



Annual Meeting & Exposition
SPACE APPLICATION
AND CONTRACT

Westin Diplomat Resort & Spa
Hollywood, Florida - November 12-14, 2009

By completing the following, you are making a formal application for exhibit space which will become binding upon confirmation from the National Association of Independent Life Brokerage Agencies. Please complete the first section with your current company information as you would want it to appear in NAILBA marketing materials.

Company CEO
Main Address City State Zip
Telephone Fax
Web site E-Mail

Please complete the next section with your company contact information. This contact is the person who will receive all mailings, e-mails, attendee lists, and invoices. *This is NOT your registration form. You must ALSO register prior to the published deadline date.

Booth Contact Name Title
Address City State Zip
Direct Telephone Number Fax Mobile
E-Mail

Please notify NAILBA immediately if your contact information changes!

BOOTH SPACE & RATES:

Booth space is sold in 100 sq. ft increments. Minimum purchase is 100 sq. ft. (10'x10'); maximum is 400 sq. ft. (4 - 10'x10' inline only booths). Booth space is assigned first on a priority space selection process and then on a first-received, first assigned basis.

Please Indicate Reservation Information:

Exhibit Space Size Requested: ft. X ft. for a total of net sq. ft.

Exhibit Space Preferences: 1st 2nd 3rd 4th

Select Type of Company: Carrier/ Life Settlement Company (C/LS) - \$92/ sq. ft. Vendor (V) - \$72/ sq. ft.
Price: total sq. ft. X Rate: = Total Booth Cost: \$

PAYMENT METHOD:

Amount paid/to charge: \$2300 (C/LS) \$1800 (V) - (Initial 25% Deposit for 10x10 space-2x for double: 3x for triple and 4x for quad)

\$2300 (C/LS) \$1800 (V) - (2nd 25% Deposit due on or before April 23, 2009)

\$4600 (C/LS) \$3600 (V) - (Final 50% payment due on or before August 28, 2009)

Check - Please remit to: NAILBA, PO Box 79968, Baltimore, MD 21279-0968 **NEW Payment Mailing Address**

Credit Card (select one) Visa MasterCard AmEx

Check box if you would like remaining deposits to be charged to credit card provided below on the scheduled due date.

Credit Card number Exp. date
Name as it appears on card Signature
Title Date

SIGNATURE:

I understand the terms, conditions and rules for this exhibit show as described in NAILBA's Terms & Conditions and agree to comply with them. I also understand that any additional expense incurred due to my non-compliance with said regulations will be my own responsibility and obligation.

Authorized Signature Date

NAILBA USE ONLY:
Dimensions: X Total Sq. Ft. Booth # Assigned By Date

NAILBA - 11325 Random Hills Rd., Suite #110, Fairfax, VA 22030

Terms & Conditions

1. **CHARACTER OF THE EXPOSITION:** Show Management reserves the right to determine the eligibility of any company, product, or service, and the right to restrict, prohibit, or evict any exhibitor or product that, in the opinion of Show Management, detracts from the character of the Exhibition or for any violation of the following Terms and Conditions. In the event of such restriction or eviction, NAILBA Show Management shall not be held liable for refunding exhibit fees or any other costs incurred by the exhibitor. Violations of the Terms and Conditions may also result in a loss of exhibitor priority.

2. **PAYMENT SCHEDULE:** Space contract amounts may be paid in deposit installments according to the following schedule: 25% deposit of the total booth payment is due with the submission of this space contract; another 25% deposit of the total booth payment will be due on or before April 23, 2009; final payment or final 50% of the total booth payment will be due on or before August 28, 2009.

3. **CANCELLATION POLICY:** FINAL PAYMENT FOR EXHIBIT SPACE IS DUE ON OR BEFORE August 28, 2009. Failure to pay balance of fees by due date shall be considered a material breach of the agreement and may result in cancellation of exhibit space. Upon such breach, exhibitor shall forfeit deposits paid and NAILBA reserves the right to assign or resell forfeited spaces to other exhibitors. Requests for cancellation and refunds must be made in writing. NAILBA will retain 25% of the total contracted booth space amount for cancellation requests received after January 9, 2009 and before April 23, 2009. NAILBA will retain 50% of the total contracted booth space amount for cancellation requests received after April 23, 2009 and before August 28, 2009. NAILBA will retain the full space contract amount for any cancellation requests received after August 28, 2009. The total fee for booth space is non-refundable after August 28, 2009, and should a balance remain, the exhibitor will be obligated to pay the full balance of the space contracted. NAILBA shall not be liable for any interest on any amount refunded.

4. **UNOCCUPIED SPACE:** Unless special arrangements have been made, any space not claimed and occupied by 11:00 am Thursday, November 12, 2009 may be sold or reassigned by Show Management without obligation for any refund whatsoever.

