



NATIONAL TRAVEL FORUM EXHIBIT SPACE RENTAL AGREEMENT JUNE 5-7, 2012 | PHOENIX, ARIZONA

1. COMPANY INFORMATION

Company Name (as it should be listed) _____

Booth Logistics Contact: (person coordinating booth logistics; not necessarily the person attending the NTF)

Address _____

City _____ State _____ Zip/Postal Code _____

Name _____ Title _____ Member ID _____

Phone _____ Fax _____ E-mail _____ URL _____

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.

Member	\$20 per sq. ft.
Non-Member	\$22 per sq. ft.

If you are not a GBTA member and would like to join, please contact the GBTA membership department at +1 703 684 0836. If a current exhibitor is not a member, and does not join GBTA until after the final invoice is mailed, their booth rate will not change to the member rate for the 2012 NTF. Membership within various local BTA chapters does not constitute membership in GBTA.

- Booth Rental Includes:**
- Two complimentary registrations per 10' x 10'
 - Company identification sign (7" x 44")
 - Draped back and side wall
 - Wall to wall carpeting
 - A full six hours of selling time
 - Listing in My NTF Planner

Configuration

_____ x _____ = _____ x _____ = \$ _____
(\$20/\$22)

TOTAL = \$ _____

1. PAYMENT

A minimum 50% deposit is due within 30 days of submitting the exhibit rental agreement. The amount in full is due by February 15, 2012.

Method of payment:

- Check American Express Diners Club Visa
 Discover MasterCard Wire Transfer*

Please clearly print credit card information.

 Credit Card Number Exp. Date

 Amount 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 GBTA. A full refund (less a \$100 administrative fee) will be given for cancellations made by October 19, 2011. 25% of the total booth fee (plus a \$100 administrative fee) will be due for cancellations made between October 20, 2011, and February 15, 2012. After February 15, no refunds will be issued. (If a company decides to downsize,

the cancellation policy remains the same for space cancelled.) If a company has a balance due for their 2012 booth, booth personnel will not be permitted to register onsite, collect badges, or set up their booth until payment is provided for the balance due. **Cancelled booths with a balance due** – if booth personnel have been registered, all company registrations will be cancelled and no refunds will be provided if the balance due has not been paid by April 15, 2012.

2. 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 two complimentary registrations per 10' x 10' booth.

3. 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 in Phoenix, AZ, June 5-7, 2012. When executed by the undersigned, this shall constitute a binding agreement between National Business Travel Association, Inc. (d.b.a. Global Business Travel Association), who agrees to rent to the undersigned exhibitor, and the undersigned exhibitor, who agrees to rent from GBTA, the exhibit space in the Sheraton Phoenix Downtown Hotel.

We agree to abide by the "IAEE Guidelines for Display Rules and Regulations" and the "GBTA 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 GBTA.

We understand that exhibit space allocations shall be at the discretion of GBTA and that this agreement shall be legally binding between National Business Travel Association, Inc. (d.b.a. Global Business Travel Association) and the exhibitor upon acceptance by GBTA. 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, CEM, CTE, Exhibits & Advertising Sales, GBTA, 123 N. Pitt St., Alexandria, VA 22314 or fax to +1 703 342 4326 or e-mail cmassey@gbta.org