



# 62<sup>nd</sup> ANNUAL CONFERENCE & TANK TRUCK EQUIPMENT SHOW

## EXHIBIT SPACE AGREEMENT & REGISTRATION FORM

May 10 -12, 2010 • Chicago Marriott Magnificent Mile, Chicago, IL

### 1. COMPANY & EXHIBIT COORDINATOR INFORMATION

Please type or print the following information exactly as you wish it to appear in all printed convention materials:

Company Name: \_\_\_\_\_ Exhibit Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site address: \_\_\_\_\_

### 2. SPACE RESERVATION

Please indicate your exhibit space needs for NTTC's Tank Truck Equipment Show. Each 10' x 10' booth space includes: 8' high draped back wall, 36" high draped side rails and a two-line identification sign. Booth sign (two lines only) Company \_\_\_\_\_ City and state \_\_\_\_\_

Booth Size                      Members                      Non-Members

10' x 10' Booth                   \$1400                       \$1700                      Using the enclosed floor plan as a guide, please indicate your booth space preferences below:

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

Product(s) to be exhibited: \_\_\_\_\_

Companies you distribute for: \_\_\_\_\_

Please note if there is a specific company that you would prefer not to be located near: \_\_\_\_\_

### 3. BOOTH REPRESENTATIVES

For each 10' x 10' exhibit space that is reserved, your company receives two complimentary registrations. Additional booth representatives may register at the appropriate fee. These individuals will have access to the exhibit hall and may attend all sessions. Refunds will be issued for cancellations made prior to Friday, April 9. A \$50 fee will apply to all cancellations made after April 9 and before April 27; and, no refunds after April 27, 2010. Substitutions will be accepted. Cut-off date to pre-register for the conference is April 30, 2010.

Registration fees are as follows:		<b>Member/Spouse</b>	<b>Non-member/Spouse</b>	
	Early Bird (Before 2/26)	\$445/\$345	\$545/\$445	
	Advance	\$475/\$375	\$575/\$475	
	On-site	\$525/\$425	\$625/\$525	Please indicate if first time attendee

**Complimentary Booth Representative Name:** \_\_\_\_\_ **Spouse/Guest:**

Address (if different than above): \_\_\_\_\_

**Complimentary Booth Representative Name:** \_\_\_\_\_ **Spouse/Guest:**

Address (if different than above): \_\_\_\_\_

**Additional Booth Representative Name:** \_\_\_\_\_ **Spouse/Guest:**

Address (if different than above): \_\_\_\_\_

**Additional Booth Representative Name:** \_\_\_\_\_ **Spouse/Guest:**

Address (if different than above): \_\_\_\_\_

**Additional Booth Representative Name:** \_\_\_\_\_ **Spouse/Guest:**

Address (if different than above): \_\_\_\_\_

Attach any additional Booth Representatives' information/registration on a separate page (if needed).

### 4. RESERVATION AGREEMENT

Please reserve \_\_\_\_\_ 10' x 10' booth space(s) for my company. I have enclosed \$ \_\_\_\_\_ to reserve space. I have read and will comply with the terms and conditions regarding the NTTC Annual Conference and Tank Truck Equipment Show.

Official Signature (Required for acceptance of space application): \_\_\_\_\_ Date: \_\_\_\_\_

### 5. PAYMENT INFORMATION

NTTC accepts checks, Visa, Discover, MasterCard and American Express. Checks should be made payable to NTTC, in US funds through a US banking institution. Please indicate method of payment and total amount that is to be paid:

TOTAL AMOUNT TO BE PAID: \$ \_\_\_\_\_  Check enclosed     Visa     Discover     MasterCard     American Express

Credit card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Please return this form and payment by either mail, fax or email to:

NTTC 2010 Annual Conference, 950 North Glebe Road, Arlington, VA 22203-4183; fax: 703.838.8860; email: nttcstaff@tanktruck.org

For further information, please contact John Conley, Dan Furth or Fritz Mead at 703.838.1960.