5. **SUBLEASING:** of Exhibit Space is prohibited. All signs, displays, persons, and product in the booth(s) must be related to the exhibiting company.

6. **SPACE ASSIGNMENTS:** shall be indicated on the exhibit space rental agreement as approved by NAILBA. No one company can have a total of more than four (4) booths. NAILBA reserves the right to rearrange or adjust the floor plan to accommodate the best interests of the Show. All insurance companies or suppliers of insurance products (including life settlement companies) will pay a booth fee of \$92 per square foot. All other companies will pay booth fee of \$72 per square foot.

7. **BOOTH PACKAGE TO INCLUDE:** For each 10x10 booth NAILBA will provide 8' high back wall drape, 3' high side rail drape, (1) 6' table, (2) side chairs, (1) wastebasket, electric, and booth signage. The exhibit hall is carpeted this year! However should you require thicker carpet you will need to contact the General Contractor. Additional furniture and services will be available through the Exhibitor Services Manual, or Show Kit, provided by the General Contractor. You will also receive both a pre and post Annual attendee list, which is available for one-time use only. **Any abuse of this list may result in expulsion from future NAILBA events.**

8. **BOOTH SIZE/RESTRICTIONS/RULES:** The actual usable exhibit area is reduced by six inches from given dimensions. Width of exhibit spaces shown on the official floor plan is measured from the center of side rails. Depth is the overall measurement from the face of the front post to the back of the rear post. Exhibit structures must allow for drapery side rails and backdrops, and access to electrical wiring. At least 12 inches is recommended. Exhibitors shall confine their activities to their allotted 10'x10' exhibit space extending to the ceiling. All standard linear exhibits must be confined to a maximum height of 8'8" if ceiling height and applicable regulations permit. **Any booths over 8'8" in height may be removed at show managements discretion- please make sure your booth meets the height guidelines by having it built or constructed under 8'8".** All display fixtures over four feet in height must be confined to within eight feet of the back line of the exhibit space. All floating objects must remain tethered & within the allotted booth space. No free-floating objects are allowed. Furthermore, no objects may disrupt the line of sight in the exhibit hall. All exhibits must be freestanding. The Exhibitor may not paint, tape, nail, screw, drill, tack, etc. anything to the walls, columns, floors, ceilings, or any permanent fixture of the building, or to the drapery backdrops or side dividers. Exhibitors shall not obstruct the view, occasion injury, or adversely affect the displays of the other exhibitors. All activities must be confined to the allocated exhibit space. Soliciting outside of the confines of the exhibitors' assigned booth space is prohibited. Exhibitor personnel shall not enter another exhibit space without permission from that exhibitor and at no time may enter an un-staffed exhibit space. Dollies, carts, and other such devices will not be permitted on the exhibit floor during exhibit hours without the written consent of NAILBA. Exhibitor is responsible for all damage to property caused by themselves or their personnel and is liable to the owner of the damaged property. NAILBA is the final authority on all matters relating to operation and conduct.

9. **DISPLAY VEHICLES:** if applicable, must have battery cables disconnected. Fuel tanks must be equipped with locking caps or be taped shut. Display vehicles will not be permitted to occupy more than 80% of the contracted exhibit space.

10. **HANGING SIGNS:** may not exceed height limitations of eight feet eight inches. Hanging signs must be finished on all sides. Exhibitors must receive written permission from Show Management to include a hanging sign as part of their display.

11. **SOUND/AUDIO VISUAL RESTRICTIONS:** All audiovisual equipment enabling Exhibitors to show products, services, etc., must be self-contained and fireproof. No exhibitor shall show any goods or apparatus in operation if the same are noisy or objectionable to surrounding exhibitors or Show Managers.

The sound must be kept at a volume not to exceed that of a normal conversation or 80 decibels. Such equipment must not exceed the height limitations of the exhibit space. Video presentations must be devoted solely to the business of the exhibiting company. Neither NAILBA nor Show Management will be responsible for obtaining any audiovisual equipment needed.

12. **FIRE AND HOTEL RULES:** Fire Department Regulations and Westin Diplomat Resort & Spa, Hollywood, FL Rules and Regulations must be observed. Combustible materials or explosives are not permitted in or around the exhibit areas unless granted special permission from NAILBA. Exhibits shall not block view or access to fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment.

13. **MOVE-IN SCHEDULE:** Set-up begins on Wednesday, November 11, 2009 from Noon - 5:00 pm and Thursday, November 12 from 8:00 am - 11:00 am All displays must be in place and packaging materials and refuse removed from the aisles by 11:00 am to facilitate cleaning the aisles. Shipment of displays and exhibit materials arriving prior to the first set-up day must be sent to the official Show General Contractor and must be prepaid. No shipments will be accepted at the Show prior to the first set-up day. If the exhibitor has not started erecting their exhibit three hours prior to the opening of the trade show and no other arrangements for set-up have been made, NAILBA shall order the exhibit to be erected and the exhibitor will be billed for and agrees to pay for all charges incurred. NAILBA shall not be liable for any damages that may occur during this exhibit set-up. IMPORTANT: If necessary, exhibitors will be assigned a target time for the freight elevator. This time must be met. A request to change the assigned freight target time must be made in writing to the Show General Contractor with copy to NAILBA. NAILBA shall not be responsible for delays. Freight doors will not be open for accepting shipments except at the assigned times.

