

Towing & Recovery Management Summit 2017
June 28-30, 2017
Gaylord Opryland Resort, Nashville, TN

2017 Onsite Exhibit Space Application & Contract

COMPANY CONTACT INFORMATION

COMPANY NAME (List EXACTLY as you want it printed on Exhibitor Signage) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF PRINCIPAL CONTACT _____

TITLE _____ EMAIL _____

OFFICE PHONE _____ CELL PHONE _____

COMPANY EMAIL (TO BE PUBLISHED) _____

COMPANY WEBSITE (TO BE PUBLISHED) _____

COMPANY PHONE NUMBER (TO BE PUBLISHED) _____

BRIEF DESCRIPTION OF PRODUCTS/SERVICES TO BE EXHIBITED (For Show Program) _____

Booth location: 1st choice _____ 2nd choice _____ 3rd choice _____

Our booth **should** be adjacent to _____ Our booth **should not** be adjacent to _____

YOUR 2017 BOOTH PACKAGE

- One 8x10 booth, drape and One (1) Wastebasket with liner
- A 7"x44" booth identification sign
- One (1) 8' draped table and (2) side chairs
- Entrance to **Select** Seminars
- **One** (1) double hotel room for two nights (Check in Wednesday, June 28 – Checkout Friday, June 30) **Maximum 2 guests per room**
- **Two** (2) Conference badges for receptions, Breakfast, Lunch Thursday and Friday
- Listing in the onsite and online exhibitor directory that is distributed to all attendees

Exhibit Set-up: Thursday 6/29 7am - 8:30am

Exhibit Move-out: Friday 6/30 3pm - 5pm

BOOTH CHOICES AND PAYMENT

\$2,395 – Returning Exhibitor Registration Including one Hotel Room for 2 nights. (Contact us if additional rooms are required)

- Please send payment to the Towing & Recovery Management Summit, 203 W. State Road 434, Winter Springs, FL 32708. Or fax or call with credit card information. Call Brenda Faulman 407/936-2494, Fax 407/327-2603.
- **We regret that we are unable to accept credit card information via email. After submitting this form, you will be contacted to collect payment information.**

REFUND/CANCELLATION POLICY

Refunds are limited to booth package fees paid. To qualify for a full refund, a written cancellation must be received by the Towing and Recovery Management Summit no later than April 1, 2017. No refunds will be given after April 1, 2017. Cancellation requests should be sent via email to Brenda@towtimesmag.com or by fax to (407) 327-2603.

BOOTH PAYMENT INFORMATION

TOTAL PAYMENT DUE FOR BOOTH SPACE/BOOTH SPONSORSHIP: \$ _____

Payment Method: (Circle One) VISA MC AMEX CHECK (Make payable to Towing & Recovery Management Summit; Send to 203 W. State Road 434, Winter Springs, FL 32708)

Credit Card No: _____

Exp Date: _____ Security Code: _____

Name on Card: _____

Signature: _____ Date: _____

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZING TO PAY THE AMOUNT SHOWN AS TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT GOVERNING THE USE OF SUCH CARD.

AGREEMENT

I hereby apply for exhibit space at the 2017 materials and those established by Towing & Recovery Management Summit LLC. The exhibition is organized and managed by Towing & Recovery Management Summit LLC (herein referred to as "Management Team".) Any matters not covered in the Rules and Regulations are subject to the interpretation of the Management Team or their designee, and all exhibitors must abide by their decisions. Exhibitors must comply with all Gaylord Opryland Resort rules and regulations. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

I have read and reviewed the attached Exhibitor Rules & Regulations packet before completing this form.

1. OFFICIAL EXHIBIT SCHEDULE

See the Exhibitor Services Manual for complete show schedule.

2. SHOW MANAGEMENT

The exhibition is organized and managed by Towing & Recovery Management Summit LLC (herein referred to as "Management Team".) Any matters not covered in the Rules and Regulations are subject to the interpretation of the Management Team or their designee, and all exhibitors must abide by their decisions. Exhibitors must comply with all Gaylord Opryland Resort rules and regulations. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

3. ASSIGNMENT OF BOOTH SPACE

Booths will be assigned on a first-come, first-served basis. Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Booth registration for the 2017 Towing & Recovery Management Summit must be made on the official 2017 Towing & Recovery Management Summit Exhibit Space Application & Contract. The exhibitor fully understands that it becomes a binding contract and the exhibitor is subject to the terms and regulations set forth by the Management Team as listed therein. In addition, the Management Team reserves the right to reject an application that in its judgment is not appropriate for the 2017 Towing & Recovery Management Summit.

4. INCLUDED IN BOOTH SPACE

Please see Exhibit Space Application and Contract for specific inclusions.

5. INSTALLATION AND DISMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. If an exhibitor breaks down early, they will forfeit their booth position in the following year. Installation and dismantle must occur only during the installation and dismantle times designated in the Exhibitor Services Manual. Any material not called for by said time and date will be shipped at the exhibitor's expense by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

6. FAILURE TO OCCUPY SPACE

Space not occupied by the time designated in the Exhibitor Services Manual will be forfeited by exhibitors and their space may be resold, reassigned or used by the exhibit management without refund.

