

# INDIAN GAMING TRADESHOW & CONVENTION

April 17-20, 2018 | Las Vegas Convention Center, Las Vegas, NV



Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Company Account Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
 Marketing Contact: \_\_\_\_\_ Email: \_\_\_\_\_

BOOTH RATES PER 10X10				TO CALCULATE BOOTH COST		*Calculation for Premium
	Non-Member	Associate Member	Tribally-Owned Enterprise	Booth Rate (see chart):	_____	There is a 10% surcharge for each corner booth space
				x Number of Booths:	_____	No. of Corners: _____ X .1
Single Booth	\$3,950	\$3,150	\$3,050	= Total for Space:	_____	= Premium Rate:
2 - 4 Booths	\$3,600	\$2,850	\$2,750	+ Premium*:	_____	x Total for Space: _____
5 + Booths	\$3,400	\$2,750	\$2,650	= Grand Total:	_____	= Premium: _____
				50% Deposit \$ _____ Due with Contract		
				Balance \$ _____ Due by 12/31/17		

BOOTH SELECTION
1 <sup>st</sup> Choice: _____
2 <sup>nd</sup> Choice: _____
3 <sup>rd</sup> Choice: _____
Total Number of 10x10 Booths: _____

**Exhibitors Receive:**

- Per 10x10 booth: two chairs, one 6' skirted table, & a wastebasket
- 2 Exhibitor Platinum Plus Conference Passes (access to tradeshow floor & sessions) per 10x10 booth
- 4 Booth Staff Badges (access to tradeshow floor only) per 10x10 booth
- Exhibitors will be allowed to invite an unlimited number of qualified customers to the tradeshow floor at no charge

**PAYMENT TERMS & CANCELLATION POLICY:** Deposit (50%) due upon signing of contract. Booth assignments will not be final until 50% deposit is received. Final payment due by December 31, 2017. Full payment due with contracts submitted after December 31, 2017. The 50% deposit is non-refundable. Exhibitors canceling before December 31, 2017 will receive one half of the amount paid above the non-refundable 50% deposit. Exhibitors canceling after December 31, 2017 will not be entitled to any refund.

I agree to abide by the rules of the 2018 Indian Gaming Tradeshow & Convention. I understand that my deposit is non-refundable, and I agree to remit the total amount due for my booth by December 31, 2017.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tradeshow Schedule\*:**

**Show Hours:**

Thursday, April 19, 2018: 10 am - 5 pm  
 Friday, April 20, 2018: 10 am - 3 pm

\*Hours subject to change

**TO RESERVE YOUR SPACE**

EMAIL this form to: [egallo@urban-expo.com](mailto:egallo@urban-expo.com)

FAX this form to: 678-285-7469

MAIL this form to:  
 URBAN EXPOSITIONS  
 35 Nutmeg Drive, Suite 125,  
 Trumbull, CT 06611

Paying by check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

<b>For overnight deliveries via courier ONLY:</b>	
<b>Wells Fargo Bank</b> 7175 Columbia Gateway Drive Attn: National Indian Gaming Association Lockbox Services: 758716 Columbia, MD 21046	(The use of this address for payments mailed via the US Postal service will result in delay.) <b>US MAIL ONLY:</b> National Indian Gaming Association P.O. Box 758716 Baltimore, MD 21275-8716

Please charge \$ \_\_\_\_\_ to the credit card provided here.

<b>Credit Card:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <b>Card Holder's Name:</b> _____ <b>Card #:</b> _____ <b>Exp. Date:</b> _____ <b>V Code:</b> _____ <b>Billing Zip:</b> _____
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## Tradeshow Rules & Regulations

