

# 2019 TRADERS MARKET EXHIBITOR APPLICATION



HENRY B. GONZALEZ CONVENTION CENTER | SAN ANTONIO, TX | OCTOBER 16-18, 2019

Traders Market attendance is open to NAWLA members only. Non-members may contact [info@nawla.org](mailto:info@nawla.org) or 312.321.5133 for membership information.

## Exhibit Space Reservation

**Instructions: Please complete (type or print) all sections of this application. Upon assignment of space, Show Management will send a booth space confirmation including an invoice.**

Print exactly as you would like listed in all show materials. All information is subject to verification.

Company Name (as listed in NAWLA membership records)

Company Phone

Company Web Address

**Primary Point of Contact** (Primary point of contact will receive a separate email with Traders Market registration information.)

Name	Title	
Street Address		
City	State	Postal Code
Phone Number	Fax Number	
Email Address		

## Exhibit Space Rental

The exhibit space rental charge is \$1,795 for a 10' x 10' booth space at a member rate. The balance of the booth space is due with the contract. **Please note: Booth space fees will increase to \$1,995 after July 12, 2019.**

**Cancellation Policy:** All booth payments are due no later than July 12, 2019. Booth cancellations received by July 12, 2019 will be eligible for full refund less a \$100 administrative processing fee. After July 12, 2019 there will be **no** refunds. No Exceptions.

**Registration:** All booth personnel must register for Traders Market. Included in your 10'x10' booth space is one complimentary meeting registration. Registration is separate from Exhibit Space Rental. For questions regarding your meeting registration please contact [registration@nawla.org](mailto:registration@nawla.org).

**Location Preferences:** Please indicate the location and size (10'x10' or 10'x20') of the booth space requested. Booths are assigned on a first-come, first-served basis for non-sponsors. Partner levels may include priority booth space placement. NAWLA makes every effort to accommodate preferences, but cannot guarantee placement.

### Booth type:

in-line;  corner (\$500 extra charge)

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

Competitor companies that you do not wish to be near:

Note: NAWLA cannot guarantee request will be fulfilled and NAWLA reserves the right to make all final decisions regarding space assignments.

- Yes, we want the standard 10' x 10' booth furniture package containing one (1) skirted, 6' table, two chairs, one wastebasket, and one booth sign. **Please note that this booth space does NOT include carpet.**
- No, we will furnish our own booth.

We agree to abide by all rules and regulations governing the exposition as printed on the last page and which are part of this application. Acceptance of this application by show management constitutes a contract.

Authorized Signature – this line must be signed for acceptance of contract

Date

## Methods of Payment

Total Amount Due: \_\_\_\_\_

- Credit Card** – Information for credit card payments will be provided on your invoice
- Check** should be mailed to:  
NAWLA, 8606 Solution Center, Chicago, IL 60677-8006
- Wire** – Contact Robb Shrader for wire information and details.

## Questions?

Contact Robb Shrader, Senior Sales Manager  
312.673.5581 | [rshrader@nawla.org](mailto:rshrader@nawla.org)

# 2019 TRADERS MARKET RULES & REGULATIONS

HENRY B. GONZALEZ CONVENTION CENTER | SAN ANTONIO, TX | OCTOBER 16-18, 2019



By submitting the NAWLA Booth Rental Agreement, Exhibiting company(s) (hereinafter, 'Exhibitor(s)') for itself and its employees, representatives, agrees to abide by the following rules and by any amendments that may be put into effect by the NAWLA Traders Market Committee (hereinafter, 'Management'), should your company be approved as a 2019 NAWLA Traders Market Exhibitor.

## 1. Management

NAWLA Show Management reserves the right to remove or alter any exhibit that does not comply with the NAWLA Rules & Regulations.

## 2. Eligibility

NAWLA members who are 'Manufacturers' or 'Wholesalers' of traditional wood products and/or engineered wood products and complimentary building products are eligible to exhibit. Complimentary building products are defined as materials made of wood, wood fiber, agrifiber, cement-based products, including concrete, blocks, and cementitious sidings, polymer products, or polymer-based composite products, as well as other products which incorporate wood as an integral component of their design. Also included in the category are coatings, fasteners, hangers, house wrap and ventilation products, roofing, insulation, gypsum, and any other products which the NAWLA Traders Market Committee may determine are appropriate to the interest of show attendees. Additionally, companies such as rail and truck transportation providers, reload operators, remanufacturers with a majority of revenues generated by processing wood on account, prefinishers and importers are also eligible to exhibit, as are certain Service Affiliates. (Importer is defined as satisfying all NAWLA wholesaler membership criteria, but with the majority of dollar sales generated by selling forest products sourced offshore.) No persons under 18 years of age will be admitted to the NAWLA Traders Market. Management shall have sold control over admission policies at all times.

