



1. Company & Exhibit Coordinator Information

The Coordinator listed below will receive ALL follow up correspondences including booth space assignments and rosters.

Coordinator: _____
 Coordinator Title: _____
 Coordinator Email: _____ Coordinator Phone: _____
 Company Name: _____ Company Website: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____

2. Exhibit Space Reservation (10x10 booths)

Each 10x10 booth includes an 8' draped back wall, 36" draped side rails, a two line identification sign (with your company name and city, state) and **one** complimentary registration. For booths designated as Gold, Silver or Platinum on the floorplan, the Sponsorship Opportunities Form details corresponding benefits & number of complimentary registrations.

Booth Sign Co. Name _____ City, State _____

	Member Rate	Non-Member Rate
10x10 Booth	<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$2,500

Booth Space Preference: Using the enclosed floor plan as a guide, please indicate your booth space preferences below:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____
 5th Choice: _____ 6th Choice: _____ 7th Choice: _____ 8th Choice: _____

Products to be exhibited (so as not to place you near competitors): _____

Please place me close to: _____

Please do not place me near: _____

3. Equipment Spot Reservation (Trailer)

To reserve an equipment spot, you must also reserve an equal number of booths (max 5). There are no complimentary registrations associated with equipment spots.

	Member Rate	Non-Member Rate
Equipment Spot (Trailer)	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$1,200

Using the enclosed floor plan as a guide, please indicate your booth space preferences below. We will place your booth as close as possible to your equipment spot. Please note that the shaded spots have already been reserved for Platinum Anchor Tenants.

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

4. Booth Representatives

For each 10x10 exhibit space reserved, you will receive one complimentary meeting/booth representative registration. This individual will have access to the exhibit hall & may attend all sessions. Additional booth representatives may register using the Tank Truck Week Registration Form.

Complimentary Booth Representative Name: _____
 Title: _____ Email: _____
 Address (if different than above): _____

5. Reservation Agreement

Please reserve _____ 10'x10' booth space(s) for my company and _____ equipment spot(s) for a total of \$ _____. I have read and will comply with the Official Rules & Regulations of Tank Truck Week.

Official signature (required for acceptance of space application): _____ Date: _____

6. Payment Information

NTTC accepts checks and all major credit cards. Checks should be made payable to NTTC, in U.S. funds through a U.S. banking institution.

Total Amount:	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> ACH (email accounting@tanktruck.org for details)	
Card Number:	_____	Payment info provided below: <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
Name (as it appears on card):	_____	Exp. Date:	_____
Signature:	_____	CVV Number (back of card)	_____
Please also email a copy of the receipt to: _____			

Return Exhibit Space Agreement to: National Tank Truck Carriers
 950 North Glebe Road | Suite 520 | Arlington, VA 22203-4183
 P: 703-838-1960 | F: 703-838-8860 | nttcstaff@tanktruck.org

Installation and Dismantling: Installation of exhibits is Tuesday, October 6, 2020 from 8:00 a.m. to 3:00 p.m. Set-up must be completed with crates removed by 3:00 p.m. Exhibits are to be dismantled and removed from the exhibit area, including all material and containers, between 2:00 p.m. and 6:00 p.m. on Thursday, October 8, 2020.

Booths: Each exhibitor is furnished with a standard 10'x10' booth, with 8' high back wall, 36" high side dividers from which flame-proofed drapes are suspended. No deviation from the standard black and gray back wall draping colors is permitted. Signs may not be hung from the exhibit hall ceiling without the express, written permission of NTTC staff. Necessary furniture can be obtained from the official decorator, George Fern Expo & Events Company.

Booth/Equipment Spot Cancellation & Refund Policy: Please submit cancellation & substitution requests in writing to nttcstaff@tanktruck.org or fax to 703-838-8860. A full refund will be issued for cancellations received by Tuesday, September 8, 2020. A \$250 administrative fee will apply to all cancellations made between Wednesday, September 9, 2020 and Friday, September 25, 2020. No refunds will be issued after Friday, September 25, 2020.

