

EXHIBITOR BOOTH APPLICATION & CONTRACT

GENERAL INFORMATION

The person listed below will receive all show materials including the exhibitor service kit.

PLEASE KEEP ONE COPY for your records.

SECTION A - FIRM SUBMITTING APPLICATION

Company: _____

Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone Number: (____) _____ - _____ Fax Number: (____) _____ - _____ Contact E-mail*: _____

Physical address, if different from mailing address: _____

(*Required to receive all related correspondence, including the exhibitor service kit, booth confirmation, and registration material.)

SECTION B - IDENTIFICATION SIGN/LBM EXPO SHOW GUIDE

Please include company information as you would like it to appear in LBM Expo promotional materials.

Company Name: _____

URL: www. _____ Phone Number: _____

SECTION C - FREE PROMOTIONAL OPPORTUNITIES (NRLA staff will contact you for details.)

I am interested in: ☐ In-Booth Demonstration or Activity ☐ Displaying an In-Booth Featured Product
☐ Offering a Show Special ☐ Student Industry Recruitment Job Fair

SECTION D - REQUEST FOR EXHIBIT SPACE

Desired Booth Space: (We strongly recommend you select six different booth choices.)

If you are interested in combining smaller booths into a single booth, please contact Melena Henzel at mhenzel@nrla.org or 518-880-6354.

Choice 1

Choice 2

Choice 3

Choice 4

Choice 5

Choice 6

Booth Rates:

Booth Fee; Width x Length = Total Size x Price per sq. ft. (\$32 member/\$38 non-member) = Booth Total + \$100 Lunch Fee = Grand

Total ***Corner Booth Fee;** Grand Total + (Number of Corners x \$100 member/\$200 non-member) = Corner Booth Total

Example: Booth Number 231; 10 x 10 = 100 x \$32 = \$3,200 + \$100 = \$3,300 + (1 x \$100) = \$3,400

Booth Fee:

<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>
Width		Length		Total Size		Price/sq. ft.		Booth Total		\$100		Grand Total

*Corner Booth Fee:

<input type="text"/>	+	(<input type="text"/> x <input type="text"/>)	=	<input type="text"/>
Grand Total		Number of Corners		\$100 (M)/\$200 (NM)
				Corner Booth Total

Corner Booth Total:

The \$100 per contract lunch fee covers lunch on the show floor Dec. 8-9 for all exhibitor booth personnel and all attendees.

Grand Total:

For office use only: Company ID#: _____ Points: _____ Date Received: _____

Contact ID#: _____ Member: _____ Non-Member: _____

NORTHEASTERN RETAIL LUMBER ASSOCIATION (NRLA) AND EXHIBITOR AGREE AS FOLLOWS:

- ☐ I, the undersigned, hereby make application for exhibit space at the convention and exposition and request the exhibit space locations in order of preference (as outlined in Section C). I understand that the NRLA reserves the right, at any time, to adjust the exhibit floor layout to provide an appealing and successful convention.
- ☐ I understand placement will be based on the exhibitor points system. I have read the detailed explanation of the points system at lbmexpo.com.
- ☐ I understand the \$100 per contract lunch fee covers lunch on the show floor Dec. 7-8 for all exhibitor booth personnel and all attendees.
- ☐ My application and 50% deposit for Dec. 7-8 at the Mohegan Sun Earth Expo & Convention Center, Uncasville, CT are enclosed, to be received at NRLA by **Wednesday, May 11, 2022**. I understand that if the space indicated above cannot be assigned, show management will assign space. No space assignments will be made unless application is submitted with the 50% deposit or payment in full. **Wednesday, July 13, 2022** is the deadline for remittance of payment in full. I will not be invoiced separately for the booth balance. NO REFUNDS will be issued for cancellations after **Wednesday, July 13, 2022**.
- ☐ This company meets the eligibility requirements set forth within and is in agreement with the terms above, the guidelines listed on lbmexpo.com, and the terms and conditions appearing with this application and contract displayed in rules and regulations.

Exhibitors with unpaid balances will not be permitted on the show floor.

Name (printed): _____ Title: _____

Signature: _____ Date: _____

METHOD OF PAYMENT: (Check One) (You must fax or mail a credit card number. We cannot accept information via email or phone.)

☐ **Check or Money Order** (payable to NRLA) **Check in the amount of:** _____ **Check number:** _____

☐ **Credit Card:** ☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover **Payment Amount** _____

Credit Card Number: _____ **Exp. Date:** _____

Security Code #: _____ (A code either on the front of AMEX card (four digits) or in the signature box on MasterCard, VISA, or Discover (three digits).)

