



**Pinehurst Resort, Pinehurst NC  
April 3-4, 2012**

## **Exhibitor Application and Registration Packet**

**SPECIAL NOTE:** NCDBA Exhibitor and Sponsor Pre-Function Meeting  
Pinehurst Resort, Pinehurst NC  
February 29, 2012  
9:30 am – 11:00 am

Exhibitors securing exhibit space by February 15, 2012 will receive an invitation to the NCDBA Exhibitor and Sponsor Pre-Function Meeting. The meeting will provide an opportunity to meet exhibitors, sponsors, resort staff and provide for Q&A to help your company experience successful results at the NCDBA Expo and Symposium.



**2012 NCDDBA Expo and Symposium  
Exhibitor Application and Registration Form  
Pinehurst Resort, Pinehurst NC  
April 3-4, 2012**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email of contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Exhibitor booth includes**

- 10 ft. wide X 8 ft. deep Exhibit Booth
- Identification sign with name of Organization
- Fabric backdrop; divider rails
- Table, 2 chairs, and one wastebasket
- 2 tickets for attendance to all expo event functions
- *All other items must be rented to include electricity.*

Booth fee = Premium Booth - \$1,500    Standard Booth - \$1,200

**\*\*NCDDBA members receive \$200 discount for booth space reserved by February 24\*\***

- Additional function tickets may be purchased for attendance to all expo event functions  
    NCDDBA Members - \$50 per person  
    Non – NCDDBA Members - \$150 per person

- Booths will not be reserved without full payment. Cancellations received by January 31, 2012 will receive a refund, minus a \$50 processing fee.

**Number of Booths required** \_\_\_\_\_

**Upon acceptance of application you will be notified of your booth assignment.**

**EXHIBIT FEES (please check all that apply)**

\_\_\_\_\_ Premium Booth @ \$1,500 (NCDDBA members receive \$200 discount)

\_\_\_\_\_ Standard Booth @ \$1,200 (NCDDBA members receive \$200 discount)

\_\_\_\_\_ Additional Attendees @ \$50 – NCDDBA Members

\_\_\_\_\_ Additional Attendees @ \$150 – Non NCDDBA Members

**\$ \_\_\_\_\_ TOTAL AMOUNT ENCLOSED**

For signage and printed materials, print exactly how your organization should be listed – *PLEASE PRINT*

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Items or services to be exhibited:

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Special Needs:

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The following people will exhibit at the booth:

1. Exhibitor Name

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Title\_\_\_\_\_ email\_\_\_\_\_

2. Exhibitor Name

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Title\_\_\_\_\_ email\_\_\_\_\_

*Additional function tickets may be purchased for attendance to all expo event functions.*

**Exhibitors are encouraged to consider sponsorship in the  
NCDBA 2012 Expo and Symposium  
to provide even greater exposure for your organization.**

Please initial beside of each item indicating you have read and understand the information provided.

\_\_\_\_\_ I have the authority to sign this agreement on behalf of the organization listed above.

\_\_\_\_\_ My organization has read and agreed to all information contained in this document, including the limitation of liability section below, and will give the information to those attending the show on behalf of my organization.

\_\_\_\_\_ My organization agrees that booths will not be reserved without full payment.

\_\_\_\_\_ My organization agrees that cancellations received *by* January 31, 2012 will receive a refund, minus a \$50 processing fee.

\_\_\_\_\_ My organization agrees that a 20% processing fee will be charged for all cancellations *after* January 31, 2012.

\_\_\_\_\_ Each booth receives 2 tickets for attendance to all expo event functions.

\_\_\_\_\_ My organization agrees that no dismantling of display will be allowed prior to 3pm, Wednesday, April 4, 2012 and that my company will forfeit receipt of attendees/exhibitor contact information if dismantling prior to 3pm.

\_\_\_\_\_ My company agrees that the North Carolina Defense Business Association may, at any time, amend or add rules to these rules and those amendments shall be required of the exhibitor equally with the foregoing rules and regulations.

\_\_\_\_\_ My company agrees to abide by the cooperative purpose and rules of the show as set by the NCDBA.

\_\_\_\_\_ My organization's signature below and acceptance of this registration by the NCDBA converts this document into a contract for exhibit space.

Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Organization Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NCDBA CONTACT INFORMATION:

Brittney Allen | Office: 910-307-3059 | Fax: 1-888-258-5122 | Email: ballen@ncdba.com

## GENERAL INFORMATION

### **DATES AND HOURS OF EXHIBIT HALLS**

Setup: Monday, April 2 2012: 8:00 am – 5:00 pm

Dismantling: Wednesday, April 4 2012: 3:00 pm – 9:00 pm

Exhibit Hall Hours:

Tuesday, April 3 2012: 8:00 am – 5:00 pm

Wednesday, April 4 2012: 8:00 am – 3:00 pm

### **ADMISSION**

The NCDBA will have control over all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules and regulations of the Exhibits as issued or amended by the authorized representatives of the NCDBA.

