



Professional Photographers of NC, Inc. Contract for Trade Show Booth Space

Con. Dates-March 3-6, 2012 -Show Dates -March 3-5, 2012 **Place:** Sheraton Imperial Hotel, Durham, NC
Setup Time: Sat., March 3-8:00 AM – 6:00 PM **Members Only Show will be March 3 from 7:30 PM until 9:00 PM.** **Down Time:** Mon., March 5, 2011 – 2:30 PM

We wish to reserve _____ booth(s) at the PPNC's 83rd Annual Convention. We agree to pay the fees listed on the attached trade show fee schedule. A check payable to PPNC or a Visa/Mastercard number for the total exhibit rental agreement or for a **deposit of \$100** per booth with the **balance to be paid by February 15, 2012**. I understand I will not be able to set up the booth without full payment of my booth(s) and rental agreement.

Exhibitor/Vendor _____
Primary Contact Person for Booth Rentals and Ads _____
Address _____
City _____ State _____ Zip _____
E-mail _____ Phone _____
Fax _____ Cell Phone _____
Contact Name to be published for attendees: _____
Phone Number to be published for attendees: _____

For Booth Prices – See Attached – After February 15, 2012 add \$50.00 per booth.

Included in each booth at no additional charge. Pipe and Drape (8' high and 3"high dividers), Booths are 8x10. One skirted table – 30"H x 24"W x 8'L, Two Chairs, Booth Signage (7" x 44"), Booth and Convention area is carpeted. **Electrical service is \$75.00 for the entire show.**

Desired Booth Location (s) _____ 1st _____ 2nd _____ 3rd _____
Exhibitors from whom we desire separation: _____

The following Employees, Agents or Representative need name badges for our booth. (Please print)

Sponsorship Category (Includes Trade Show Booth)	_____
Booth Rental Fee Only (Desires no sponsorship package)	_____
Electricity Needed <input type="checkbox"/> Yes (Include the \$75.00 Fee)	75.00
Wireless Internet Service Needed <input type="checkbox"/> Yes (Include the \$100.00 Fee)	100.00
Total due	\$ _____
Deposit Paid	_____
Balance Due No Later than February 15, 2012	\$ _____
<input type="checkbox"/> Check Enclosed <input type="checkbox"/> Charge Card Payment	
Card Number _____ Expiration Date _____ V-Number _____	
Name on Card _____	

This agreement consists of three pages.(Front and Back-side plus Price sheet) I hereby acknowledge receipt of all pages and have read both the front and back and do agree to the conditions and provisions set forth.

IN WITNESS WHEREOF the parties have caused this agreement to be executed:

Exhibitor/Vendor _____ Date _____
Loretta H. Byrd
PPNC Executive Director _____

Please complete contract and mail with payment. Retain a copy for your records.
Loretta Byrd – PPNC Executive Director * 427 Greenleaf Rd., Angier, NC 27501 * (919) 894-3825- Office
(919)796-4747 Cell* Fax – (919) 894-2078 * E-mail –Loretta@ppofnc.com

PPNC Tradeshow Contract Provisions

Space Assignments –Space is leased on a first come, first serve basis with space allocation being decided by PPNC with vendor input requests or mutual consent. Every effort will be made to honor vendors' wishes; however you may be reassigned if previous competitor booths are deemed to close. PPNC and Executive Director reserve the right to reassign space allocation for the benefit and betterment of the exposition. Exhibitor agrees to hold harmless the PPNC tradeshow chairman, sponsoring organization and exhibit supplier from any liability, which may result from booth assignment or any cause.

Payments and Cancellations In applying for space, the Exhibitor/Vendor will pay **\$100** per booth as a space deposit. In the event of cancellation by the Exhibitor at any time, the tradeshow chairman shall have the right to lease the space to any else without obligation to return the monies already paid and the right to retain such amount as liquidated damages. Any balance dues for the rental booth space is to be paid no later than February 15, 2012. No exhibitor can set up without full payment of booth(s) leased.

Shipments The Sheraton Imperial **does not accept shipments**. Do **NOT send anything to the Sheraton**. If you need to ship items for the show, you must ship to Southern Exhibition Services. Call 800-882-7469 to make arrangements.

Booths and Equipment – the booth space will include uniform pipe and drape back wall and booth dividers, one table, and two chairs. All other furnishing, equipment, facilities will be provided by the Exhibitor at Exhibitors expense and responsibility. Each vendor is responsible for the safe set-up of the booth. Storing of inventory outside of the booth will not be allowed. If you do not keep your inventory within the boundaries of your booth, you will be asked to leave the show immediately. All empty crates and boxes may be stored under tables within your booth. Fire rules prohibit storage of boxes, crates, or product outside the defined booth area.

Electricity is \$75.00 per exhibitor.

Exhibitor Badges and tradeshow passes will be given so vendors can bring as many of their employees or agents as deemed necessary. Vendor badges allow full access to the convention; however, in no case, can a vendor hire or otherwise give a convention badge or pass to a PPNC member, studio, or any photographer that would otherwise need to pay registration to attend. If an abuse is noticed then Vendor will be notified and held responsible for payment of that photographer's registration fee.

