



2019 BOOTH APPLICATION & CONTRACT

February 11-13, 2019
Music City Center | Nashville, TN

COMPANY INFORMATION: Exhibitors are responsible for updating their online profiles, print profile, and product categories.

Legal Company Name: _____
 Exhibiting as: _____
 Mailing Address: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____
 Country: _____ Web Address: _____
 Phone: _____ Toll-Free: _____

SHOW CONTACT INFORMATION: (If the Show Contact is not responsible for the overall health and safety while at the event, please email the contact information to Jordan.King@informa.com) This information is used for correspondence only and is not published.

Contact Name: _____ Title: _____
 Phone: _____ Mobile: _____
 Email: _____

INVOICE/ACCOUNTING CONTACT INFORMATION: (If different than show contact)

Contact Name: _____
 Mailing Address: _____
 Phone: _____ Email: _____

MARKETING CONTACT: (If different than show contact)

Contact Name: _____ Email: _____

Are you an NRCA member? YES, membership # (REQUIRED): _____ NO
*To qualify for NRCA member rates, you must be a member in good standing at the time you submit your contract.

NRCA MEMBER' RATES (per sq.ft)	Space Draw Through May 11	Post Space Draw After May 11
599 sq.ft. or less	\$38.00	\$38.75
600 sq.ft. - 999 sq.ft.	\$36.25	\$36.25
1,000 sq.ft. - 1,999 sq.ft.	\$32.75	\$33.25
2,000 sq.ft. or more	\$31.25	\$31.25

NON-MEMBER' RATES (per sq.ft)	Space Draw Through May 11	Post Space Draw After May 11
599 sq. ft. or less	\$41.00	\$41.75
600 sq.ft. - 999 sq.ft.	\$39.25	\$39.25
1,000 sq.ft. - 1,999 sq.ft.	\$35.75	\$36.50
2,000 sq.ft. or more	\$31.75	\$31.75

DESIRED BOOTH SPACE List all preferred booth space(s). All space is allocated in 100 sq. ft. increments. Please provide 8 options.
 I would prefer to exhibit in the:

Business & Technology Pavilion
 Metal Marketplace
 I require a corner booth*
***Additional \$250 fee per corner for each in-line corner booth.**

1. Booth # _____ (_____ sq.ft.) 5. Booth # _____ (_____ sq.ft.)
 2. Booth # _____ (_____ sq.ft.) 6. Booth # _____ (_____ sq.ft.)
 3. Booth # _____ (_____ sq.ft.) 7. Booth # _____ (_____ sq.ft.)
 4. Booth # _____ (_____ sq.ft.) 8. Booth # _____ (_____ sq.ft.)

List **specific companies** (not product lines) you do not wish to be next to, limit of five companies. (See item #4 on reverse side.)

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Insurance (International Exhibitor Requirement) \$115**
 Insurance coverage will be added for International Exhibitors but any exhibitor can purchase a policy. All exhibitors are required to obtain the coverages outlined in Clause 25. Insurance regardless of geographic location. International insurance policies often are not valid in the United States; Informa negotiated the necessary coverages at a discounted rate to ensure the appropriate coverages are in place. Coverage will be opted in and included when contracting. International is defined as outside the United States or Canada. This fee will be waived/refunded if a valid Certificate of Insurance with the necessary coverages is provided. Coverage is subject to underwriting review; see clause 25. Insurance and your booth confirmation for additional information.

Media Upgrade \$175
 A \$175 charge has been applied for the production of your digital profile. This includes a company logo on your online booth profile, five (5) product previews, five (5) press releases, and three (3) video listings. In addition, your exhibit fee includes unlimited complimentary expo hall passes for your customers and prospects along with personalized links and codes for discounted conference registration.

Calculate Your Exhibit Space Cost

BOOTH DIMENSIONS	=	TOTAL SQ. FT.	X	SQ. FT RATE	+	CORNER BOOTH FEE	+	INSURANCE	+	MEDIA UPGRADE \$175	=	TOTAL COST
_____ x _____	=	_____	X	\$ _____	+	\$ _____	+	\$ _____	+	\$175	=	\$ _____

We understand this application becomes a binding contract when accepted by Informa Exhibitions U.S. Construction & Real Estate, Inc. We agree to abide by the General Information, Exhibitor Contract Terms and Conditions, rules listed in the Exhibitor Service Manual and regulations adopted by Informa Exhibitions U.S. Construction & Real Estate, Inc. in accordance with the terms herein. We understand that all deposits/final payments are non-refundable.

REQUIRED Signature: _____ Printed Name: _____
 By providing your contact information and signature, you are authorizing Informa Exhibitions U.S. Construction & Real Estate, Inc. to send you promotional materials via mail, fax, email, or SMS.

RETURN APPLICATION & PAYMENT TO:

International Roofing Expo
 6191 N. Hwy. 161, Suite 500
 Irving, Texas USA 75038

Toll-free: 800-684-5761
 Outside USA: 972-536-6415
 www.theroofingexpo.com

METHODS OF PAYMENT:
 Please check one:

Check made payable to:
 International Roofing Expo

Wire / ACH
*Refer to clause 7 on Page 2

Credit Card
 PCI compliance requires credit card information must only be received via our secure fax line 972-550-5390 or through our online contract portal.

QUESTIONS?
 Please contact Show Management at 800-684-5761, 972-536-6415 or email sales@theroofingexpo.com. All payments should be in U.S. funds. Exhibitors are responsible for all bank collection fees and/or discounts associated with their payments.

PAYMENT TERMS

75% deposit due with all contracts by July 13, 2018

Full payment due with all contracts by September 28, 2018

FOR SHOW MANAGEMENT USE ONLY

Date Received: _____
 Booths Assigned: _____
 TSF: _____
 Deposit Received: _____
 AE: _____
 CO ID#: _____

