

**Feb 17 & 18, 2018**  
**Sequim High**  
**School**

**NPBA EXHIBITOR REGISTRATION**



Business Name: \_\_\_\_\_ Contact Person(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City /State /Zip: \_\_\_\_\_  
 Current Contractor License # (if applicable / if not, supply Business Lic.#) : \_\_\_\_\_ Expiration: \_\_\_\_\_  
 Telephone : (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Are you a returning exhibitor?  YES  NO **Registration must be returned by Jan. 4, 2016 to ensure booth selection preference.**

Would you like the same booth space for 2017 that you had in 2016 if possible?  YES  NO

Describe proposed booth content & activities: \_\_\_\_\_

Attach an additional sheet of paper if necessary. False or misleading information may lead to ineligibility and booth removal.

**REGISTRATION DEADLINES**

REGULAR REGISTRATION: Oct.6, 2017 thru Jan. 4, 2018. *Must register by Jan. 4, 2018 to be included in Program Guide and to ensure prior year's booth placement.*

CANCELLATION POLICY: 100% fees retained

**EXHIBITOR OPPORTUNITIES**

**INSIDE BOOTHS:** SIZE 10'W x 8'D. Standard drapes provided. **Carpeting and electricity must be purchased separately.**

NPBA MEMBER                      NON-MEMBER                      (Cost x Num. of Booths = TOTAL)

REGISTRATION:                      \$450 per booth                      \$850 per booth                      \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**OUTSIDE BOOTHS:** SIZE SUBJECT TO APPROVAL. **Electricity must be purchased separately.**

NPBA MEMBER                      NON-MEMBER                      (Cost x Num. of Booths = TOTAL)

REGISTRATION:                      \$350 per booth                      \$750 per booth                      \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**ELECTRICITY:** Power is an additional purchase item. Calculate your power needs and purchase accordingly.

ELECTRICAL SERVICE                      (Cost x No. of Outlets = TOTAL)

Exhibitor needs:	5 amp, 500 watts, 120 volt	(Standard)	\$50 per outlet x	=	_____
	10 amp, 1000 watts, 120 volt		\$60 per outlet x	=	_____
	15 amp, 1800 watts, 120 volt		\$75 per outlet x	=	_____
	20 amp, 2400 watts, 120 volt		\$90 per outlet x	=	_____

**DEMONSTRATIONS/WORKSHOPS:** Do you have a skill, service or product that the public would like to learn about? Demonstrations are featured prominently in the Program Guide, which means extra exposure for you and your company.

YES! Sign me up to give a 45-minute demonstration. (Subject to committee selection).

\$100 for exhibitors                      (Cost x No. of Demos = TOTAL)

\$200 for non-exhibitors                      \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Tentative title of demonstration : \_\_\_\_\_

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**SPONSORSHIP & ADVERTISING OPPORTUNITIES**

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There are a variety of SPONSORSHIP OPPORTUNITIES available. As a Building, Remodeling and Energy Expo Sponsor, we guarantee your recognition on multiple occasions, in keeping with your elected sponsorship level. **Please see the enclosed Sponsorship Options.**

YES! We would like additional recognition and want to become a Sponsor. Please contact me!

The OFFICIAL PROGRAM GUIDE offers a great opportunity for additional advertising exposure. The Program Guide is produced by the Peninsula Daily News, it's distributed throughout Clallam County and beyond prior to the event, plus each attendee receives one as they enter the Expo. Take advantage of this chance to share your advertising message. **See the enclosed Advertising Sheet for more info.**

YES! We are interested in advertising in the Official Program Guide. Please ask a PDN rep to contact me!

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**PAYMENT & INSURANCE**

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**GRAND TOTAL OF FEES DUE: \$\_\_\_\_\_**  
(BOOTHS, ELECTRICITY, SPONSORSHIP and DEMONSTRATIONS)

**INSURANCE:**

YES! I have enclosed a current copy of my Certificate of Insurance *(required with registration)*.

**PAYMENT METHOD:**

Check is enclosed

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3 Digit Code: \_\_\_\_\_

Billing Address of Card Holder (If different than above): Street/City/St/Zip: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

**SEND COMPLETED:** (1) REGISTRATION FORM, (2) CONTRACT,  
(3) CERTIFICATE OF INSURANCE & (4) PAYMENT:

MAIL: NPBA 31 My Way - SEQUIM, WA 98382

EMAIL: info@npba.info

**\*FOR OFFICE USE ONLY\***

DATE RECEIVED: \_\_\_\_\_

PAYMENT \$ : \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

CERT. OF INS: \_\_\_\_\_

LICENSED VERIFIED: \_\_\_\_\_

***Congratulations on choosing to exhibit at the Building, Remodeling and Energy Expo!***

NPBA Building, Remodeling and Energy Expo - Exhibitor  
Contract February 17 & 18, 2018



AGREEMENT is between the North Peninsula Building Association and..... (Please sign and initial where indicated):

Company / dba Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Business UBI# \_\_\_\_\_ Exhibitor Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Items to be Exhibited: \_\_\_\_\_

Failure of exhibitor to make payment as specified shall entitle NPBA to cancel this agreement without notice and exhibitor shall remain liable for any unpaid balance. A \$50.00 fee will be charged for any check returned by the bank. This contract is null and void if not signed and returned with the completed registration form.