Admissions – The Tradeshow Chairman will have sole authority over all admissions. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibits as issued or amended by the authorized representative of PPNC.

Use of Booths all demonstrations and exhibits must be contained within the contracted booth spaces unless involved in a total convention program or demonstration, which has been cleared by tradeshow chairman. No exhibitor shall assign, sub-let or share the whole or any part of the booth space allotted without the express written permission of the PPNC Tradeshow Chairman. If a vendor utilizes a vacant space or encroaches upon any used space, they will be billed for the additional space used. All aisle solicitation is absolutely forbidden. Booth attendants must confine their activities within the Exhibitor's booth. Distribution of printed matter shall be restricted to the Exhibitor's booth and must be distributed in a manner that will not interfere with other Exhibitors.

Objectionable Materials and Activities – The PPNC reserves the right to refuse any exhibit, or any exhibitor, or any employees, which or who in the opinion of PPNC is not keeping with the character of the show, and may at any time without notice, cancel the agreement and remove the Lessee, his agents and property from the building. In the event of such cancellation, the Exhibitor hereby waives any claim for damages or for the recovery of any rental monies.

Installation of Exhibits – Each Exhibitor installs and removes his exhibit at his own expense. All exhibits must be completely set up and show ready by 7:30 PM Saturday, March 3. There is a one-vehicle loading dock at the Sheraton; therefore, we must ask that you completely unload your vehicle before beginning set-up of your booth so that others may have access to the dock. Loading/unloading help is **NOT** available.

Liabilities The Exhibitor is liable for any damage to hotel property or exhibits. The Exhibitor agrees to make no claims for any reason whatsoever, including negligence and/or omissions, against the Professional Photographer of North Carolina, Inc., the hotel, and their representatives or agents for: loss, theft, damage, or destruction of goods; injury to himself by virtue of failure to provide space or removal of exhibit, any action of any nature of the above organization or its agents, failure to hold exhibition as scheduled, or for any cause that may render exhibit area unusable. Acceptance of an Exhibit/Exhibitor by PPNC in no way endorses the Exhibit/Exhibitor's techniques, materials or conclusions. In view of the foregoing, it is suggested that the exhibitor obtain appropriate insurance for loss or damage to exhibit material.

Cancelled Convention or Exhibit – PPNC, its agents, hotel or conference center and employees will not be liable if the convention and tradeshow are not held as scheduled due to fire, act of God, weather, terrorism, public enemy, labor strike, epidemic, or any law or regulation of Public Authority, which makes it impossible or impractical to hold the Exhibition. If the exhibits are called off on or before February 1, 2012 then payments for booth space will be returned, except for any actual expense incurred in the connection with the exhibits. If cancelled after February 1, 2012 no refunds will be made, but rather a credit will be issued to vendor which can be applied to future scheduled PPNC conventions or seminar.

Important Information

Hotel Information

The PPNC Convention and Trade Show is held annually at the Sheraton Imperial Hotel and convention Center, located on New Page Road off I-40 between Durham and Raleigh, NC. The hotel is 15 minutes from the airport, Raleigh Durham International Hotel. Room reservations may be made by calling 919-941-5050.

Show Hours

Grand Opening: Saturday, March 3, 2012 7:30 PM
Trade Show Dinner is Saturday, March 3 at 6:00 PM for Vendors

Exhibit Hours: Sunday, March 4, 2012 11:00 AM – 3:30 PM
Monday, March 5, 2012
Vendor Breakfast 8:30 AM
Trade Show Open 10:30 AM – 2:30 PM

Special Meal Functions for Exhibitors	Saturday, March 3, 2012	6:00 PM	Dinner
	Sunday, March 4, 2012	8:00 PM	Dinner & Party
	Monday, March 5, 2012	8:30 AM	Breakfast
	Monday, March 5, 2012	6:30 PM	Banquet

Door Prizes

Door Prize drawings will be held at the start of programs and functions and are a great way to gain recognition for your company. We appreciate any donations and thank you for your support. Please bring your donations to the registration desk and give to Loretta Byrd, Executive Director.

Vendor Lounge

A vendor lounge complete with snacks and beverages will be available for all exhibitors during the convention.

Trade Show Passes

Each exhibitor will receive a trade show pass PDF to print and give to their customers and post on their website. This pass entitles them to admission to the trade show Sunday or Monday at no charge. Nonmembers without a trade show pass from you will be charged a \$10.00 admission fee.

We Need Your Help

We would like for each exhibitor to donate a special prize for our fundraising effort. It can be a basket of goodies or one of your products. We ask that it be worth at least \$50.00. The prize will be displayed in your booth during the trade show. Volunteers will be selling raffle tickets for the prizes.

Trade Show Booth Prices

End Cap Booths – Only Sold as Units \$1350.00 (38 & 45, 46&53, 54&61, 62&69, 70&77, 78&85)

Booths 1-14 and 33-37

1st Booth \$675.00

2nd – 4th Booths \$625.00

Booths 15-32, 39–44, 47-52, 55-60, 63-68, 71-76, 79-84

1st Booth \$600.00

2nd – 4th Booths \$550.00



