

# TransComp Exhibition and Intermodal Expo

NOVEMBER 14-16, 2010 • GREATER FORT LAUDERDALE/BROWARD COUNTY CONVENTION CENTER • FORT LAUDERDALE, FL

## Application/Contract for Exhibit Space

Booth Fees							
Booth Size	Member Cost	Non-Member Cost	Complimentary Registrations	Booth Size	Member Cost	Non-Member Cost	Complimentary Registrations
10' x 10'	\$3,090	\$3,530	2	20' x 40'	\$12,490	\$14,090	7
10' x 20'	\$5,440	\$6,160	3	20' x 50'	\$15,320	\$17,330	9
10' x 30'	\$6,790	\$7,760	4	30' x 40'	\$15,870	\$18,010	9
10' x 40'	\$8,590	\$9,700	5	30' x 50'	\$16,470	\$18,660	10
20' x 20'	\$8,590	\$9,700	5	40' x 50'	\$21,970	\$24,880	12
20' x 30'	\$11,130	\$12,590	6	12' x 70'*	\$13,100	\$14,800	7

\*trailer space

### Booth Selection

Booth size needed: \_\_\_\_\_ Booth Cost \$ \_\_\_\_\_  
 Currently member of: \_\_\_\_\_ NITL \_\_\_\_\_ IANA \_\_\_\_\_  
 List your three top choices for booth locations: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### Contact Information

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Company Phone \_\_\_\_\_ Company Fax \_\_\_\_\_  
 Company E-mail \_\_\_\_\_ Website \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Contact E-mail \_\_\_\_\_ Contact Phone \_\_\_\_\_  
 Directory Listings: Please refer to the Product Category List and enter up to six (6) category numbers that describe your products/services:  
 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_  
 We agree to abide by all of the Rules and Regulations governing the Exposition as stated on the back of this application.  
 Signature \_\_\_\_\_

### Payment Information

**A 50% deposit of the total space rental fee must accompany Application. Full payment is required by June 1, 2010.**  
 Please make checks payable to Trans-Expo, LLC. Payments must be made in U.S. funds and drawn on a U.S. Bank. (U.S. Money orders preferred.)  
 Credit Card Information:  Visa  MasterCard  American Express  Check Enclosed  Check to be Mailed on \_\_\_\_\_  
 Account number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSV # \_\_\_\_\_ Amount Authorized \$ \_\_\_\_\_  
 Cardholder's Name (as it appears on card) \_\_\_\_\_ Cardholder's Email \_\_\_\_\_  
 Signature of Cardholder \_\_\_\_\_  
 Billing Address (if different from above) \_\_\_\_\_

*Please retain a copy of this form for your records.*

**CANCELLATION POLICY:** Exhibitor accepts as a part of his contract the Exhibition Rules and Regulations printed on the reverse side hereof. Organizer is relying on Exhibitor's performance hereunder and is induced by Exhibitor's execution of the Contract not to make available to anyone else the exhibit space made available to Exhibitor hereunder. The Organizer reserves the right to relocate Exhibitor in space other than specified above after notification. The signer of this contract represent and warrants signor has been duly authorized to execute this binding contract on behalf of the named exhibitor. Therefore, all payments due by Exhibitor to Organizer hereunder are noncancellable and nonrefundable and are due and payable by Exhibitor to Organizer under the terms hereof and Exhibitor agrees to pay the same to Organizer when due except contract may be cancelled by written notice to Organizer and Exhibitor shall be liable for \$1,000 of total contract amount prior to June 1, 2010.

**Make Checks Payable to Trans-Expo, LLC. Return Application for Exhibit Space to:**

TransComp Exhibition and Intermodal Expo Show Management • 10474 Armstrong Street • Fairfax, VA 22030 USA • FAX: 703.934.4899

# TransComp Exhibition and Intermodal Expo

## RULES & REGULATIONS

**1. PAYMENT.** A deposit of 50% of the total space rental charge must accompany applications submitted prior to June 1, 2010. Applications submitted after June 1, 2010 must be accompanied by full payment of the space rental charge. All booths must be paid in full by June 1, 2010. Applications will not be processed or assigned without the required payment and signed space contract.

