

Please return with full payment to:  
 Exhibit Sales Managers, NGWA  
 601 Dempsey Road, Westerville, Ohio 43081 USA  
 Fax: (614) 360-2492  
 Phone: (800) 551-7379 or (614) 898-7791  
 Confirmation copy will be returned to you after assignment.



FOR NGWA USE ONLY

Company _____
Booth space(s) assigned _____
Number of bulk spaces requested _____
Check # _____ Credit card # _____

## 2020 Pacific Northwest Ground Water Expo (#6031) Exhibit Application/Contract

### March 20-21, 2020 • Red Lion Hotel on the River/Jantzen Beach • Portland, Oregon

Please type or print clearly.

#### A. Applicant

Company name \_\_\_\_\_ Date \_\_\_\_\_  
(Used on badges, sign, program. Size of type on badges will be determined by number of characters in name listed above.)  
 Name of official signing application \_\_\_\_\_ Contact's email \_\_\_\_\_  
 Street address \_\_\_\_\_ City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Web site \_\_\_\_\_

#### B. Contact person (DO NOT complete if the official listed above should receive all communications regarding this application.)

Name \_\_\_\_\_ Email \_\_\_\_\_  
 Street address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_  
 Zip/Postal code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

#### C. Application (must be signed by official listed in Item A)

I understand that this form must be accompanied by payment IN FULL for space requested. If application is faxed with credit card payment, there is no need to mail. I agree to, and will fully comply with, the rules and regulations on the reverse side of this application and the instructions in the exhibitor prospectus. Further, we understand that our exhibit must be set up by 3:30 on Friday, March 20, and that dismantling cannot begin until 1:00 p.m. on Saturday, March 21.

✕ \_\_\_\_\_  
Signature of applicant (authorized signature of "official" in Item A)

#### D. Products or services to be displayed (Must be listed or application will not be processed; limit to 25 words or copy will be edited.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 New this year: \_\_\_\_\_

#### E. Exhibit space request

Indicate how many of each type of space you require:

How many	Type of space	x	Cost per space	=	Total per type
_____	10' x 8' booth	x	\$550 each	=	\$ _____
_____	Heavy equipment space (outdoors)	x	\$300 each	=	\$ _____

TOTAL COST OF SPACE APPLIED FOR (must be in U.S. funds)

#### F. Selection of booth space

List below your preferences for booth space.

(1st) \_\_\_\_\_ (2nd) \_\_\_\_\_ (3rd) \_\_\_\_\_ (4th) \_\_\_\_\_ (5th) \_\_\_\_\_  
 (6th) \_\_\_\_\_ (7th) \_\_\_\_\_ (8th) \_\_\_\_\_ (9th) \_\_\_\_\_ (10th) \_\_\_\_\_

#### G. Avoid assignment adjacent to (company names): \_\_\_\_\_

#### H. Schedule for exhibitors

Setup: Friday, March 20, from 8:00 a.m. to 3:30 p.m.  
 Exhibits open: Friday, March 20, from 4:00 p.m. to 7:30 p.m.  
 Saturday, March 21, from 8:00 a.m. to 1:00 p.m.  
 Teardown: Saturday, March 21, from 1:00 p.m. to 9:00 p.m.

#### I. Method of payment

By check: Make payable to NGWA in U.S. funds  
 By credit card: Complete the following  
 American Express     Visa     MasterCard     Discover Card

Card # \_\_\_\_\_ CSC# \_\_\_\_\_  
 Printed name \_\_\_\_\_ Expiration date \_\_\_\_\_  
 Signature \_\_\_\_\_

DO NOT WRITE IN BOX BELOW

Contract confirmed by: _____ <small>(Signature of NGWA official)</small> _____ <small>(Date)</small>
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## Rules and Regulations for Exhibitors

1. The Pacific Northwest Ground Water Exposition Board of Directors has made every attempt to solicit qualified buyers to attend the exposition. The Board cannot guarantee the quality or quantity of attendees.

2. No exhibitor shall exhibit materials other than the products sold and/or distributed by the contracted company and then only in accordance with the Show Management specifications. Manufacturers are NOT allowed to share exhibit space with other manufacturers.

3. No exhibitor shall be allowed to sublet exhibit space, in whole or part, to another company or individual without the written consent of the Show Management. Company names on exhibitor badges will be the name of the company that contracted for the space. There shall be no exceptions.

4. All booth arrangements shall conform in all respects to the 10' wide x 8' deep dimensional and 8' height requirements as indicated in the space diagram. The booth space rental includes a draped background 8' high with draped side rails 36" in height and a standard 7" x 44" booth sign showing the firm's name, city, and state.

Show Management shall provide for sweeping and cleaning the aisles once daily, but exhibitors shall, at their own expense, keep their spaces and carpeting clean, their exhibits dusted and in good order.

Booths shall be designed in such a manner so as not to interfere with the sightlines of adjacent and neighboring booths.

Raw wood or cardboard wings shall be painted or appropriately covered if visible in the display area. The side frames of pop-up display booths shall be covered with drape to cover the frame. Drape may be ordered from the service contractor.

Groundwater equipment machinery shall fit within the allotted exhibit space as indicated on the diagram and all company signs or advertising shall be displayed within the specific exhibit space.

Rig manufacturers shall not be allowed to start up their machines or utilize their hydraulic equipment once rigs are parked in place for display at the exposition.

Fuel must have locked caps. The amount of gasoline in the tank should be minimal – enough to permit move-in and move-out. Any damage done to the exhibit area by excessive oil leaks shall be financially absorbed by the rig manufacturer. Battery cables shall be disconnected and L.P. gas tanks removed.

One outdoor bulk space must be rented for each piece of heavy equipment to be displayed. All equipment must be in excellent condition.