## BOOTH INFORMATION

### **BOOTH EQUIPMENT**

The price in this agreement includes a 10'W x 8'D booth consisting of a fabric backdrop 8' in height, divider rails 3' in height; a table, 2 chairs, and 1 waste basket will be provided. **Electricity and other booth equipment will be available to rent prior to the event.**

### **INSTALLATION AND DISMANTLING**

Installation of exhibits will start at 8:00 am on Monday, April 2, 2012. Prior arrangements for moving in your exhibit should be made with the OFFICIAL DRAYAGE CONTRACTOR. **All displays must be ready for operation by 8:00 am, Tuesday, April 3, 2012.**

Dismantling of indoor exhibits will begin Wednesday, April 4, 2012 at 3pm. All display material must be removed from Exhibit Halls by 9:00 pm, Wednesday, April 4, 2012.

**No dismantling of display will be allowed prior to 3pm, Wednesday, April 4, 2012.**

**Exhibitor will forfeit receipt of attendees/exhibitor contact information if dismantling prior to 3pm.**

### **BOOTH SPACE COST**

The cost of an inside booth is \$1,200.00; Premium booth fee is \$1,500.00. NCDBA members receive a \$200 discount.

### **ASSIGNMENT & PAYMENT FOR SPACE**

Exhibit space will be allocated by NCDBA. Your payment for the total cost for space requested must accompany application. Any fees or charges not paid when due shall bear interest at the rate of 18% per annum, computed daily, and the exhibitor shall bear the full cost of any collection effort required including legal fees, court costs and related charges. It is understood and agreed that a 20% processing fee will be charged for all cancellations. Failure to occupy booth space 15 minutes after Exposition opens may result in the NCDBA selling the space allowing no refund.

### **ADDITIONAL SERVICES AND SHIPPING AT EXHIBITOR'S EXPENSE**

Information regarding shipping instructions, cost of special booth furniture, labor and carpenters, receiving, handling and storage of crates, special electrical connections, lighting fixtures, etc., will be sent to you with our **Exhibitors' Kit approximately 45 days prior to move-in.**

## REGULATIONS

### **NCDBA REGULATIONS**

No exhibit will be permitted which obscures or interferes with an adjoining booth. Backdrop height is restricted to 8'. Sidewalls exceeding 36" in height may extend no more than 3' from back wall before dropping to 36" height.

### **RESALE/SUBLEASING OF EXHIBIT SPACE**

Exhibitors may not assign, sublease or otherwise share all or a portion of their exhibit space with any party except a wholly-owned subsidiary, a sister corporation or a company represented by an exhibitor and registered as such with NCDBA without the express written consent of NCDBA. This prohibition will be strictly enforced. **Exhibitor may not permit non-exhibiting company representatives to operate from his booth.**

### **OCCUPANCY DEFAULT**

NCDBA reserves the right to reassign booth space as they see fit if an exhibitor fails to occupy a contracted space by the time set for completion of installation of the display. Exhibitors will not be relieved of their obligation of paying the full rental charge of that space or rental items.

### **RELOCATION AND FLOOR PLAN REVISIONS**

NCDBA maintains the exclusive right to revise the exhibition floor plan and/or move assigned exhibitors as deemed necessary.

## LIABILITY

### **LIMITATION OF LIABILITY**

The Organization signing this agreement agrees that, to the fullest extent permitted by law, the total liability to the Organization of (a) the NCDBA, (b) the employees and members of the NCDBA, and (c) all organizations and individuals employed by the NCDBA, for any and all injuries, claims, losses, expenses, or damages arising out of this agreement, from any cause or causes, shall not exceed the greater of \$100.00 or the total amount paid by the Organization to the NCDBA under this agreement. Such claims include, but are not limited to, the negligence, errors, omissions, strict liability, breach of contract or breach of warranty by the NCDBA. In no event shall the NCDBA be liable for any indirect, incidental or consequential damages, including personal injuries, property damage, or limitation lost profits, whether grounded in tort (including negligence), strict liability or contract. The Organization exhibiting agrees to be solely responsible for its product and exhibit material and should insure against damage or loss from any cause.

### **NO SALE CLAUSE**

To ensure full compliance with IRS rulings, exhibitor will not make sales for any product or service including advertising space, in the exhibit halls or within other facilities of the exposition.

### **FIRE REGULATIONS**

Federal and local fire laws must be strictly observed. Wiring must comply with fire department and underwriters' rules. Aisles and fire exits cannot be blocked by exhibitors. No decoration of paper, pine boughs, leafy decorations or tree branches is allowed. All muslin, velvet, or any other cloth decorations must stand a flameproof test as prescribed by the fire ordinance of PINEHURST, North Carolina.

### **SECURITY MEASURES**

NCDBA will provide security to patrol the exhibit areas during the hours when the exhibits are closed. **However, exhibitors are responsible for the security of their own exhibits.** Additional security may be arranged for with a security agency, if exhibitor deems it necessary. (Exhibitor will inform NCDBA of any such additional security measures.)

**PAYMENT METHOD**

\_\_\_\_\_ Check  
Make payable to: NCDDBA  
Mail to: PO Box 87816  
Fayetteville NC 28304

MasterCard                       Visa                       American Express

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code (on back of card) \_\_\_\_\_

Cardholder's Name \_\_\_\_\_  
(Exactly as it appears on card – PLEASE PRINT)

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Cardholder's  
Signature \_\_\_\_\_

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FOR NCDDBA OFFICE USE ONLY

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Payment type: \_\_\_\_\_

