentary registrations will be provided to exhibitors renting six or more 10' x 10' booth spaces)
- ★ Company identification sign (7" x 44")
- ★ Listing in printed Expo Map (for space secured by June 12, 2010)
- ★ Draped back and side wall
- ★ A full 10 hours of selling time
- ★ Listing in printed Convention Program (for space secured by May 1, 2010) and NBTA's Online Expo

**3. PAYMENT**

A minimum 50% deposit is due within 30 days and the amount in full is due by April 5, 2010. Deposits not received within 30 days and accounts not paid in full by April 4, 2010 will be charged an additional 10% of the amount due. For deposits not paid by January 1, the rate plan will increase to \$26 per square foot for members and \$34 per square foot for non-members.

**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 requests must be made in writing to NBTA.

A full refund (less a \$100 administrative fee) will be given for cancellations made by November 17, 2009. A 50% refund (less a \$100 administrative fee) will be given for cancellations made between November 18, 2009 and April 4, 2010. After April 4 no refunds will be issued. (If a company decides to downsize, the cancellation policy remains the same for space cancelled.)

**4. REGISTERING EXHIBIT PERSONNEL**

All exhibit personnel must be fully registered and must pay the corresponding registration fee of either an Exhibitor or Allied Member. Exhibitors receive one complimentary registration for each 10' x 10' booth. A maximum of six complimentary registrations will be provided to exhibitors renting six or more 10' x 10' booth spaces.

**5. 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 NBTA 2010 International Convention & Exposition in Houston, TX, August 8-11, 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 the George R. Brown Convention Center.

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 \_\_\_\_\_

**Keep a copy for your files and return to:**

Colette E. Massey, CTE, Senior Manager, Exhibits & Advertising, NBTA, 110 N. Royal St., 4th Floor, Alexandria, VA 22314 or Fax; 703-684-0263 or cmassey@nbta.org