14. **MOVE-OUT SCHEDULE:** Tear-Down begins when the exhibit hall closes after the Friday evening Mooers Award Reception (approximately 6:30 pm) **Dismantling of the exhibits prior to the official close of the Exhibition is prohibited** and may result in exclusion from future events. Exhibitor is liable for any and all claims for damage to the premises caused by the exhibitor's display. Exhibitor personnel are responsible for secure packing of materials and must remain in the exhibit area until secured. NAILBA and the official Show General Contractor will not assume responsibility for any exhibit materials left unattended in the exhibit hall during move-out. An exhibitor shall not allow its display materials to remain in the exhibit halls after Saturday, November 14, 2009. NAILBA may remove the display, and exhibitor shall be liable for any damage to the display or materials due to their removal or storage.

15. **SHOW HOURS:** Thursday, November 12, 2009: 11:30 am - 5:30 pm

Friday, November 13, 2009: 7:30 am - 9:00 am & 12:30 pm - 1:45 pm & 5:00 pm - 6:15 pm

16. **BADGE/ADMITTANCE/REGISTRATION INFORMATION:** Admission to the show will be by official NAILBA registration badges only, which must be worn at all times, including setup and tear-down. You **must** register to be able to attend the event- **Registration is NOT automatic as part of your booth contract.** Badges are nontransferable and must be worn by the person whose name is on the badge. Exhibitor personnel will be allowed to enter the hall 30 minutes prior to Show opening and during specified setup and teardown periods. Exhibitor personnel must exit the exhibit areas within 60 minutes of the stated close of the Show each day. Non-exhibitors will be allowed on the trade show floor only during specified Show hours. Upon written request to NAILBA, temporary badges can be made for booth setup personnel ONLY. With a temporary badge, personnel will be allowed into the exhibit hall for setup only. After setup hours, booth setup personnel will be required to exit the exhibit hall.

17. **PHOTOGRAPHY/VIDEOTAPING:** Photography and videotaping are prohibited without the written permission of NAILBA.

18. **HOSPITALITY SUITES:** Only registered exhibitors may host hospitality suites during the NAILBA Annual Meeting. Suites shall not compete or coincide with any NAILBA event and must be closed during scheduled official functions of NAILBA during the meeting dates. Neither shall exhibitor's host, support, or participate in any other event competing or coinciding with the NAILBA 28 Annual Meeting Program November 12-14, 2009.

19. **COMPANY/VENDOR SPONSORED EVENTS:** Company/vendor sponsored events that take place on either Thursday evening (after the Opening Reception) or Friday evening (after the Mooers Award Dinner) must be open to ALL NAILBA attendees and take place IN the Hotel. Off-site or out-of-hotel events are not permitted on Thursday or Friday evenings. "Private" events - either IN the hotel or off-site - may be scheduled on either Wednesday evening (after the Chairman's Reception) or Saturday evening (after the Golf Awards Reception).

20. **OFFICIAL BOOTH REPRESENTATIVE:** The signer of the exhibit space rental agreement shall be the official representative of the exhibiting company and shall have the authority to act on behalf of the exhibitor in all matters relating to the Show. Any changes of representative must be made in writing.

21. **NAILBA RULES/REGULATIONS:** NAILBA will not be bound to any verbal agreements, representations, or statements between Exhibitors, NAILBA staff, NAILBA, and/or any other parties unless confirmed and signed in writing by the Show Managers (NAILBA).

22. **NAILBA SPACE AGREEMENT TERMS:** By signing this space application, incorporating these terms by reference, the exhibitor agrees to abide by these rules and regulations, and by the decisions of NAILBA. This contract will also become binding on both the Exhibitor and the Association upon its acceptance by the Association or Show Managers.

23. **UNION RULES AND REGULATIONS:** NAILBA expects all exhibiting companies to respect any established union rules and regulations as outlined in the Exhibitor Service Kit.

24. **NAILBA TRADE SHOW DISCLAIMER:** The NAILBA Trade Show is open to all business entities that provide goods and services to NAILBA member agencies and meeting the criteria established by the Board. NAILBA does not endorse nor evaluate the products or services of the Show exhibitors. Therefore, the fact that a business entity exhibits at a NAILBA Trade Show should not be considered as an endorsement by NAILBA of the products or services of that exhibitor.