Name on Card: _____

Billing Address: _____ **City/State/Zip:** _____

Signature: _____ **Date:** _____

Please mail form with payment to the NRLA, 585 N. Greenbush Rd., Rensselaer, NY 12144 or fax to 518-286-1755.

SECTION D - PRODUCTS/SERVICES TO BE DISPLAYED

Please mark the five categories you wish to be listed under. LIMIT (5) FIVE CATEGORIES PER COMPANY (if you choose more than five, the first five will be used). Your company will be listed in the LBM Expo Show Guide under each selected category, as well as in the alphabetical exhibitor listing. Written products/services will not be accepted.

- | | | |
|--|---|--|
| <input type="radio"/> Adhesives & Tapes | <input type="radio"/> Gazebos, Pergolas, & Arbors | <input type="radio"/> Plastic Products & Materials |
| <input type="radio"/> Aluminum Products | <input type="radio"/> Gutter Protection | <input type="radio"/> Plywood Products |
| <input type="radio"/> Awnings & Canopies | <input type="radio"/> Hardware | <input type="radio"/> Pre-cast Concrete |
| <input type="radio"/> Baths or Bathrooms | <input type="radio"/> Insulation & Housewraps | <input type="radio"/> Promotional Products |
| <input type="radio"/> Building Automation | <input type="radio"/> Insurance | <input type="radio"/> Publications |
| <input type="radio"/> Building Materials | <input type="radio"/> Kitchen Accessories | <input type="radio"/> Ridge, Roof & Soffit Ventilation |
| <input type="radio"/> Cabinets | <input type="radio"/> Kitchens | <input type="radio"/> Roof Truss System |
| <input type="radio"/> Caulks & Sealants | <input type="radio"/> Lighting, Fans, & Electricity | <input type="radio"/> Roofing |
| <input type="radio"/> Ceiling Products | <input type="radio"/> Locks & Lock Sets | <input type="radio"/> Siding |
| <input type="radio"/> Computer Hardware & Software Systems | <input type="radio"/> Lumber & Wood Products | <input type="radio"/> Skylights & Roof Windows |
| <input type="radio"/> Concrete Masonry | <input type="radio"/> Machinery | <input type="radio"/> Spindles, Post & Columns |
| <input type="radio"/> Copper & Lead Rolls | <input type="radio"/> Mantels | <input type="radio"/> Stairs & Stair Systems |
| <input type="radio"/> Countertops | <input type="radio"/> Material Handling Equipment - Cranes | <input type="radio"/> Steel & Poly Strapping |
| <input type="radio"/> Decks | <input type="radio"/> Material Handling Equipment - Forklifts | <input type="radio"/> Storage & Shelving |
| <input type="radio"/> Decorative Items | <input type="radio"/> Material Handling Equipment - Vehicles | <input type="radio"/> Stretch Wrap |
| <input type="radio"/> DIY Products | <input type="radio"/> Metal & Steel | <input type="radio"/> Tools, Hand and Instruments |
| <input type="radio"/> Door Accessories | <input type="radio"/> Millwork | <input type="radio"/> Tools, Power |
| <input type="radio"/> Doors | <input type="radio"/> Mold & Moisture Control | <input type="radio"/> Trade Associations |
| <input type="radio"/> E-Commerce | <input type="radio"/> Molding & Wall Trim | <input type="radio"/> Transportation Management |
| <input type="radio"/> Education | <input type="radio"/> NRLA Endorsed Vendor | <input type="radio"/> Vinyl Products |
| <input type="radio"/> Engineered Wood Products | <input type="radio"/> Nails, Screws & Fasteners | <input type="radio"/> Wallboard |
| <input type="radio"/> Estimating Software | <input type="radio"/> Numbers & Letters | <input type="radio"/> Weatherproofing |
| <input type="radio"/> Fencing & Railing | <input type="radio"/> Paints & Coatings | <input type="radio"/> Web Site Development |
| <input type="radio"/> Financial Services | <input type="radio"/> Paneling | <input type="radio"/> Window Hardware |
| <input type="radio"/> Flashing | <input type="radio"/> Panelized Homes, Pre-fab | <input type="radio"/> Windows & Window Frames |
| <input type="radio"/> Flooring & Floor Coverings | <input type="radio"/> Homes, & Foldable Homes | <input type="radio"/> Wood Burning Stoves |

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Contact ID#: _____ Member: _____ Non-Member: _____