

# NFCA WEEK OF LEARNING

MARCH 11-15, 2024 | OMNI OKLAHOMA CITY | OKLAHOMA CITY, OK  
**EXHIBITOR CONTRACT**

**PRINT COMPANY INFORMATION CLEARLY AS YOU WANT IT TO APPEAR ON ALL PROMOTIONAL AND PRINTED MATERIAL**

EXHIBITOR NAME: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

COMP BOOTH STAFF: \_\_\_\_\_ BOOTH STAFF EMAIL: \_\_\_\_\_

- **Signed Contract & Payment in FULL is required to secure a WoL '24 Tabletop Exhibit.**
- WoL '24 Tabletop Exhibitors are allocated 8' for the display. ALL Tabletop Exhibits include a 6' x 30" table, garbage can, and Complimentary Week of Learning '24 Attendee. Electrical is extra and can be ordered through NFCA.
- The number of Complimentary Attendees is based on Manufacturer Membership level or Associate Exhibit selection.  
Gold Manufacturer = 3 Complimentary Attendees; Silver Manufacturer = 2 Complimentary Attendees; Bronze Manufacturer = 1 Complimentary Attendee.
- Exhibit space is assigned on a first-come, first-serve basis.
- Exhibit space is assigned by NFCA.

WoL '24 TABLETOP EXHIBIT OPTIONS MARCH 13-15, 2024	MEMBER	NON-MEMBER	QTY	TOTAL
Gold & Silver Manufacturer Member	\$0 USD	N/A		\$
Bronze Manufacturer Member	\$2140 USD	N/A		\$
Associate Member (1 Comp Attendee)	\$1625 USD	N/A		\$
Associate Member (2 Comp Attendees)	\$1950 USD	N/A		\$
Optional Electrical Connection	\$250 USD	\$250 USD		\$
			<b>TOTAL</b>	\$

Place our booth NEAR the following exhibitor(s):  
\_\_\_\_\_  
\_\_\_\_\_

Place our booth AWAY FROM the following exhibitor(s):  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CC#: \_\_\_\_\_ EXP: \_\_\_\_\_ CVV: \_\_\_\_\_ BILLING ZIP: \_\_\_\_\_

SCAN AND EMAIL TO: LINDSEYD@CMSERVICES.COM

**ALL EXHIBITOR PERSONNEL MUST COMPLETE ATTENDEE REGISTRATION FOR WoL '24**

See page 2 for WoL '24 Exhibitor Contract Agreement Rules & Regulations



## CONTRACT AGREEMENT RULES AND REGULATIONS

**Tabletop Exhibit Size:** 8' wide

**Exhibit Space:** Components and signs will be permitted to a maximum height of 8'. All components must fit into booth size purchased. Display materials over 4 ft. high must be confined to the booth area and at least 5 ft. from the aisle line.

**Shipping:** Additional shipping and handling charges may apply, and are due payable to Omni Oklahoma City. **Packages may arrive at Omni Oklahoma City from 8:00am-4:00pm MDT, Monday-Friday, March 7-15, 2024. Shipments received any other time will be rejected.** Should special arrangements for delivery be necessary, please contact Lindsey Dutkiewicz for details. The following information must be on all packages to ensure proper delivery:

Omni Oklahoma City  
100 West Oklahoma City Blvd.  
Oklahoma City, OK 73109  
Attention: Lindsey Dutkiewicz / (Guest's Name)  
NFCA Week of Learning '24 / March 11-15, 2024  
Number of Boxes:

**Booth Set-Up:** Booth set-up hours are available from

- Tuesday, March 12 - 7:30pm-9:00pm CST
- Wednesday, March 13, 2024 - 6:30am-11:30am CST

**Exhibit Hours:** Trade Show floor hours are

- Wednesday, March 13, 2024 - 1:00pm-6:30pm CST
- Thursday, March 14, 2024 - 7:30am-5:00pm CST
- Friday, March 15, 2024 - 7:30am-12:00pm CST

**Booth Move-Out:** Booth/Contents move-out is available from

- Friday, March 15, 2024 - 12:00pm-3:00pm CST

**NO EARLY TAKE-DOWN.** Exhibitors dismantling or removing exhibition materials from exhibit hall prior to move-out hours may lose future exhibit opportunities.

**Alcohol:** Alcohol Sales/Distribution at exhibitor booths prohibited.

**Announcements:** Microphones, amplifiers are not allowed.

**Cancellation Policy:** 2023 Exhibitor Cancellations must be provided to NFCA in writing, via fax or email. Cancellations prior to February 1, 2024, may receive a 50% refund. Cancellations after this forfeit any refund.

**Cash or Credit Card Sales:** Cash or Credit Card Sales are prohibited during the show.

**Choice of Law, Venue, Attorney's Fees:** This Contract is governed by the State of Illinois. Venue for any dispute arising out of or related to this Contract shall be in DuPage County, Illinois. The prevailing party in any dispute arising from or related to this Contract shall be entitled to its attorney's fees, costs, and expenses incurred through mediation, litigation, or appellate proceedings.

**Conflicting Events:** Conflicting Events at Omni Oklahoma City are prohibited during show/seminar hours.

**Consent to Be Photographed:** As partial consideration for my attending this event, I give the National Fireproofing Contractors Association (NFCA), its licensees, assigns, successors in interest, and legal representatives the irrevocable right to use any photographs and/or video of me taken at this event.

**Electric:** 110v electric connections must be pre-ordered through NFCA. On-site electrical orders could face premiums and cannot be guaranteed.

**Entertainment:** Exhibitor may operate games, raffles, and entertainment in the booth with prior NFCA approval.

**Exhibit Staffing:** **Tabletop Exhibits are expected to be staffed with exhibitor personnel during all trade show floor hours.** Based upon the level of membership or registration selection, Standard Booths include complimentary registration for up to three (3) free attendees to WoL '24. All other exhibit staff must be registered and pay the registration fee. Booths not staffed with exhibitor personnel during all exhibit hours may lose future exhibit space.

**Exhibitor Raffles:** NFCA can announce winners of raffles held at individual exhibitor booths.

**"Give Away" Items:** Razor blades, knives, etc. prohibited.

**Hospitality Suites:** Hospitality Suites are acceptable provided they are not open during event/exhibit/seminar hours. NFCA approval required.

**Liability:** It is agreed that Exhibitors will assume responsibility for any damages to Omni Oklahoma City and their own exhibits. The Exhibitor further agrees that neither NFCA, nor its employees, agents, or representatives shall be liable and that the Exhibitor will release, hold harmless, and make no claims for any reasons whatsoever including negligence (but excluding gross negligence or willful/wanton conduct), against the NFCA, its employees, agents or representatives for: (1) loss, theft, damage or destruction of goods or displays; (2) any accident or injury to or death of the Exhibitor or the Exhibitor's employees, agents or representatives; (3) any damage to Exhibitor's business by reason of the failure to provide space for the exhibit or the removal of the exhibit; (4) any other action of employees, agents or representatives of NFCA; (5) the failure to hold the event as scheduled as a result of Coronavirus (COVID-19) or similar viruses or illness requiring quarantine, local, state, or federal emergencies, acts of God, fire, flood, riots, or any other causes beyond the control of NFCA, Omni Oklahoma City, or any exhibit service contractor that may render any exhibit area unusable.

**Machinery:** Machinery may not be operated.

**Reservation of Right to Make Changes:** Any matters not specifically covered herein are subject to decision by NFCA, and NFCA reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all Exhibitors will be advised of any such change.

Exhibitor Company: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

By checking this box, all representatives from our company agree to abide by the policies and procedures set by NFCA for exhibitors.