



# BOOTH RESERVATION FORM

## CONTACT INFORMATION (All information is required.)

Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person\*: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization (if different): \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

\*Contact person is responsible for submitting all required information and will receive all communications from NACE regarding the exhibit.

## BOOTH SPACE

**Standard Inline Booth (10' x 10')**  
 Through 1/18/2017: \$2,395 (member)/\$2,595 (nonmember)  
 After 1/18/2017: \$2,595 (member)/\$2,795 (nonmember) ..... \$ \_\_\_\_\_

**Premium Corner Booth (10' x 10')**  
 Through 1/18/2017: \$2,595 (member) / \$2,795 (nonmember)  
 After 1/18/2017: \$2,795 (member) / \$2,995 (nonmember) ..... \$ \_\_\_\_\_

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

## BOOTH LOCATION

Fill in desired booth number(s):  
 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

Booths are reserved on a first-come, first-served basis. If your selections have already been taken, NACE will contact you with additional choices available. (Please check [the conference website](#) for most current listing of available booth locations.)

## CONTRACT AGREEMENT

It is understood that this application will become a binding contract for space and services at the NACE 2017 Conference & Expo, scheduled June 6-9, 2017, at the Paris Las Vegas, Las Vegas, Nevada, upon acceptance of the application by NACE. The Exhibitor agrees to the terms, conditions, rules, and regulations contained herein, as well as within the Exhibitor, Sponsorship, Advertising Prospectus. The application will be returned if not properly signed.

NACE does not employ any third-party services to coordinate hotel reservations. Do not provide your personal or credit card information to any parties that solicit hotel reservations via phone, e-mail or fax. It has been brought to our attention that there are organizations contacting exhibitors and attendees posing as NACE staff offering discounted room rates. Conference & Expo hotel reservations should only be made following the instructions listed on the conference website or by contacting the hotel directly using the group code to receive the discounted rates.

\_\_\_\_\_  
 Authorized Signature Title Date

## PAYMENT OPTIONS

Payment must accompany registration. (NACE FEIN #23-1270546)

Check enclosed  
 (Payable to National Association of Colleges and Employers. U.S. funds drawn only on a U.S. bank.)

Total Enclosed: \$ \_\_\_\_\_

Charge to:  Visa  Mastercard  American Express  Discover

Card No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security No.: \_\_\_\_\_

*For Visa, Mastercard, and Discover cards, the card code is the last 3 digit number located on the back of your card or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.*

Name as it appears on card: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

*By my signature, I authorize the use of my credit card to pay the total charge listed below*

Total Charged: \$ \_\_\_\_\_

## RETURN CONTRACT AND PAYMENT TO:

NACE, ATTN: Meeting & Events  
 MAIL: 62 Highland Ave., Bethlehem, PA 18017  
 SCAN/E-MAIL: [events@naceweb.org](mailto:events@naceweb.org)  
 FAX: 610.868.0208

## QUESTIONS?

Contact Ashley Kuback at [akuback@naceweb.org](mailto:akuback@naceweb.org), 610.625.1020



**2017**  
**NACE**  
conference + expo  
JUNE 6 – 9 • LAS VEGAS

## TERMS & CONDITIONS

### Eligible Exhibits

The National Association of Colleges and Employers (NACE) reserves the sole right to determine the eligibility of any company, product, or service to exhibit in the exposition, and further reserves the right to reject any application.

### Limitation of Exhibits

NACE reserves the right to stop or remove from the exposition any exhibitor (or any agent, employee, or representative thereof) performing an act or practices, including but not limited to any displays, presentations, or demonstrations, which NACE finds objectionable, violates the Terms and Conditions, or detracts from the dignity of the event. In the event NACE removes or stops an exhibit or demonstration, exhibitor shall not be entitled to a refund of exhibit fees or any other cost incurred by the exhibitor. A company's participation in the exposition does not reflect a product endorsement by NACE. The exhibitor may not make any statements in print, orally, or electronically that state or imply such endorsement.

### Booth Specifications

Booths consisting of 10' x 10' inline or corner space must not exceed a height of 8 feet. Exceptions may be granted where the booth(s) are located along perimeter walls. No walls, partitions, paintings, decorations, or other obstructions may be erected which will in any way interfere with the view of any other exhibitor. Exhibitors are required to submit their plan to NACE in writing thirty (30) days in advance of the exhibition for approval by NACE if such plans include the use of unusual effects or methods of production presentation. Exhibitors are required to ensure that their displays do not have a negative impact on the show environment through excessive noise, heat, light, etc.

### Payment Terms

All applications for exhibit space must be accompanied by full payment. All requests for cancellations must be in writing and sent to NACE, 62 Highland Ave., Bethlehem, PA 18017, ATTN: Maria Kaczmar. Fifty percent of the total booth cost will be refunded for all cancellations received on or before February 28, 2017. No refunds will be provided by NACE after that date. NACE reserves the right to deny exhibit space to companies that have overdue account balances with NACE. Exhibit space assignments are made on a first-come, first-served basis after sponsor and past exhibitors have made their selections. NACE reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interests of the exposition.

### Limitation of Liability

Exhibitor shall make no claim of any kind against NACE, its agents, or employees; the hotel, or city and/or state wherein the exposition is held for any loss, damage, theft, or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit or for any action of NACE or its participants, agents, or employees in relation to the exhibit or exhibitor.