Non-exhibiting manufacturers and service providers are not eligible to attend. Only bona-fide wholesalers, as defined by the NAWLA Bylaws, are invited to attend as non-exhibiting registrants.

\*Management reserves the right to determine the eligibility of any company or individual to exhibit or attend with regard to the character and purpose of this event. Anything that could be perceived as a poorly construed comparison to products offered by any other show exhibitors would be in extremely bad taste and deemed inappropriate for show use by the NAWLA Traders Market Committee.

## 3. Badges

An exhibitor is responsible for all badged personnel under their company name. NAWLA reserves the right to remove or discharge any exhibitor who has badged inappropriate personnel.

## 4. Exhibitor's Authorized Representative

Each exhibiting company must have at least one person to be its representative in connection with installation, operation and removal of exhibit.

Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible and exhibitor assumes responsibility for such representative being in attendance throughout all exposition periods. Exhibitors and their representatives will be required to wear badges throughout the Show. Badges are not transferable. Members of NAWLA Show Management must be advised of any changes to representatives registered. The new representative's name and replacement name must be provided.

## 5. Application and Payment

All exhibitors participating in the 2019 Traders Market are required to complete an application for space and subscribe to the following official Rules and Regulations. The 2019 Traders Market accepts, for processing only, those applications that are completed with all required information, signed by an appropriate company representative of the exhibiting company and accompanied by the appropriate payment listed.

## 6. Cancellations

All booth payments are due no later than July 12, 2019. Booth cancellations received by July 12, 2019, will be eligible for full refund less a \$100 administrative processing fee. After July 12, 2019 there will be no refunds.

## 7. Booth Construction, Design and Layout

Regardless of the number of inline booths utilized, e.g. 10' by 20' (3.05m by 6.10m), display materials should be arranged in such a manner as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 8' (2.44m) is allowed in the rear of the booth space, with a 4' (1.22m) height restriction imposed on all materials within 5' (1.52m) of an aisle. When two (2) or more inline booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of exhibit space which is within 10' (3.05m) of an adjoining booth.

## 8. Subletting

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials which are not a part of their regular products, or which are not compatible with the character of NAWLA, without a written request and approval from NAWLA.

## 9. Exhibit Hours

The 2019 NAWLA Traders Market exhibit hall will be open on October 17 - 18, 2019.

A complete schedule will be posted on our website and will be included in the Freeman Online Exhibitors Services Manual, which will be sent out approximately 90 days prior to the show.

## 10. Security

NAWLA Show Management will provide 24-hour perimeter security from the start of set-up on Wednesday, October 16, 2019 through the end of dismantling on Friday, October 18, 2019.

However, the exhibitor is solely responsible for his/her own materials and should insure his/her exhibit against loss or theft. Exhibitors are advised to take individual precautionary measures such as securing portable articles of value and removing such articles to a place of safekeeping after the exhibit hours.

## 11. Show Cancellation or Interruption

In the event the 2019 NAWLA Traders Market fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, acts of domestic or foreign terrorism, emergency declared by any government agency for any other cause beyond the reasonable control of the Association, the exhibitor and delegate releases the Association from all damages and claims for damages, and agrees that the sole liability of the Association shall be to return to each exhibitor and delegate any registration fees paid, less a prorated share of costs committed by the Association to that time and date.

## 12. Care of Building

Exhibitors will be held responsible for any damage caused by fastening displays or fixtures to the building floors, walls or columns or to standard booth equipment or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesives or any other coating to building columns and floors or to standard booth equipment.

## 13. Insurance, Liability and Indemnification

All property of exhibitor is understood to remain under their custody and control in transit to or from or within the confines of the exhibit hall. Exhibitors are required to obtain from their insurance company a rider to cover exhibit material against injury to the person and property of others. Neither NAWLA, nor SmithBucklin (NAWLA Show Management), nor, the Henry B. Gonzalez Convention Center nor Freeman will be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property from any cause prior to, during or subsequent to the period covered by the exhibit contract; and the exhibitor signing this contract expressly releases all of the aforesaid from, and agrees to indemnify and hold harmless them and each of them against any and all claims for such loss, damage or injury.

## 14. Sound Level

Displays creating excessive noise, above normal conversation level, are not permitted. NAWLA Show Management reserves the right to determine the acceptable sound level in all such instances. Licensing fees for the use of copyrighted music are the sole responsibility of Exhibitor.

## 15. Fire Safety Regulations

The exhibitor assumes all responsibility for compliance with local, city and state safety, fire and health ordinances covering installation and operation of equipment. All display or exhibit materials and equipment must be properly located and protected by safety barriers and fire-proofed to prevent fire hazards or personal accidents to spectators.