

# EXHIBITOR RESERVATION FORM

Please print OR type and fax form to Blair Wilburn at 336-299-7872 OR e-mail to [bwilburn@ncrealtors.org](mailto:bwilburn@ncrealtors.org).

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Product or Services:

(To assist NCAR in assigning exhibit booth space, please describe your company's product/service.)

Two (2) full convention registrations are included with each booth reservation. Please list the names of these registrants below. Additional Expo-only passes may be issued for \$50 per person, OR, you may purchase a full member registration.

## EXHIBIT REGISTRATION OPTIONS

**BOOTH FEES:** **BOOTH CHOICE:** 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ Please see floor plan on page 10.

	Before March 31, 2012	After March 31, 2012
First Premium Booth	\$900	\$1,000
Additional Premium Booth	\$800	\$900
Quad (4-booth set)	\$3,200	\$3,400

### PARTIAL PAYMENT

\$\_\_\_\_\_ A minimum 50% deposit due with signed contract

\$\_\_\_\_\_ Remaining balance due before August 1, 2012.

Check

Credit Card (**Visa or MasterCard only**)

Credit Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

OR

### FULL PAYMENT

100% payment enclosed for \$\_\_\_\_\_

Check

Credit Card (**Visa or MasterCard only**)

Credit Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Once we receive your registration form and complete payment, we will send you a confirmation email.

**FOR NCAR USE ONLY:** Date Rcd: \_\_\_\_\_ Amount Rcd: \_\_\_\_\_  
 Credit Card/Check#: \_\_\_\_\_ Amount Due: \_\_\_\_\_  
 Confirmation Sent: \_\_\_\_\_ Booth#: \_\_\_\_\_

### Application and Eligibility

Application for booth space must be made on the printed form provided by the North Carolina Association of REALTORS®, Inc. (hereinafter NCAR); must contain the information as requested; and must be executed by an individual who has the authority to act for the applicant (hereinafter "Exhibitor"). NCAR reserves the right, in its sole discretion, to limit the types of companies and products represented in its trade show, to accept or reject applications and to assign booth space as NCAR deems appropriate.

### Payment Dates

A minimum 50% deposit is due with the signed contract in order to hold your booth space. Final payment is due on or before August 1, 2012. Failure to pay full booth fee on or before August 1, 2012, will result in space being released and forfeiture of the deposit to NCAR.

### Cancellation of Booth Space/Loss of Payment

In the event the Exhibitor cancels or otherwise notifies NCAR of its intent to repudiate this contract prior to August 1, 2012, NCAR shall retain the deposit as liquidated damages. If NCAR receives such notice on or after August 1, 2012, NCAR shall retain the deposit or full exhibit booth price (whichever is greater) as liquidated damages. The parties acknowledge and agree that the precise damages which will be suffered by NCAR as a result of an Exhibitor's canceling or repudiating this contract are uncertain and not subject to precise calculations and that the liquidated damages set forth herein are a reasonable estimate of the damages likely to be incurred.

### Booth Furnishings, Equipment and Service

A uniform style exhibit booth 10' wide x 10' deep will be provided with pipe, drape, one table and two chairs. Additional booth needs may be specified by Exhibitor on the contract and will be provided by NCAR if possible. If there is to be a charge for any of these additional needs, Exhibitor will be notified before such charges are incurred. Additional display units and furnishings will be available through the display company. The Exhibitor is responsible for any additional charges for such additional equipment or furnishings. Exhibitors are responsible for contacting the convention center directly for electrical and Internet equipment needs and will also be responsible for any additional charges for such electrical, telephone or Internet needs. A form from the convention center will be provided for these specific purposes. Payment for these additional services must be made with the company providing the service.

### Assignment of Booth Space

Booth space will be assigned by NCAR in its sole discretion as Application / Agreement and deposits are received and accepted provided; however, that Sponsors of NCAR shall be given preference in the allocation of exhibit space and assignments of exhibit locations. NCAR reserves the right to make and/or to change all booth assignments, as it deems appropriate.

### Dismantling and Staffing of Exhibits

Exhibit booths must be staffed during all open hours and no Exhibitor will be permitted to dismantle prior to the close of the show on Monday. Dismantling of exhibits can take place after the end of the show. Any Exhibitor violating this regulation of dismantling will be fined \$200 and may be denied exhibit space in future NCAR trade expositions.

### Exhibit Staff Registration

Each exhibitor is allotted two complimentary full convention registrations per booth rented. Additional Expo-only passes may be issued for \$50/person. Expo-only passes permits registrants into the Expo (only). Full convention registrations may be purchased at the member rate, and will permit registrants to attend all non-ticketed functions.

### Failure to Occupy Space

Any space not occupied by 1 p.m. on Sunday, September 10, 2012, shall be forfeited by the Exhibitor and space may be resold, reassigned, or used by the exhibit staff without refund, unless a written request for delayed occupancy has been received by the NCAR office by September 2, 2012, and received written approval. NCAR reserves the right to reject future applications for exhibit booth space at NCAR Trade Shows and other functions in the event the Exhibitor does not staff its exhibit booth during all open show hours.

### Liability for Damages or Loss of Property

The Exhibitor expressly represents that its exhibit complies with all fire and safety rules and regulations adopted by all applicable governmental agencies and Convention Center. In the event NCAR were to be liable for any occurrence that might result from the Exhibitor's action or failure to act, including, but not limited to, acts or omissions constituting negligence, deceptive trade practices, strict liability, or the creation of a liability resulting from an unreasonably dangerous product (products liability), such exhibitor shall reimburse and indemnify NCAR for damages resulting from such liability and the costs incident hereto including attorneys' fees and costs of litigation. Exhibitor further agrees that it shall hold harmless and indemnify NCAR for any loss, damage, expense, or penalty arising from any action, including an action based upon strict liability or negligence, for personal injury or property damage to exhibitor, its employees, guests or property.

### Security

While NCAR shall use reasonable efforts to have the exhibit hall secured during non-exhibition hours, NCAR does not guarantee or insure that the exhibit hall shall be so secured and does not assume responsibility for the safety of property left in the exhibit hall at any time. Any exhibit booth, which is not located in the exhibit hall, shall not be secured. Exhibitors agree that they shall be solely responsible for valuables and other possessions left in an exhibit booth.

### Insuring the Exhibits

NCAR will not provide insurance for Exhibitors exhibits, mechanical or display materials. Exhibitors are encouraged to insure their exhibits, merchandise and display materials against theft, fire, etc at their own expense.

### Cancelling Exhibit

If for any cause beyond the control of NCAR, such as, but not limited to the destruction of exhibit facilities by an act of God, the public enemy, authority of law, fire or other force, NCAR is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by Exhibitor shall be refunded to Exhibitor, less expenses incurred by NCAR to the date of termination allocable to Exhibitor after prorating thereof among all exhibitors.

### Miscellaneous

The Exhibitor expressly agrees to be bound by all the terms, conditions and specifications herein listed and by the Rules and Regulations established by NCAR from time to time thereafter modified, and expressly agrees that this contract and such Rules and Regulations contains the entire agreement between the parties hereto and supersedes any prior agreements, written or oral. This contract shall be interpreted under the laws of the United States.