### Indemnification by Exhibitor

Exhibitor shall be solely responsible to its agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance, or control of the leased space or exhibit, for negligence or otherwise relating there to. Exhibitor shall indemnify, defend, and hold harmless NACE and the Paris Las Vegas for all liability related to exhibitors' exhibit or any act or omission of exhibitor or any of its employees or agents; including accident or injury to invitees, guests, exhibitors, their agents, and employees and including loss or damage to personal property. Exhibitor agrees to keep harmless NACE, and the Exhibit Hall and/or hotel, from any and all costs arising from fees incurred under the copyright law regarding the liabilities of playing recorded and/or live music in the exhibit area at any time during the NACE Conference.

### Insurance

Exhibitors must make provisions for safeguarding their display and property at all times. Exhibitor acknowledges that NACE and the Paris Las Vegas do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. All exhibitors are required to carry commercial general liability insurance with a combined single limit for personal injury and property damage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. A copy of the exhibitor certificate of insurance confirming these amounts and naming NACE as an additional insured on the insurance certificate is required and must be provided to NACE upon request.

### Fire Department and Other Regulations

Fire department and other regulations must be observed. Display and packing material must be flame retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.

### Photography and Videotaping

The taking of photographs or video, other than by the official NACE photographer/videographer, is expressly forbidden.

### Listing and Promotional Materials

By exhibiting at the exposition, exhibitor grants NACE a full paid, perpetual, nonexclusive license to use, display, and reproduce the name of the exhibitor in any directory or list of the conference exhibitors and to use such names in promotional materials. NACE shall not be liable for any errors in any listing or for omitting exhibitor from any directory or listing pertaining to the conference.

### Use of the Association Name, Logo, or Acronym

Exhibitors may state in advertising promotions that they will be exhibiting at the NACE 2017 Conference & Expo solely with the prior written approval of NACE. Any additional use of the NACE name, logo, or acronym is strictly prohibited. Exhibitors not complying with this policy will be asked to remove any mention of NACE from their materials; failure to do so could be considered an infringement on NACE's trademarked name. If you have any questions about using NACE copyrighted or trademarked materials, contact Claudia Allen at callen@naceweb.org for a determination.

### Music

Live music will not be permitted in the Exhibit Hall by exhibitor during the course of this conference. Each Exhibitor assumes sole responsibility for reporting to Broadcast Music, Inc. (BMI) any recorded music which is used for background or foreground music, or as part of audio presentations, etc., which includes, but is not limited to, records, tapes, CDs, broadcasts, satellite signals, and/or cablecasts. This responsibility extends to the payment to BMI by exhibitor of any applicable fees resulting from such presentations.

### Exhibit Space

Subleasing and sharing of Exhibit Space is strictly prohibited. All signs, displays, and products in a booth must be related to the exhibitor's company. Sales of products or samples is strictly prohibited on the show floor. Contracts and orders may be written for future delivery of products and services.

### Damage to Property

Any damage, including but not limited to damage to the hotel, exhibit hall or exhibit area, caused by an exhibitor will be paid for by that exhibitor. Exhibitors are prohibited from painting, taping, nailing, screwing, drilling, or tacking anything to the walls, columns, floor, or ceiling of the building; adjoining displays; or the official contractor's display material.

### Food and Beverages

Food and beverages must be purchased from the official concessionaire, unless incident to exhibitor's product line with written approval of the official concessionaire. All arrangements for food and beverage for special needs over and above the planned functions must be made with the catering department.

### Labor and Contractors

Exhibitors that plan to use outside contractors must notify NACE in writing 60 days prior to the exposition. NACE reserves the right to contact such contractors and deny an Exhibitor entrance based upon the use of an outside contractor. Outside contractors are required to supply verification of liability insurance coverage. All labor must have local union clearance.

### Exposition Location Rules

Exhibitor shall adhere to and not cause any violation of the rules and regulations of the exposition property owner. Soliciting outside the confines of the Exhibitor's assigned space is prohibited. NACE reserves the right to distribute any conference materials and NACE information to all attendees and exhibitors in the exhibit hall.

### Prize Drawings

Exhibitors may hold drawings for prizes in their individual booths, except if they conflict in any way with the conference, exhibit, or local laws. If exhibitor intends to use a drawing, it must notify NACE in writing thirty (30) days prior to the event. NACE reserves the right to deny the use of such drawings. Competitive events including but not limited to meetings, social functions, forums, sessions, off site events, or scheduling attendee transportation which overlap or conflict with any scheduled conference or exposition event is strictly prohibited. Violation of this clause may result in expulsion from the exhibit hall and/or exclusion of the organization from exhibiting at future conferences at the discretion of NACE.

### Exhibitor Registration

The total number of exhibiting company's staff in one 10' x 10' booth is limited to four. Installation, show, and dismantling hours and dates shall be those specified by NACE. Packing of exhibits prior to the close of the exposition is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.

### Cancellation of Exposition

If NACE should be prevented from holding the exposition for any reason beyond NACE's control (such as, but not limited to, damage to building, riots, strikes breached by exposition location, acts of government, or acts of God), then NACE has the right to cancel the exposition or any part thereof, with no further liability to the Exhibitor other than a refund of exhibit fees less a proportionate share of the exposition cost incurred.

### Not Assignable by Exhibitor

This Agreement may not be assigned by exhibitor without the written consent of NACE.

### Governing Law and Jurisdiction

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Pennsylvania. The parties recognize and accept that Northampton County, Pennsylvania and the United States District Court for the Eastern District of Pennsylvania shall have jurisdiction and venue for any disputes under this Agreement.

### Merger Clause

The parties agree that this Agreement (and, any other Agreement referred to herein), contain the complete agreement between the parties and supersede any prior understandings, agreements, or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.

### Attorney's Fees

In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.

### Amendments to Terms and Conditions

NACE, at its discretion, may make reasonable changes, amendments, or additions to these Terms and Conditions. Any changes, amendments, or additions shall be binding on exhibitor.