

# NATIONAL TRAVEL FORUM EXHIBIT SPACE RENTAL AGREEMENT

## 1. BOOTH CONTACT

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

## 2. OTHER INDIVIDUAL THAT SHOULD RECEIVE NTF MARKETING MATERIALS & BOOTH UPDATES

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

## 2. EXHIBIT FEES

### PRICE PER 8' X 10' BOOTH

Each booth consists of 80 square feet in an 8' x 10' configuration

NTF Exhibitor . . . . . \$1,800  
NTF Returning Exhibitor . . . . . \$1,600

### INCLUDED WITH BOOTH RENTAL:

- 2 complimentary registrations per 8' x 10'
- Draped back wall and side wall, wall-to-wall carpeting
- 7" x 44" company identification sign
- 6 hours of no-conflict trade show time
- 6' skirted table, two chairs, wastebasket
- Company name included on virtual trade show floor plan at [www.nationaltravelforum.org](http://www.nationaltravelforum.org)

### TOTAL BOOTH RENTAL FEES

# of 8' x 10' booths x NTF Exhibitor or NTF Returning Exhibitor rate plan  
Sample: one 8' x 10' booth at NTF Exhibitor rate—\$1,800  
Sample: one 8' x 10' booth at NTF Returning Exhibitor rate—\$1,600

# OF BOOTHS		RATE PLAN		TOTAL \$
<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
<b>Booth # Selection:</b>				
1ST CHOICE:		2ND CHOICE:		3RD CHOICE:
<input type="text"/>		<input type="text"/>		<input type="text"/>

## 3. PAYMENT

Full payment is due with this contract. Booth space will be assigned on a first-paid, first-served basis. Exhibiting companies will not be assigned a booth number until full payment is received.

### METHOD OF PAYMENT:

CHECK ENCLOSED     AMERICAN EXPRESS     DINERS CLUB     DISCOVER     MASTERCARD     VISA

Please clearly print credit card information.

CREDIT CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_ AMT. TO CHARGE \$ \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_ CARDHOLDER SIGNATURE \_\_\_\_\_

Cancellation Policy: All cancellations must be made in writing. Cancellations made prior to February 6, 2008 will receive a 50% refund of amount paid, minus a \$100 administrative fee. After February 6, 2008, no refunds will be issued. (If a company decides to downsize, the cancellation policy remains the same for space cancelled.)

## 4. REGISTERING EXHIBIT PERSONNEL

All persons planning to work in the exhibit booth must be fully registered and must pay the corresponding registration fee of an Exhibitor. Exhibitors receive two complimentary registrations for each 8' x 10' booth rented.

## 5. EXHIBITOR CONTRACT

We, the undersigned, have the authority to enter into this agreement on behalf of the company identified in item 1 and do hereby apply for the reservation of exhibit space in the National Travel Forum being held in Atlanta, GA, June 3–6, 2008. When executed by the undersigned, this shall constitute a binding agreement between NBTA, who agrees to rent to the undersigned exhibitor, and the undersigned exhibitor, who agrees to rent from NBTA, the exhibit space in Atlanta Marriott Marquis.

We agree to abide by the "IAEM Guidelines for Display Rules and Regulations" and the "NBTA Addendum to IAEM Guidelines for Display and Regulations" which are part of this agreement by reference and abide by all rules and regulations found in the Exhibitor Service Manual, and any such additional rules and regulations as may be adopted by NBTA.

We understand that exhibit space allocations shall be at the discretion of NBTA and that this agreement shall be legally binding between NBTA and the exhibitor upon acceptance in writing by NBTA. We understand that any change in the information on this agreement must be made in writing. We understand only one company may exhibit per booth.

AUTHORIZED SIGNATURE \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_