### 6. HOTEL INFORMATION

Rooms have been reserved at the Marriott Chicago Magnificent Mile Hotel. Reservations may be made by calling 866-596-7456, prior to the cut-off date of April 19, 2010 **or until room block is sold out** (whichever comes first). Indicate your need for a room at the Marriott Chicago Magnificent Mile Hotel and request "Tank Truck Carriers" Group Rate.

**Single/Double Rate - \$289**

# OFFICIAL RULES AND REGULATIONS

## INSTALLATION AND DISMANTLING

Installation of exhibits can be made beginning Monday, May 10, at 11:00 a.m. and must be completed by 2:00 p.m. Exhibits are to be dismantled and removed from the exhibit area, including all material and containers, by 5:00 p.m. on Wednesday, May 12.

## BOOTHS

Each exhibitor is furnished with two line identification sign, a standard 10' x 10' booth, having aluminum supports and aisle posts, with 8' high back wall, 36" high side dividers from which burgundy and cream flameproofed drapes are suspended. No deviation from the standard backwall and table draping colors is permitted. Necessary furniture can be obtained from the official decorator.

## EXHIBITOR SERVICE

Furniture, additional signs, carpets and other booth furnishings may be ordered at standard rates from the official decorator. A complete exhibitors' kit from the decorator will be sent upon receipt of booth space reservations and payment. Final space assignment will be made by April 10, 2010.

## CONTRACT FOR SPACE

The application, assignment and full payment constitute a contract for the space allotted. In the event of fire, strike or other uncontrollable circumstances, the contract will not be binding. The Association reserves the right to cancel any contract with any exhibitor at any time prior to or during the show. An exhibitor will make full charge in the event of unapproved cancellation. The Association reserves the right to reassign the space allotted under the original contract.

## CONFERENCE REGISTRATION

Contract includes two complete conference registrations, per booth. Additional representatives may register for the appropriate attendee registration fee.

## USE OF SPACE

All demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet or share the whole or part of the space allotted without prior knowledge or consent of the Association. Aisles must be kept clear. No sales are allowed during the show. Advertising material of any description may be distributed only within the booth(s) assigned to the exhibitor presenting such material.

## POWER AND LIGHTS

Electrical power and lighting arrangements will be available through GES Exposition Services.

## LIABILITY AND INDEMNIFICATION

The exhibitor agrees to make no claims against the Association or its members or employees nor against the employees of the hotel nor against the official decorator for loss, theft, damage or injury to himself or employees while in exhibition headquarters, nor for any damages to his business for failure to provide space for exhibit, nor for any action of the Association or its members or employees for failure to hold the show as scheduled. The exhibitor expressly releases NTTC and the hotel, in which the meetings and exhibits are held, from and agrees to indemnify same against any and all claims for damages, loss or injuries.

## HOLD HARMLESS CLAUSE

"The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants and employees from any and all such losses, damages and claims."

"The exhibitor acknowledges that the Association or the hotel does not maintain insurance covering exhibitor's property and this is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor."

## RESTRICTIONS

To comply with Revenue Ruling 75-516 and Section 501(c)(6) of the IRS Code, order taking or selling within the hotel, display area or Conference facility is prohibited. The Association reserves the right to restrict exhibits, which, because of noise, method of operation, or for any reason, become objectionable.

## CARE OF HOTEL PROPERTY

No signs or other articles are to be fastened to the walls or electrical fixtures. The use of thumb tacks, scotch tape, nails or screws and bolts or any tool or material which could mark the floor or wall is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage. Gasoline driven vehicles must be drained of gasoline prior to moving into the hotel premises. Gasoline driven motors must not be operated in the inside exhibit area. The battery must be disconnected, the cables taped, and gas tanks must be sealed inside the hotel. Exhibitors are responsible for any physical damage to hotel property caused by their actions or equipment.

## EXHIBITION FLOOR CAPACITY

The floor load throughout the Exhibition floor is 125 lbs./sq. ft. For heavy equipment special arrangements may be made with the Marriott Chicago Magnificent Mile Hotel.

## FIRE PROTECTION

All display material must be flameproof and subject to inspection. No flammable fluids or substances may be used or shown in booths.

## SHIPPING INSTRUCTIONS AND EXHIBITOR KITS

To be furnished upon receipt of booth reservation.