**2. CANCELLATION OF CONTRACT.** Written cancellation is required and must be received at the TransComp Exhibition/Intermodal Expo Show Management office prior to June 1, 2010, to qualify for a refund of the deposit, less a \$1,000 administrative fee. In the event of multiple booths reserved, the \$1,000 administrative fee will apply to each booth originally reserved. Written cancellations after June 1, 2010, forfeit all monies paid. Cancellation at any time will result in the forfeiture of all benefits afforded to exhibitors including advance housing and complimentary registrations. Space may be resold or reassigned without any obligation on the part of NITL/IANA for any refund whatsoever.

**3. ELIGIBLE EXHIBITS.** NITL/IANA reserve the right to determine eligibility of any company or product to participate in the Show. NITL/IANA can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of NITL/IANA, compatible with the educational character and objectives of the Show.

**4. ALLOCATION OF SPACE AND ASSIGNMENT.** Whenever possible, NITL/IANA intends to make space assignments in keeping with the preferences as to location by the exhibitor. During the initial assignments, if two or more exhibitors request the same location, the exhibitor with the earliest date of receipt will be given preference. NITL/IANA reserves the right to make the final determination of all space assignments in the best interest of the Show.

**5. SUBLETTING OF EXHIBIT SPACE.** No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him/her, nor exhibit therein, nor permit any other persons or firms to exhibit therein, any goods or services other than those distributed by the exhibitor in the regular course of business.

**6. OFFICIAL DECORATOR.** The official exhibition contractor is Champion Exhibition Services. Prior to the show Champion will provide a detailed exhibitor service manual to each exhibitor with complete instructions for shipping, storage, set-up, and dismantling. Order forms for carpet, furniture, telephones, computers, electricity, etc., will also be included in the service manual. In addition, an Exhibitor Service Center will be maintained by Champion throughout the TransComp Exhibition/Intermodal Expo, including set up, show hours and dismantling.

**7. LIABILITY AND INSURANCE.** Exhibitors shall assume all responsibility for damage to the display area, and shall indemnify and hold harmless agents, servants, and employees of The National Industrial Transportation League, Intermodal Association of North America and the Greater Ft. Lauderdale-Broward County Convention Center from and against any and all claims, loss, damage, injury, and however caused, resulting from, or arising out of, or in any way connected with exhibitor's participation in the TransComp Exhibition/Intermodal Expo. Exhibitors must insure themselves against property loss/damage and liability for injury. Damage to inadequately packed property is the exhibitor's responsibility. In the event the exhibitor damages the building, he/she agrees to reimburse the owner of the building for the cost of repairing such damages. Exhibitors also agree to abide by all other provisions of these regulations, fire regulations, all other regulations of the Greater Ft. Lauderdale-Broward County Convention Center, and local, state, and federal regulations.

**8. EXHIBITOR INSURANCE.** All exhibitors are required to furnish Certificates of Insurance showing General Liability, Auto Liability, and Worker's Compensation insurance coverages. A sample certificate will be provided to all exhibitors prior to the show. Certificates must be sent to TransComp Exhibition/Intermodal Expo Show Management by the deadline that will be included in the Exhibitor Service Manual.

**9. DAMAGE TO PROPERTY.** The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.

**10. LABOR.** Exhibitors are required to observe all contracts in effect between service contractors, Greater Fort Lauderdale/Broward County Convention Center, and labor organizations.

**11. INSTALLATION AND DISMANTLING.** Exhibit installation in the Greater Fort Lauderdale/Broward County Convention Center depends on the location of your exhibit space. Move-in dates will be published in the Exhibit Service Manual. All charges for services will be billed to the exhibitor directly. Dismantling of the exhibits may not begin until after the show has closed on Tuesday, November 16, and must be completed no later than 5:00 p.m. on Wednesday, November 17.

**12. DELIVERY AND REMOVAL DURING SHOW.** Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during open hours of the Show without written permission from TransComp Exhibition/Intermodal Expo Show Management. All arrangements for delivery, during non-show hours, of supplies, such as flexible materials, cartons and products to be packaged must be made with the General Contractor. No deliveries may be made during show hours.