7. RATES, DEPOSITS AND REFUNDS

Space will be rented at the rates listed on the official Exhibit Space Application and Contract. No application will be processed or space assigned without payment in full in U.S. funds. **NO BOOTH PAYMENTS WILL BE ACCEPTED ONSITE.** A standard size booth will be 10' x 10' having an 8' high back draping and 3' high side wall draping. A 7" x 44" booth sign bearing your company's name and booth number will be provided. A full refund of the booth package fee will be made if written notice of cancellation is received by April 1, 2017. No refund will be made if notice of cancellation is received after April 1, 2017. No transfer of fees will be made to other registration fees or Towing & Recovery Management Summit LLC meetings. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not Show Management enters into a further lease for the space involved. In the event that any circumstance beyond the control of the Management Team - such as acts of God, war, government regulations, disaster, terrorist activity, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities - to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities, full refund of the exhibit rental fees will be made, which is the limit and extent of the Management Team's liability for such cancellation. Towing & Recovery Management Summit LLC assumes no responsibility for refunds of nonrefundable airline tickets or hotel charges if a meeting is cancelled or abbreviated for any of the above stated reasons. All cancellation requests must be submitted in writing to Brenda Faulman at Brenda@towtimesmag.com or by fax to (407) 327-2603.

8. CONTRACTOR SERVICES

An official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, additional services, etc., will be included in the Exhibitor Services Manual to be forwarded from the official contractor. Under no circumstances will Towing & Recovery Management Summit LLC or Gaylord Opryland Resort assume responsibility for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to the official contractor as specified in the Exhibitor Services Manual. Should any shipments not be made as specified in the manual, they will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for the information provided in the Exhibitor Services Manual.

9. ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished backwalls, etc. at the exhibitor's expense.

10. BOOTH DESIGN

Each exhibitor will be provided with an official Exhibitor Services Manual. The Exhibitor Services Manual describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Services Manual guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. All booths may not exceed 8' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

11. SUBLEASING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

12. CONDUCT

All exhibits will be to serve the interest of the 2017 Towing & Recovery Management Summit conference attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit that Show Management believes to be injurious to the purpose of the 2017 Towing & Recovery Management Summit. The Management Team reserves the right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by the Management Team to be objectionable are expressly prohibited in the exhibition area and in any meeting room. Appropriate business attire is required for all exhibit participants.

Initial/Date

13. EXHIBITOR PERSONNEL

All exhibitors must wear official 2017 Towing & Recovery Management Summit name badges and ribbons for exhibit hall admission. Exhibitors will be admitted to the exhibit hall 30 minutes before show opening each day. All exhibitors and attendees will be required to leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from Show Management for entrance into exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Services Manual. Booths should be staffed by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

14. SELLING OF MERCHANDISE

Selling of merchandise on the show floor is prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center.

15. SOUND DEVICES, LIGHTING AND OTHER PRESENTATION DEVICES

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

16. HANDOUT MATERIALS

Promotional giveaways and exhibitor prize raffles will be permitted, and are expected to be of a professional nature. Show Management reserves the right to disallow any material that they believe to be inappropriate. **No helium balloons or adhesive-backed decals are to be used or given away.**

17. FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.

18. LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Labor order forms will be included in the Exhibitor Services Manual.

19. STORAGE

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. The Management Team assumes no responsibility for damage or loss of packing boxes or crates. All packing boxes and crates shipped to and stored at hotel will be subject to additional fees as outlined in the Exhibitor Services Manual.

20. FOOD AND BEVERAGE

Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing. If an exhibiting company wishes to host food and beverage in their booth, all food and beverage must be purchased through the St. Louis Union Station Catering Department.

21. LIABILITY AND SECURITY

The Management Team makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and display at all times. The Management Team will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. The Management Team will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim. Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any

accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the Management Team does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any governmental authority and of the contracted facility. Exhibitors are required to carry their own insurance including but not limited to Worker's Compensation, Personal Injury Liability and Property Damage. Signing of this exhibit contract serves as a waiver to any claim against the Management Team, their respective companies, any officers, directors, members, or agents.

22. TRADEMARKS

The Management Team will be held harmless for any trademark, tradename, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the St. Louis Union Station logo, design, trademark, tradename, patent, copyrighted work or symbol must be approved in writing by Gaylord Opryland Resort's marketing department.

23. LIST PUBLICATION

The list of 2017 Towing & Recovery Management Summit exhibitors, in whole or in part, shall not be published other than in 2017 Towing & Recovery Management Summit and TT Publications Inc. official publications without written consent.

24. HOTEL USE

All public function space in the Gaylord Opryland Resort is controlled by Towing & Recovery Management Summit LLC. No function space will be released to exhibiting firms or to other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered attendees or guests of the 2017 Towing & Recovery Management Summit by exhibiting firms other than on the exhibit floor during the stated hours (see Rule 13) is expressly prohibited. Exhibitors may not use the hotel(s) to distribute literature, gifts, etc. to attendees.

25. VIOLATIONS

Violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of the Management Team forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to Towing & Recovery Management Summit LLC all monies paid or due. Upon evidence of violation, the Management Team may take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that the Management Team may incur thereby.

26. SEVERABILITY

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

27. CONTACT

For questions or more information, please contact:
Brenda Faulman
Towing & Recovery Management Summit LLC
203 W. State Road 434
Winter Springs, FL 32708
Phone: (407) 936-2494
Fax: (407) 327-2603
E-mail: Brenda@towtimesmag.com

Initial/Date

Press Submit to book your space.
You will be contacted to collect payment.