

Fall Harvest Reception

Conditions of Contract

1. **APPLICATION:** All potential exhibitors must file written application with Nebraska Hotel & Motel Association, Inc. (NHMA). Telephone orders not accepted.
2. **CHANGES IN THE BOOTH FLOOR PLAN:** The Nebraska Hotel & Motel Association reserves the right to change the booth floor plan and booth locations. The Nebraska Hotel & Motel Association will respect choice of booth space so far as possible. Where space requested is not available, space will be assigned to conform as nearly as possible in size and location as requested.
3. **VALIDITY:** No contract is valid until the application and all monies are submitted to the Nebraska Hotel & Motel Association, and the Association signs same.
4. **DUE DILIGENCE:** NHMA makes no representation concerning any sponsor or exhibitor nor its products or services and the admission to the show of any sponsor or exhibitor constitutes neither an endorsement, recommendation nor representation by NHMA of any exhibitor or sponsor or its products or services. NHMA has not and will not undertake or perform any due diligence function as to any sponsor or exhibitor or its products or services and each exhibitor or sponsor agrees to display only services and products which have economic viability and that fully comply with applicable law, regulations and professional standards.
5. Exhibitors agree to comply with all rules and regulations of the owner of the Holiday Inn.
6. **TERMS OF PAYMENT: Payment in full October 3, 2011** of the total amount of space rental must accompany the application and contract required for the reservation of space. **No exhibit or part of an exhibit will be admitted to any space until the rental for the space has been paid in full.**
7. **REFUNDS:** 100% refund on all fees paid in for written cancellations received in the Nebraska Hotel & Motel Association office before September 23, 2011. 50% refund on written cancellations received in the Nebraska Hotel & Motel Association Office before October 3, 2011. No refund for cancellations received in the association office after October 17, 2011.
8. **SPACE ASSIGNMENT:** All booths must be open and occupied during the Reception. Space assignments will be made in the order applications are received. Exhibitors should select three different booths or groups of booths in separate locations and specify the order of their choice. If none of these are available, the Nebraska Hotel & Motel Association will assign space subject to Exhibitor's approval.
9. **SUBLETTING OF SPACE: NO SPACE SHALL BE SUBLET WITHOUT THE EXPRESS WRITTEN CONSENT OF THE NEBRASKA HOTEL & MOTEL ASSOCIATION. ONLY ONE COMPANY MAY CONTRACT FOR EXHIBIT SPACE AND OCCUPY SAID SPACE.**
10. **EXHIBIT PERSONNEL:** All personnel working in an exhibitor's booth or space must be a registrant. All exhibit personnel must be registered with the reception. The person's name must be on the badge and the badge must be visible at all times. Please register personnel on front of this sheet.
11. **DISPLAY OF PRODUCTS:** Display of products on the floor will be confined horizontally and vertically by firms occupying within contracted space who are a part of the reception. An additional space fee will be charged on any display extending beyond or above contracted space.
12. **EXHIBITOR AGREEMENT:** No use of microphones, loudspeakers, or other amplifying public address devices, without consent of the Nebraska Hotel & Motel Association; all displays, interviews, conferences, distribution of literature, lectures, and cash sales will be made within the confines of leased booth space. **Any conferences, meetings, solicitation of business or canvassing in leased space are not permitted except in the interest of the Corporation, Company, or Individual whose name appears on the firm name sign.** All signs will be limited to 8 feet in height, and all displays requesting more than 8 feet in height must secure approval from the Nebraska Hotel & Motel Association. Any video monitor must be positioned in the rear of the display and the table or platform on which the monitor is placed cannot exceed a height of 42 inches.
13. **HOURS OF EXHIBITS:** The exhibits will be open 4:00 p.m.-6:30 p.m., November 7, 2011 for viewing.
14. **ELECTRICAL:** Order 110 Volt electrical outlets on this contract at \$15.00 per outlet per booth. Please be prepared with your own power strip or splitter for multiple outlets.
15. **SAFE DECORATIONS:** All decorations must be flame-proof and pass inspection by all legal authorities.
16. **INSURANCE:** It is directly understood and agreed that in no case shall Nebraska Hotel & Motel Association, its officers or agents be responsible for any loss, theft, damage by fire, or injury of any character to any person or article. Security will be provided, but Nebraska Hotel & Motel Association, while taking all precautions against loss, will not guarantee it. Exhibitors wishing to insure their goods must do so at their own expense.
17. **SIZE OF SPACE:** The size of each booth is shown on the map, and in arranging your exhibit, please conform with the size of your booth and to the height of the partitions. Partitions on the back are 8 feet high and side partitions are 36 inches high. No part of the exhibit may extend above the back partition or into the aisle; any exhibit extending into any aisle shall be subject to removal or severe penalty. All aisles or corridor space is under the control of the Nebraska Hotel & Motel Association and shall not be used for exhibit or demonstration purposes.
18. **NAME SIGN:** Furnished with each booth will be a sign with the exhibitor's company name.
19. **FURNITURE RENTAL:** Additional furniture may be secured from AAA Rents.
Contact person: Becky Boehm Telephone: 402/467-4151 Fax: 402/467-4347
20. **MOVE-IN DETAILS:** Space will be ready for installation of exhibits 1:00 p.m. Monday, November 7, 2011. All installations must be completed by 4:00 p.m. or shall be deemed open after this time, unless permission for waiver is received from the Association due to an emergency.
21. **SHIPPING INSTRUCTIONS:** Ship to Holiday Inn Downtown, 141 N 9th Street, Lincoln, NE 68508. Call 402/475-4011 on shipping questions.
 1. Shipments may arrive on November 4-7, 2011.
 2. Mark shipped items For: **Nebraska Hotel & Motel Reception**, please show booth number (if known) and company name.
 3. EMPTY CRATES: Can be stored elsewhere on the hotel property during the event and returned to your space at the end of the exhibit.
22. **REMOVAL OF EXHIBITS:** Exhibitors will not be permitted to remove exhibits or any part of same until 6:30 p.m., Monday, November 7, 2011. **ALL EXHIBITS MUST BE REMOVED** from the Holiday Inn, by 9:00 p.m., Monday, November 7, 2011.
23. **MOVING IN AND OUT:** Failure to remove an exhibit in the allowed time will give Nebraska Hotel & Motel Association the right to remove and place same in a warehouse, subject to the exhibitor's disposition; its payment of all charges and no liability to Nebraska Hotel & Motel Association. All exhibits must remain intact until the reception is closed.
24. **RIGHTS OF NEBRASKA HOTEL & MOTEL ASSOCIATION IN EVENT IS NOT HELD:** Should any emergency arise previous to opening the reception which would prevent its scheduled opening, such as destruction or damage of the facility by fire, windstorm, strikes or acts of God, etc., or declaration of emergency by the President, it is expressly understood and agreed that Nebraska Hotel & Motel Association may retain as much of the payment for an exhibit as is necessary to cover the expenses incurred up to the time of such emergency.
25. The reception is produced by and is the property of Nebraska Hotel & Motel Association, which provides all show management functions and established all show policies.
26. **RECEPTION LOCATION: Holiday Inn Downtown, 141 N 9th Street, Lincoln, Nebraska Phone: 402/475-4011.**
27. **DATE:** Monday, November 7, 2011.
28. **LICENSE FEES & ROYALTIES:** Exhibitor agrees to pay when due all royalties, license fees or other charges occurring or becoming due to any firm, person or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged or produced by the Exhibitor, its agents, employees or subtenants within the premises covered by this License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless NHMA, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges. Exhibitor shall have the right, however, to protest and, if desired, to litigate and adjudicate any and all such claims.