**13. BADGES.** Each exhibitor will be provided with complimentary badges based on the size of the booth purchased. Official show badges will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. Business cards are not to be used in badge holders. Badges needed in excess of this allotment must be purchased at the appropriate conference rate.

**14. ADMITTANCE DURING NON-SHOW HOURS.** Booth personnel will not be permitted to enter the exhibit floor earlier than one hour before the scheduled opening time each day of the show and will not be permitted to remain on the exhibit floor after the official closing of the show each evening. Exhibitors that require additional time must obtain permission in writing from TransComp Exhibition and Intermodal Expo Show Management prior to the show day.

**15. SPECIAL CONDITIONS.** Exhibitors may appoint their own subcontractors only for the physical set-up and dismantling of their displays. However, show management must be notified in writing at least 30 days prior to the show. Insurance certificates also must accompany such notifications. All other show services must be provided by the official service contractor, audiovisual contractor, floral contractor, and the Greater Ft. Lauderdale-Broward County Convention Center.

**16. CONFLICTING EVENTS DURING SHOW HOURS.** The exhibitor agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all Education and Show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by NITL/IANA. If an exhibitor cancels their exhibit space, they will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms.

**17. CHARACTER OF EXHIBITS.** The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses and models, are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with NITL/IANA, no part of Greater Fort Lauderdale/Broward County Convention Center and its grounds may be used by any organization other than NITL/IANA for display purposes of any kind or nature. Within the public convention center property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only.

**A. Attire.** Representatives should be conservatively attired to maintain the professional and business-like climate of the Show.

**B. Sound.** Videos or movies relating to exhibitor's equipment will be permitted, provided projection equipment and screen is located on the rear one-third of the booth, and all viewers must stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

**C. Lighting.** In the best interest of the Show, NITL/IANA reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.

**D. Booth Exteriors.** The exterior of any display cabinet or structure facing a side aisle, or adjacent exhibitor's booth must be suitably decorated at the exhibitor's expense. All exhibits must be carpeted.

**E. Noise and Odors.** In fairness to all exhibitors, no noisy or obstructive activity will be permitted during show hours, nor will noisy operating displays, nor exhibits producing objectionable odors be allowed.

**18. MUSIC LICENSING.** Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between NITL/IANA and ASCAP or BMI for meetings, conventions, trade shows and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present TransComp Exhibition/Intermodal Expo Show Management with a copy of such license or grant no less than (30) days prior to the start of the Show.

**19. DISPLAY HEIGHTS.** Display material (including show cases, display or storage cabinets, electrical fixtures, wire, conduits, etc.) and equipment must adhere to the Exhibit Construction Guidelines outlined in the Exhibit Service Manual.

**20. POSITIONING EQUIPMENT IN RELATION TO AISLE.** To ensure the safety of all Show participants, any machinery and equipment shall be positioned so that no portion is closer than 12 inches from the aisle.

**21. RELOCATION OF EXHIBITS.** NITL/IANA reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exposition.

**22. FIRE REGULATIONS.** Fire regulations require that all display materials be fire resistant or treated with a flame-retardant solution to meet requirements of the standard flame test as provided in the Greater Fort Lauderdale/Broward County Convention Center for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No storage of any kind is allowed behind the back drapes or in the exhibit space. The official service contractor will store all cartons, crates, containers, and packaging materials. Up to one day's supply of operational materials may be stored within the exhibit space. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times that the Show is open. No obstruction such as chairs, tables, displays or other materials will be allowed to protrude into the aisles. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

**23. PHOTOGRAPHY.** In order to protect your products and services, photographs or any attempt to obtain product specifications will be strictly prohibited without the consent of the exhibitor.

**24. FOOD SERVICE.** All arrangements for food and beverage service must be made with the official caterer at the Greater Fort Lauderdale/Broward County Convention Center.

**25. AMENDMENT OF RULES.** NITL/IANA reserves the right to make changes, amendments and additions to these rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by NITL/IANA.