Dear Prospective Exhibitor,

Thank you for considering displaying in the Northwest Rental Conference.

This letter will explain the guidelines that must be followed to register and display at the Northwest Rental Conference in 2023.

REGISTRATION INFORMATION:

- A registration form to be completed along with full payment.
- Payment can be in the form of a check or credit card.
- If you wish to pay by credit card, we will issue you an invoice that will be emailed to you for your payment by credit card.
- We must have a signed contract.
- We require a Certificate of Insurance naming the Northwest Rental Conference Association as additional insured.
- Please read additional notes on the proper format of the Certificate.

FACILITY INFORMATION:

- The Exhibit Hall is the Whitefish Credit Union Trade Center at the Flathead County Fairgrounds located at 265 North Meridian Road, Kalispell, MT 59901.
- Booth size is 10' wide by 10' deep.
- Electricity is available for \$20.
- Wi-Fi is provided at no cost.
- A table and 2 chairs are available for \$30. Table size is 8' x 30". Table with be dressed in a white linen on top and black table skirt
- Pipe and drape in the hall will be all black.
- Floor surface is polished concrete.
- We will provide plastic to place under equipment that may leak oil or other liquids
- The move-in door dimensions are [11' high x 11'] wide

FREIGHT POLICY:

- The shipping location will be sent to you once your registration is accepted and all registration fees are paid. You will be billed for freight at the show.
- Shipments for the conference will be accepted from September 20th thru September 27th. All items must be received by September 27th to insure that they can be transported to the show. Items shipped to our receiving facility will be transported to the convention hall on Wednesday, September 27th for distribution to your booth.
- A receiving charge of \$25.00 per pallet will be assessed for freight shipped in to our shipping location. A \$50.00 charge per piece for larger non-palletized items trucked into to our shipping location will also be assessed.

MOVE-IN / MOVE-OUT PROCESS:

- You will be responsible for helping move your product from the loading area of the exhibit hall to your booth. We will provide dollies and pallet jacks for you to move the freight to your booth. A forklift will be available onsite as well.
- There is a mandatory Exhibitor Meeting, Thursday, September 27th at 10:00 am. Booth setup will begin after the meeting and will continue until 5:00 PM. All equipment MUST be moved in on Thursday. Hand carry items only may be moved in on Friday.
- For fire safety reasons, fuel levels should be less than ¼ tank, fuel caps must be taped and battery cables must be disconnected.
- No breakdown is allowed before 3:00 pm on Saturday. Breakdown is from 3:00 until 6:00 pm on Saturday. Only carry out items may be removed from the floor during show hours.

DOOR PRIZES:

- There will be door prizes given away at the Exhibitor Appreciation Dinner on Friday night. If you wish to donate door prizes, we request that the items have a minimum value of \$50.00
- Drawing prizes will be awarded to Attendees only.
- Please drop prizes off at the Registration Desk during open hours by 5:00 pm on Friday

ATTENDEE LIST:

If you would like an attendee list for the show, please stop by the
registration desk and leave your e-mail address. We will send out an
excel spreadsheet approximately a week after the completion of the
show to all who have displayed at the show and provided an email
address.

Sincerely,
Dave Dworschak
NWRC, Registrar
dave.d@nwrentalconference.com

C: 503.407.9865

Northwest Rental Conference Association Exhibitor Contract.

For purposes of this contract, Northwest Rental Conference Association shall be referred to as NWRCA, We, Our, or Us.

Exhibitors shall be referred to as Exhibitor, You or Your. The Northwest Rental Conference event itself shall be referred to as NWRC or Event.

Assumption of Risk.

Exhibitor voluntarily agrees to assume all risk and releases and discharges NWRCA and it's directors, officers and volunteers from any and all liabilities and claims arising from Exhibitor's actions or negligence at the Event, including without limitation, any and all claims arising from or in connection with NWRCA's negligence (other than our intentional misconduct).

Hold Harmless / Indemnification.

Exhibitor assumes all risk associated with the possession, use, transportation and storage of Exhibitor's property and equipment. Accordingly, Exhibitor hereby waives any and all liens and claims arising from or associated with, and agree to indemnify, defend and hold harmless NWRCA from and against any and all liabilities, claims, damages, losses, cost and expenses (including without limitations, attorney fees, claims for bodily injury(ies), including death, property damage, loss of time and or convenience) resulting from or arising in connection with attendance, possession, use, transportation, or storage at the Event, regardless of the cause and including injuries and/or damages suffered by Exhibitor, your employees and any third party(ies), except to the extent directly resulting from NWRCA's intentional misconduct.

Insurance.

Exhibitor agrees to maintain commercial general liability insurance with a minimum limit of \$1,000,000.

per occurrence during the term of the Event, and shall name Northwest Rental Conference Association, its officers, directors and volunteers as additional insureds. All such insurance shall be primary, and include waiver of subrogation against NWRCA. Exhibitor agrees to provide NWRCA a proper certificate of insurance no later than 15 days prior to the start of the Event. Any insurance NWRCA carries will be deemed to be in excess of Exhibitor's insurance.

I / we agree to the terms of this contract.	
	Exhibitor
	XSignature
	Print Name
	Date

Instructions to aid in obtaining a compliant Certificate of Insurance.

Please see the sample Certificate:

#1 This is your company name and should match how you register for the Northwest Rental Conference on the registration form.

#2 The address as circled is the way that the certificate holder should be listed.

#3 The wording here should be pretty much exactly as listed. Please send a copy of the contract and note the highlighted section. This is the proper wording that needs to be included in this box.

This in Most cases should not cost you anything more for your insurance.

If there is a cost, please contact Dave Dworschak @ 503/407-9865 for other possible low cost options for this coverage.

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