- 1. Eligible Exhibits:** The Show Management reserves the right to determine the eligibility of any company or product for inclusion in the exhibit hall.
- 2. Music:** No music of any kind shall be utilized by an exhibitor. The exhibitor agrees that the exhibitor will be liable for any and all costs, including legal fees, incurred by show management for violation of this rule.
- 3. Literature Distribution:** The distribution of publications, samples and printed matter of any kind, or any promotional material, is restricted to the confines of each company's exhibit space
- 4. Limitation of Liability:** The exhibitor agrees to make no claim for any reason whatsoever, including negligence against Show Management, its members or agents or employees, or the sponsors or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor any injury to themselves or employees while in the exhibit area. Each exhibitor is encouraged to purchase their own insurance.
- 5. Defacing of Building:** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floor, walls or to the standard booth equipment; OR for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.
- 6. Display Dimensions:** ALL INLINE BOOTHS: The maximum exhibit height is 8 feet from the floor. This height may only be maintained ½ the length of the booth side walls, where it then needs to be dropped down to the height of 3 feet. If a linear booth is backed up to the perimeter wall (of the building) then the back wall height limit can be extended to 12 feet high. If an unfinished portion of an exhibit is exposed, the offending surface must be made presentable at the expense of the exhibitor. PENINSULAS & END CAPS: The maximum exhibit height for an end cap booth is 8 feet from the floor. If an endcap booth backs up to linear booths, then the back wall height may only be maintained 5 feet to each side from center and then drop down to 3 feet. Only peninsula booths 400 sq. ft. or larger will be allowed to build to the ceiling and/or hang items from the ceiling. Peninsula booths 400 sq. ft. or larger will be allowed to extend their back wall from end to end even when abut linear booths. If an unfinished portion of an exhibit is exposed, the offending surface must be made presentable at the expense of the exhibitor. ISLANDS: Island booths 400 sq. ft. or larger will be allowed to build to the ceiling and/or hang items from the ceiling. If an unfinished portion of an exhibit is exposed, the offending surface must be made presentable at the expense of the exhibitor.
- 7. Sharing/Subletting of Exhibit Space:** Only the exhibitor whose company name appears on the contract will be allowed to exhibit products and services in the booth. Companies may share space only if they receive prior approval from Show Management. Companies may not sublet any of their exhibit space.
- 8. Sound Level and Performances:** The use of devices for mechanical reproduction of sound is permitted, but must be controlled. Sound or any form of entertainment must not be projected outside the confines of the exhibit booth so as to interfere with the activities of other exhibits. Show Management will determine reasonable levels. Exhibits featuring performers or other attractions must be large enough to contain the audience within the exhibit. Aisles must be kept clear.
- 9. Insurance:** Fire and theft insurance, if so desired, must be taken out by each exhibitor at his own expense. Show Management is not responsible for direct or consequential damages.
- 10. Exhibit Logistics:** Detailed data in the form of an Exhibitor Service Kit will be Emailed in PDF format to each exhibitor. Exhibitors can order services and equipment directly from GES Exposition Services at (800) 475-2098. All relevant information regarding shipment, labor, electrical services (unless otherwise noted), rental forms, exhibit hours, etc. is available through these services.
- 11. Guards:** NIGA will employ guards during the course of the Show. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. Neither NIGA, nor Show Management, nor the owners or lessors of the exhibit premises will assume any responsibility for exhibitor's property.
- 12. Fire & Safety Laws:** Federal, State and City Laws must be observed. Aisles and fire exits cannot be blocked by exhibits.
- 13. Payments & Deposits:** The National Indian Gaming Association holds the right to vacate or cancel any such exhibit space that does not remit the deposit payment by its specified due date and/or such exhibit space that does not remit the total booth order amount due by December 31, 2016.
- 14. Cancellation by Exhibitor:**
  - a. In the event that the Exhibitor:
    - i. Requests that it cancels its Space reservation after contract has been accepted by Show Management
    - ii. Fails to meet any of the payment obligations (whether as to amounts due or dates of payment) detailed in the Contract for Space.
    - iii. Fails to occupy the Space allotted to it by the opening time on the first day of the Exhibition
    - iv. Fails to setup Booth by the end of the Installation Period as determined by Show ManagementTHEN Show Management reserves the right (but without the obligation to do so) to treat the Contract for Space as being cancelled and apply the following cancellation charges and to re-allocate the Space in question to another Exhibitor.

**Cancellation Occurring:**  
More than 9 months prior to Exhibition opening date: 25% of total charge  
Between 6 and 9 months prior to Exhibition opening date: 75% of total charge  
Less than 6 months prior to Exhibition opening date: 100% of total charge

    - b. If the Exhibitor wishes to cancel the Contract for Space, then written notice of such wish must be forwarded to and received by Show Management, no later than the dates referred to in the above table.
    - c. Show Management shall not be obliged to accept the Exhibitor's request to cancel its Contract for Space
    - d. Notwithstanding that Show Management may re-sell or re-allocate the cancelled Space after cancellation by the Exhibitor, Show Management shall be under no obligation to reimburse all or any part of a cancellation charge
    - e. The Exhibitor shall fully and promptly indemnify Show Management against all expenses, costs, claims, losses, liabilities, charges, and damages which Show Management may suffer or incur as a result (direct or indirect) of the cancellation of the Contract for Space by the Exhibitor including, without limitation, where the Space or Booth is dressed or altered in any way in order to maintain an orderly and visually pleasing Exhibition.
    - f. In the event that the Exhibitor fails to set up Booth space by the end of the Installation Period, Show Management at its sole discretion shall attempt to contact Exhibitor prior to forfeiture of space, but is not obligated to do so. In the event that the Exhibitor arrives after Booth Space has been forfeited, Show Management shall at its own discretion make every reasonable attempt to reassign Exhibitor Booth Space within
- 15. Reduction of Space:** Where an Exhibitor requests the reduction in the size of its Space after acceptance of its Contract for Space by Show Management, then the Exhibitor must forward such request to Show Management in writing. There is no penalty for downsizing a booth before the signed contract and deposit are received by Show Management. After that time, booths that downsize may be relocated to a different area of the show floor at the discretion of show management. Show Management reserves the right to apply the scale of cancellation charges set out in the above clause 14 to the total cost according to the amount by which the original Booth area is reduced. Show Management may re-sell or re-allocate the space in question, but Show Management shall be under no obligation to reimburse all or any part of the charge for reduction in Space. There shall be no obligation on Show Management to accept the request for reduction of Space by the Exhibitor.
- 16. Relocation of Exhibitor Booths:** Show management reserves the right to relocate exhibitors that downsize their booth after any payment is received. Show management may also relocate any exhibitor whose booth is situated in an area of the show floor that is eliminated as exhibitor space. To the greatest extent possible, relocated exhibitors will be placed in a booth that best meets their needs, and in a location that is not disruptive to the tradeshow floor layout as determined by show management.
- 17. Acts of God, Fire, Strikes, Etc.:** In the event of any outside cause, such as war, fire, strike, government action, other emergency, prevents the exhibit from being held, Show Management may retain such part of exhibitor's rental as shall be required to recompense Show Management for expenses incurred up to the time such contingency shall have occurred.
- 18. Corner Premium:** Each corner booth purchased will incur a 10% surcharge for each corner calculated by the total number of booth(s) purchased. For example, if a vendor purchases booth space with one corner, the vendor will pay a premium of 10% of the total booth cost. If a vendor purchases a booth space with two corners, a premium of 20% of total cost will be charged.
- 19. Tribal Enterprise Rate:** In order to qualify for this booth rate, you MUST be a tribally-owned and operated facility; as well as a Tribal Member of NIGA in good standing.
- 20. No Children Under 18:** No such child under the age of eighteen will be permitted to gain access to the expo floor for any reason.