



501C3 Entity Number: C7527-1990

2022 Trade Show & Conference

*** Exhibitor Application ***

Reno Sparks Convention Center

Thursday, March 3rd, 2022

The Exhibitor named below agrees to lease space from the Nevada Landscape Association, or NLA (hereafter referred to as Management) according to the terms and conditions contained in this application. Table rentals are based on a first come/first served basis with locations held by payment only. **Table rental purchased after February 25th will increase by \$100.00.**

■ \$2,000 = Prime Corner Booths (#1, #12, #61, #66, #67, #72)

■ \$1,500 = Prime Front Booths (#24, #25, #48, #49)

■ \$800 = General Booth (Non-Member of NLA)

■ \$450 = General Booth (Member of NLA)

■ 10% Discount = 2 Exhibit Spaces

■ 20% Discount = 3 Exhibit Spaces

■ 30% Discount = 4 or More Exhibit Spaces

■ Electricity is Limited – Price to be Determined

Exhibitor Information

Company: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Title: _____

Contact Phone: _____ Email: _____

Products to be Displayed: _____

Preferred Exhibit Space

1st Choice: _____ 3rd Choice: _____

2nd Choice: _____ 4th Choice: _____

Spaces: _____ Total Amount: \$ _____

Exhibit Representatives Requiring Badges

Payment Information

Method of Payment: ☐ **Credit Card:** Please provide your phone number so a representative with NLA can contact you to collect payment. Phone #: _____



☐ **Check:** Make payable to Nevada Landscape Association and mail it, along with this form, to Nevada Landscape Association, 4790 Caughlin Pkwy #253, Reno, NV 89519

Exhibitor Consent

Exhibitor hereby acknowledges s/he has read and understands the terms and conditions of this Application/Contract for exhibiting in the NLA Trade Show & Conference contained in the application for exhibit space. The exhibitor agrees to be bound by these terms and conditions upon receiving acceptance of this Application/Contract and deposit by Exhibit Management. Acceptance to be effective upon mailing to exhibitor a formal notice of space assignment.

X _____

Applicant's Printed Name

Applicant's Signature

Date

FOR NLA USE ONLY

Accepted By: _____

Total Fees: _____

Space Assignment: _____

Less Deposit: _____

Balance Due: _____



501C3 Entity Number: C7527-1990

2022 Trade Show & Conference

*** Exhibitor Terms & Conditions ***

Reno Sparks Convention Center
Thursday, March 3rd, 2022

3 Ways to Apply

Mail to: Nevada Landscape Association
4790 Caughlin Pkwy #253
Reno, NV 89519
Email to: Info@NevadaLA.com
Online at: www.NevadaLA.com

Schedule

Set Up: Wednesday, March 2nd
9am-3pm
Show Hours: Thursday, March 3rd
7am-4:30pm
Take Down: Thursday, March 3rd
4:30pm-7pm

Exhibitors cannot/will not break down before 3pm!

Exhibitor Space

All exhibit spaces will be provided an 8'x30" draped table and 2 chairs. Standard exhibit space is 10' x 10'.

Additional exhibit furnishings, freight, shipping and decorating requirements may be obtained through the service contractor at an additional charge. Exhibitor packages with additional information regarding the contractor will be sent to the exhibitors prior to set up upon request by exhibitor.

Height of exhibits may not exceed 8' in back and 3' on sides, except with written permission by NLA. Management reserves the right to have any part of an exhibit removed should it be considered illegal, objectionable or unsuitable.

The space shall be occupied by the exhibitor named on the agreement only. Any assigning or subleasing booth space to another party is not allowed.

Lease Agreement

Should exhibitor not occupy leased space prior to show opening, Management will retain any deposits paid and exhibitor remains liable for any balance due. Any display in booth space not paid for in full by close of show will be placed in storage until contract balance and storage fees are paid in full.

Cancellation must be made in writing to:

Nevada Landscape Association
4790 Caughlin Pkwy #253
Reno, NV 89519

If such cancellation is received 30 days prior to show, the NLA shall be entitled to retain or collect 50% of the exhibitor's total contract obligation as liquidated damages. No refunds will be made if cancellation notice is received later than 30 days prior to show and the NLA shall be entitled to collect 100% of the exhibitor's total contract obligation. Any refunds will be paid after the conclusion of the NLA Trade Show.

Management shall not be liable for any damages or expenses incurred by exhibitors in the event the show is delayed, interrupted or not held as scheduled. If the show is not held due to reasons beyond the control of the Management, Management may retain an amount paid by the exhibitors to defray expenses already incurred.

Security

Management will provide security during non-exhibit hours to avoid loss or damage. Management accepts no responsibility for lost, stolen or damaged items.

Liability

The NLA accepts no liability at any time for loss, damage or injury occurring in or to the exhibit or its occupants. The exhibitor is responsible entirely for the exhibit space leased to her/him and shall not damage or mar any part of the building. The exhibitor agrees to reimburse the Management for any loss or damage due to exhibitor's activities. If the exhibitor desires insurance, s/he must obtain it.

Compliance

All exhibitors must comply with city ordinances and regulations including but not limited to the Fire Marshall and any facility codes.

Decisions

Exhibitor agrees to abide by any decision/s made by Management for the good of the show.