It is agreed upon acceptance of the agreement by the North Peninsula Building Association, hereinafter referred to as "NPBA", that we the undersigned, hereinafter referred to as "Exhibitor", agree to lease from NPBA the indicated booth space (s) for our participation in the Building, Remodeling and Energy Expo.

TERMS AND CONDITIONS

- DISCLAIMER:** NPBA retains the sole discretion to determine eligibility to be an exhibitor and may deny access to anyone to occupy a booth who they determine is not eligible.
- BOOTH OCCUPANCY:** The space contracted for is to be used ONLY by the exhibitor (s) whose name appears on the contract and their employees, with the exception of eligible non profits who may use board members or other volunteers. No portion of a booth can be sublet or assigned to any other business or person without prior written permission of NPBA. Such permission is in NPBA's sole discretion. The exhibitor shall forfeit the right to a space, and upon demand, pay any rent balance owing to NPBA if he/she fails to occupy the space or to have the exhibit completed by the time the show opens.
- BOOTH SET UP TIMES:** Expo Main Hall #1: 2 pm-8 pm on Friday. Expo Main Hall #2:3-8pm on Friday. Outside Booth Set up:3 pm-8 pm on Friday
- PARKING AGREEMENT:** I hereby agree and certify that any and all of my staff/help will park at all times ONLY in designated Exhibitor Parking whenever the Expo is open to the public: Saturday, 9 am-4 pm and Sunday, 10 am-3 pm. I agree that the northwest parking area by Sequim High School is OFF LIMITS to exhibitor parking of any kind and that I will park in the south lot, behind Expo Hall #2 or off site.
- DISMANTLING AND REMOVAL:** EXHIBITS AND MERCHANDISE CANNOT BE REMOVED OR DISMANTLED UNTIL AFTER CLOSING ON SUNDAY, February 18, 2018 AT 3:00 PM. *EARLY OR LATE TEARDOWN WILL LEAD TO EXCLUSION FROM FUTURE EXPOS.*
- RESTRICTIONS:** NPBA reserves the right to restrict or remove exhibits, without refund, that have been falsely entered and that are deemed by the NPBA as unsuitable or objectionable, or that have not met agreed upon payment rules. This restriction applies, but is not limited to, noise, persons, animals (with the exception of certified service animals), birds, things, conduct, printed matter, or anything of a character that might be objectionable to the NPBA.
- EXHIBITOR HOURS:** NPBA shall determine and publicize the exhibit hours the buildings will be open to the public. Exhibitors will be admitted to the building 1.5 hours prior to daily Expo opening times.
- EXPO BOOTH STAFFING:** Expo booths must be staffed at all times the event is open to the public, and only by persons eligible to staff a booth as provided in Section 2 above.
- EXHIBIT SPACE:** All indoor exhibit booth space is 10'W x 8'D and curtained. Price does NOT include electricity service or signage. Electricity and signage must be purchased separately. Outdoor space is 20'W x 10'D - No structure provided. Exhibitor provides own extension cord for power plug in. All booth spaces are subject to availability and final assignment by EXPO/NPBA.
- EXPO HALL FLOORS:** NPBA will install floor coverings to protect the wood surfaces of the Expo halls. All exhibitors, when moving or set- ting up displays, must be careful not to damage the flooring in any way. Any and all cost of damages due to carelessness or inadequate moving equipment, carts and trolleys, will be the responsibility of the exhibitor alone.
- OVERSIZE DISPLAYS:** The aisles, passageways and overhead spaces remain under the control of the NPBA, and no signs, decorations, banners, advertising or exhibits will be permitted in those areas, except by advance written permission of the NPBA.
- EXPOSED SURFACES:** All exposed surfaces of any display that face another exhibitor space must be finished in a tasteful manner so it will not distract from that display. It is the responsibility of each exhibitor to finish their own surfaces.
- EXHIBITOR CONDUCT:** All exhibitors and personnel must remain within the confines of their own space and no exhibitor will be

**\*PLEASE SIGN HERE TO INDICATE YOU HAVE READ AND AGREE TO ITEMS #1 - #6**

X \_\_\_\_\_

permitted to erect signs or display products obstructing the view, risking injury of others or negatively affecting the display of other exhibitors. Exhibits which include the operation of music, equipment or other noise making machines must be operated so that the noise will not annoy or disturb adjacent booths. Exhibitors are required to maintain their space in a neat and orderly fashion, with personnel in charge during all times of opening to the public.

