

North American Manure Expo **2024 Exhibitor Contract, Agreement & Regulations**

This application, properly executed by the Applicant (Exhibitor) shall upon written acceptance by the North American Manure Expo (NAME) 2024 show managers, allow the applicant to exhibit at the North American Manure Expo in Auburn, New York, USA on July 17-18, 2024.

Furthermore, upon acceptance of this contract the rules and regulations that follow and the rules and regulations issued as part of the Exhibitor's Manual become binding upon both parties to the agreement, as well as any additions and amendments that may be established or put into effect by the Show Management prior to or during the Show.

PAYMENT

100% payment is required within 30-days of booking.

Any exhibitor or sponsorship bookings made after June 15, 2024 require 100% payment at time of booking, which can be made online via credit card as part of this online application form or a separate payment website will be provided to the exhibitor.

Exhibitors who are in default or have not fully paid their exhibit or sponsorship fees will be, at the discretion of Annex Business Media, prohibited from setting up their booth at the expo.

CANCELLATION

In the event that an Exhibitor cancels in writing from the show the following conditions apply:

- i) If received before April 30, 2024 the exhibitor will forfeit 25% of the fees.
- ii) If received on or after May 1, 2024 the exhibitor will forfeit 50% of their fees.
- iii) Cancellation on or after 30 days before the show, the Sponsor/Exhibitor will forfeit the entire exhibitor or sponsorship cost.
- iv) Upon receipt of written notice of cancellation, the NAME show team reserve the right to re-sell the space vacated.
- v) Show Management reserves the right to cancel space should payment not be received from the Exhibitor within the prescribed time limits.
- vi) If due to causes beyond its control the Show Management is prevented from holding the Show or cannot permit an Exhibitor to occupy the Exhibitors rented space due to circumstances beyond management's control including, but not limited to, strike, fire, health related issues, civil disobedience, inclement weather, lockout, bankruptcy, Acts of God, facility unavailability for whatsoever cause: Show Management will rebook space within six months of the cancelled date and will hold show on that date or the Show Management will refund to the exhibitor the amount of rental paid by him, less a proportionate share in relation to the other exhibition space, of the total Show expenses incurred by Show Management to that date, and Show Management shall have no further liability to the Exhibitor.

NOTE: All cancellations must be made in writing and will take effect upon date of receipt at the Show Manager's offices.

SPACE ASSIGNMENT

Space will be assigned to all applicants on a "first-come, first-served" basis according to the earliest received applications. Prioritized booking order may be applied based on total billings with NAME 2024. Management reserves the right to make final space assignment after the acceptance of the application, should it be necessary in the best interest of the event.

SUBLETTING OF EXHIBIT SPACE: Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from Manure Manager/Annex Business Media. Exhibitors must show goods manufactured or dealt by them in the regular course of business.

LOSS OR DAMAGE

Exhibitor will be liable for and will indemnify and hold harmless management from any loss or damages whatsoever occurring to or suffered by any person or company including, without limiting the generality of the foregoing, Exhibitor, other Exhibitors, management, contractors, the owner of the building and their respective agents, servants, and employees and members of the public attending the show either (a) on the said space or (b) elsewhere during show set-up, take down or during actual show hours or anytime on the premises. Neither the facility owners nor the Show Management will be responsible for loss or damage to persons' exhibits or decorations by fire, accident, theft, or any other cause while in the exhibition buildings* or during transport to a show, between shows or returning from a show.

COMPLIANCE

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state, provincial and federal governing bodies concerning fire, safety, health together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

INSURANCE

Each company that exhibits and demonstrates equipment must provide a \$1 million minimum coverage insurance certificate before June 10, 2024.

The following must be named on the Certificate of Insurance as additionally insured:

North American Manure Expo, Annex Business Media, Manure Manager, Professional Nutrient Applicators Association of Wisconsin (PNAAW), Patterson Farms, Inc., Cornell University, University of Vermont and state agricultural college, and related officers, employees and agents.

The policy must be emailed to manureexpo@annexbusinessmedia.com or uploaded to our exhibitor portal by June 10, 2024.

BOOTH SUPPLIES & ELECTRICITY

- i) Exhibitors purchasing an outdoor booth are responsible for supplying their own tent, tables, chairs, special lighting, decorating, pennants, mulch, etc. through an approved third-party vendor.
- ii) Electricity can be supplied at a cost.
- iii) Request for electricity must be made at time of booking.
- iv) Exhibitors are required to provide the means of getting power to their booth(s) from the power source.
- v) If requested on-site, we cannot guarantee available outlets. If we can accommodate on-site, you will be sent an invoice for the fee.
- vi) Exhibitors must not run electrical extension cords from their lot to a neighbor's lot.
- vii) Exhibitors will be held responsible and charged for destroyed entrance boxes/power sources and missing or broken circuit breakers.

GENERAL REGULATIONS

- i) Over-the-counter sales are permitted at the show. Items sold at the show must be hand-carried. No large items that are sold will be loaded or removed from a vehicle until after the show closes on July 18, 2024 at 5:00pm for the safety of attendees.
- ii) No soliciting will be permitted during set-up, Tour Day or Manure Expo
- iii) Individual food sales or distribution are prohibited unless permission arranged by the show coordinator.
- iv) Show management will exercise due care relative to items for exhibit after their arrival at the site. However, Annex Business Media, Manure Manager, North American Manure Expo, Professional Nutrient Applicators Association of Wisconsin, Patterson Farms, Inc., Cornell University, University of Vermont and state agricultural college and their related officers will not be responsible for personnel, loss or damage from any cause to articles and equipment on exhibit. They shall be indemnified, defended, and held harmless to an exhibitor/demonstrator from any and all claims, causes of action, legal proceedings or any other proceedings, which may arise from such exhibitor's participation in the 2024 North American Manure Expo.
- v) Distribution of literature and/or goods describing equipment, products, off-site events, or educational activities must be confined to the exhibitor's booth or immediate demonstration area.
- vi) Exhibitors are required to maintain adequate safety standards. The expo coordinator reserves the right to prohibit any activity deemed hazardous to the public. Each exhibitor will be responsible for keeping their exhibit free of litter. Refuse containers are provided throughout the exhibit area. Exhibit site must be restored to its original state at the end of the expo.

All vendors shall treat clients, show staff and other vendors with the highest level of respect, and always conduct yourselves in a professional manner.

Additional inquiries pertaining to regulations should be directed to:
manureexpo@annexbusinessmedia.com