Structural limitations of the exhibit facility shall determine placement and positioning of equipment within the assigned booth/bulk spaces. When all booth and/or bulk spaces are assigned, a waiting list shall be maintained. If cancellations occur, booth/bulk space assignments shall be made on a first come, first served basis.

5. No exhibitor shall install any floodlight fixtures which may cause the light coming from it to shine in other exhibits or in the eyes of guests, or that is objectionable to other exhibitors. Show Management reserves the right to remove such objectionable fixtures.

6. During show hours, each exhibit (booth and bulk space) shall be adequately manned by a company representative substantially all of the time. Assigned exhibit space shall be kept neat and orderly. All booth attendants shall be dressed modestly and in good taste.

7. Any sound tracks or spiels shall be at a low pitch so as not to bother nearby exhibitors. Any form of attention-getting device or presentation shall be terminated if crowds jam aisles or infringe upon other exhibitors' displays.

8. Each exhibitor must comply with all requirements of the Americans with Disabilities Act (ADA) in the design and operation of its booth.

9. No music – live or recorded – will be permitted in the hall because of liability for licensing.

10. Early dismantling of displays shall NOT be permitted. The display will officially close at 1:00 p.m. on Saturday, March 21, 2020. \_\_\_\_\_ Initial.

11. Promotional giveaways in exhibit space shall be in accordance with Oregon law.

12. No exhibitor shall operate or participate in the operation of any exhibit, demonstration, activity, or event during established show hours within the show city, except in assigned exhibit spaces. Nothing in this provision shall be interpreted to curtail the normal established manufacturing activities of an exhibitor within the show city. However, no tours of these facilities shall occur during the show hours. \_\_\_\_\_ Initial.

13. Exhibitors may advertise in exhibit space for plant tours to occur at any time other than show hours. The distribution of any materials outside the exhibitor's own space or actively soliciting attendees from other booths is prohibited.

\_\_\_\_\_ Initial.

14. Admission to the exhibit hall shall be by badge only. Registration badges are not transferable; identification may be required. (Free and paid preregistrations may be changed via telephone or letter after registration deadline, or onsite only.)

Badge cancellation policy: Preregistration monies will be refunded if written notice is received at NGWA no later than February 18. After that date, no refund requests will be honored.

15. All materials used in the exhibit hall shall be fireproofed and conform to all fire department regulations. No decorative paper of any kind shall be permitted.

16. Setup of exhibits shall commence at 8:00 a.m. Friday, March 20, as designated by Show Management, and must be completed by 3:30 p.m. the same day, in accordance with the schedule. Companies which cannot meet this setup schedule should not apply for space. In the event of a delay in setting up a display on Friday, it shall be necessary that exposed crates and/or parcels be removed from the exhibit space at the expense of the exhibitor until closing of the exhibit hall on Friday. They may be returned for setup after closing hours on Friday. No exhibitor shall have the right prior to the closing of the show at 1:00 p.m. Saturday to pack or remove articles on exhibit without the written permission and approval of Show Management.

17. Character of exhibits shall be subject to the approval of Show Management. The right is reserved to refuse the applications of concerns not meeting standards required or expected, as well as the right to curtail or to close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting.

18. Full payment of display space fees must accompany the application. In the event that no representative of an exhibit space is present at least four (4) hours prior to the opening of the show, the assignment shall be forfeited and Show Management shall have the right to resell or relocate that company's exhibit space. No refund shall be made if space is forfeited.

19. Space cancellation policy: Written notice of booth or bulk cancellation received by Show Management by February 14, 2020 shall qualify an exhibitor for 50% refund of booth/bulk space monies paid to that date. Cancellation notice received after February 14 will result in loss of refund.

20. Exhibitor expressly agrees that the Pacific Northwest Ground Water Exposition, the Show Management, its officers, employees, agents, exhibit site, the convention decorator, successors, and assigns shall not be liable for any damage or loss from any cause whatsoever, to include negligence, arising out of destruction of an exhibit or the property of an exhibitor or injuries to the person of an exhibitor, all claims for any such damage, loss, or injury being expressly waived by the exhibitor.

In the event the exhibit site is destroyed by fire or the elements, or other cause, or in the event any circumstances, e.g., strikes, etc., make it impossible for the Show Management to permit exhibitors to occupy the exhibit site, the exhibitor expressly agrees that the Pacific Northwest Ground Water Exposition, the Show Management, its officers, employees, agents, exhibit site, the convention decorator, successors, and assigns shall not be liable for any damage, loss, or injury arising out of the same, all claims for any such damage, loss or injury arising out of the same, all claims for any such damage, loss, or injury being expressly waived by the exhibitor.

21. If the Exposition is not held as proposed, the exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred. Any distribution of monies paid to the Show Management for booth/bulk space, etc. shall be distributed at the sole discretion of the Show Management, whose decision is final.

22. Insurance shall be secured by the exhibitor and at the exhibitor's expense. It is recommended that each exhibitor purchase insurance covering public liability and loss including damage and theft to protect against possible claims arising out of the operation of its exhibit.

23. Exhibitors shall honor the contractual agreements between the exhibit facilities, local union groups, and/or exclusive contractors.

24. The Show Management shall be the interpreter of the requirements of this agreement and its decision shall be final. In the event of a dispute, this agreement shall be construed in accordance with the laws of the state of Ohio.

25. The Show Management reserves the sole and exclusive right to amend, modify, or change from time to time the rules and regulations herein contained so as to effect the terms and conditions of this agreement and, upon reasonable notice to the exhibitor, the exhibitor agrees to comply with such amendments, modifications, or changes as if fully and originally written herein.

26. This agreement constitutes the entire agreement between parties and cannot be amended, modified, or changed without a subsequent agreement in writing signed by the parties, except as set forth above.