**14. FOOD AND BEVERAGES:** Exhibitors and their employees shall not consume alcoholic beverages while occupying the booth or on the grounds of the Expo. No exhibitor shall provide food to the public, except small candy items and giveaways. This determination is in NPBA's sole discretion.

**15. SMOKING:** Sequim High School is a smoke and drug free campus.

**16. ALL EXHIBITS MUST COMPLY** with County and City ordinances and Fire Marshall instruction. For more information, contact applicable offices.

**17. LICENSES:** Any and all city, county or state licenses, inspections or permits required by law of any exhibitor in the installation of, or operation of the display shall be obtained by the exhibitor at his own expense prior to the opening of the show.

**18. RIGHTS OF NPBA IN EVENT SHOW IS NOT HELD:** NPBA shall not be liable for any damages or expenses incurred by an exhibitor in the event the Expo is delayed, interrupted or not held as scheduled, or if for any reason beyond the control of NPBA, the show is cancelled. In the event of complete cancellation, NPBA may retain an amount from exhibitor payments as is necessary to defray expenses already incurred by NPBA.

**19. SECURITY FOR RENTAL:** Failure of exhibitor to pay rental as specified herein shall entitle NPBA to take possession of all merchandise, equipment and exhibits displayed by exhibitor, and retain the same as security for unpaid rental. NPBA shall have the right to dispose of all items without notice, as deemed appropriate.

**20. LIABILITY:** The exhibitor is entirely responsible for space rented and shall not injure, mar, or deface the premises in any manner.

**21. SECURITY:** The Building Expo will provide overnight security for the outer perimeters of the Sequim High School gymnasiums (Expo Halls). However, the NPBA, producers of the Expo, will assume no liability for any display item, material or merchandise lost, stolen or damaged while on the Expo premises. It is the responsibility of each exhibitor to maintain the security of all items during set up, show times and tear down.

**22. INDEMNIFICATION :** The exhibitor shall indemnify NPBA, the event planners and the host facility against and hold them harmless for any and all claims, actions, suits, costs, expenses, damages and liabilities, including attorney's fees arising out of activities of or relating to any alleged negligent acts by any of the above named, or any claim of strict liability in tort imposed upon NPBA for allowing the exhibitor to place on display any product having any defect or claiming to have any defect, it being agreed that the Exhibitor shall inspect all products or related items and remedy any defect whatsoever .The Exhibitor expressly and unequivocally agrees to be held responsible for any and all negligent acts of the above-named in failing to discover and remedy any and all defects and for strict liability in tort imposed upon the NPBA, its event planners and host facility for allowing the exhibitor to display or otherwise distribute products or items in defective condition.

**23. INSURANCE:** Exhibitor shall secure and provide proof of insurance in such a manner as will protect NPBA, the event planners and the host facility against any and all claims which may arise out of Exhibitor's activities and displays. Proof of insurance must be provided to NPBA before February 5, 2018.

**24. DISPUTES AND REMEDIES:**

- a. Any eligible monetary dispute between the parties shall be decided according to the Mandatory Arbitration rules in Clallam County except where small claims court procedures apply.
- b. In the event a dispute arises and either party seeks and receives legal counsel for which a fee is charged, the prevailing party shall in all cases be awarded his or her actual attorney fees paid and/or billed, regardless of whether the dispute is resolved through settlement or arbitration.
- c. There shall be one and one only prevailing party, which shall be the single party in whose favor a net monetary settlement or arbitration award is received after all offsets, back charges, counterclaims, etc. are resolved and regardless of which party may have prevailed on which issues.
- d. The award of actual attorney fees shall include all fees billed by the prevailing party's attorney to the prevailing party and shall not be limited to or increased to reasonable attorney's fees. The prevailing party's actual attorney's fees shall be conclusively presumed to be reasonable in the absence of the non-prevailing party's proof that such fees are manifestly unreasonable.
- e. In determining the party in whose favor a net monetary judgment is awarded, the arbitrator cannot consider tenders or payments of money made after suit has been filed.
- f. The disputes and remedies clause supersedes all statutes and court rules dealing with the determination of prevailing party and the award of attorney's fees.

**25. COMPLETE AGREEMENT:** This agreement contains all terms and conditions agreed on by the parties here to, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or bind any of the parties hereto.

\_\_\_\_\_ Date: \_\_\_\_\_  
Exhibitor Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
NPBA/NPBA Official

Return To: North Peninsula Building Association  
31 My Way  
Sequim, WA 98382  
360-452-8160  
E-mail: info@npba.info