Exhibitor Services: Furniture, additional signs, carpets and other booth furnishings may be ordered from the official decorator, George Fern Expo & Events Company. The Exhibitor Kit, containing shipping, AV, utility, furniture and carpet rental information will be sent to the Exhibit Coordinator upon confirmation of booth location.

Contract for Space: The application, assignment and full payment constitute a contract between the exhibitor and National Tank Truck Carriers, Inc. ("the Association") for the space allotted and for other ancillary conference services described herein. In the event of fire, strike or other uncontrollable circumstances at the election of the Association, 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 one complimentary registration per booth. Additional personnel may register for the meeting at the appropriate 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 consent from 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 internet connectivity will be available through the Convention Center. Please see the service kit for all applicable forms.

Liability and Indemnification: The exhibitor agrees to make no claims against the Association or its members or employees nor against the employees of the Convention Center nor against the official decorator for loss, theft,

damage or injury to himself or employees while in the exhibition space or other conference locations, 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 conference as scheduled.

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 Convention Center and shall indemnify and hold harmless the Convention Center agents, servants and employees from any and all such losses, damages and claims. The exhibitor acknowledges that the Association or the Convention Center 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.

No Competition with Association Programming: The exhibitor fully supports the Association and its conference programming. Accordingly, the exhibitor agrees not to host, sponsor, or in any manner promote conference attendees visiting any events or gatherings of any size outside of the exhibit space when the Association has scheduled official conference events. This agreement begins at the installation of exhibits and ends at their dismantling. The Association may allow the exhibitor to host an event that runs concurrent to conference programming through express, written permission by the Association's leadership. The exhibitor agrees that failure to adhere to this policy will result in exhibitor's loss of access to the exhibit space, immediate cancellation of all conference registrations linked to the exhibitor, and exhibitor's assumption of responsibility for any fees incurred by the Association in dismantling visitor's reserved exhibit space.

Restrictions: To comply with Revenue Ruling 75-516 and Section 501(c)(6) of the IRS Code, order taking or selling within the Convention Center, 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.

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

Care of Convention Center 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 contain less than ¼ tank of gas (or 5 gallons, whichever is the smaller amount) while on the Convention Center 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 Convention Center. Exhibitors are responsible for any physical damage to Convention Center property caused by their actions or equipment. See the [Kay Bailey Hutchison Convention Center Policies](#) for additional information.

Completing the Exhibit Space Agreement (ESA)

Instructions / Terminology Used / Information Requested

- **“Exhibit Coordinator”**

The Coordinator will be the primary point of contact – receiving all correspondences (including booth assignments, attendee lists, updates to the floor plan and the service kit).

- Please make sure you have provided the best point of contact and a monitored email address to ensure you receive information in a timely fashion.

- **“Products to be Exhibited, Please place me close to, Please DO NOT place me near”**

To facilitate keeping competing products from being displayed in adjacent booths, please list the products you will be exhibiting (and/or the companies whose products you will be displaying) along with a list of your competitors (companies you should not be placed near).

- **“Booth Space Preference: Using the enclosed floor plan as a guide, please indicate your booth space preferences below”**

As booths are assigned, some of your selections will no longer be available. We recommend that you provide as many preferred booth locations as you would like. You will be assigned the next available booth on your list, or will be contacted (in small groups) to place your booth.

Questions?

[Kris Trivedi](#)
(703) 838-1960

Please contact:

Receipts / cancellations / refund requests
Receipt of ESA
Exhibitor registration confirmations / substitutions
Attendee registration confirmations / substitutions

[Ryan Streblow](#)
(920) 903-7099

Exhibiting Interest
Sponsorship Opportunities
NTTC Membership

[Bethany Forrest](#)
(703) 838-1956

Exhibitors: Logistics, timeline, booth assignments
Hotel: Reservations