



Lighting up the Bayou

2015 Annual Conference & Expo, New Orleans, LA



NCA EXHIBITOR MANUAL

Thursday, June 4, 2015

2015 Annual Conference & Expo Location:

Sheraton New Orleans

500 Canal Street

New Orleans, LA 70130

Phone: (504)-525-2500

Reservations: (888) 627-7033

Thank you for your interest in exhibiting at the 2015 Annual Conference & Expo! Please read the enclosed information for all you need to know to prepare for this year's event.

NATIONAL CANDLE ASSOCIATION

529 14th Street, NW, Suite 750

Washington, DC 20045

202-207-1118

202-591-2447 (fax)

2015 Exhibitor Fees

Booth Size:	Members:	Non-Members:
Single (10' x 10")	\$2,200	\$4,000
Double (10' x 20")	\$3,700	\$8,000
Tabletops (6' x 30")	No Cost	\$1,500
NEW! Vendor Room / Private Suite	\$5,500	Unavailable

Booth Assignments:

Booth Assignments will be made on a first-come, first-served basis. Consideration will be given to previous exhibitors, as well as to ensure competitors are strategically placed. Payment must be received with completed exhibitor forms. **NCA Staff will contact each exhibitor with their assigned booth number once all assignments are made.**

Exhibitor Packages:

Platinum Sponsorships include a free upgrade to a single 10'x10' booth and sponsors will receive the entire single booth package.

Table Top Exhibit: Free with Associate membership

- 6' long x 30" wide table and sign (tent card) only
- Two (2) chairs
- Afternoon break and evening reception on the Show Floor
- Show Floor security
- Listing in NCA's Expo Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

Table Top Exhibit: \$1500 (non-member)

- 6' long x 30" wide table and sign (tent card) only
- Two (2) Chairs
- 1 Expo only attendee registration
- Afternoon break and evening reception on the Show Floor
- Show Floor security
- Listing in NCA's Expo Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

Single Booth Upgrade (10'x10') Member: \$2,200

- One (1) full meeting attendee registration
- Single booth size is 10' x 10' while backgrounds are 8' high and side rails are 3' high
- Pipe and drape
- 7" x 44" company I.D. sign
- One 6' long x 30" wide skirted table
- Two (2) chairs and one waste basket
- Afternoon break and evening reception on the Show Floor

- Show Floor security
- Listing in NCA's Exhibitor's Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

Single Booth (10'x10') Non-Member: \$4,000

- One (1) full meeting attendee registration
- Single booth size is 10' x 10' while backgrounds are 8' high and side rails are 3' high
- Pipe and drape
- 7" x 44" company I.D. sign
- One 6' long x 30" wide skirted table
- Two (2) chairs and one waste basket
- Afternoon break and evening reception on the Show Floor
- Show Floor security
- Listing in NCA's Exhibitor's Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

Double Booth Upgrade (10x20) Member: \$3,700

- Two (2) full meeting attendee registrations
- double booth size is 10' x 20'
- Pipe and drape
- 7" x 44" company I.D. sign
- Two 6' long x 30" wide skirted tables
- Four (4) chairs and one waste basket
- Afternoon break and evening reception on the Show Floor
- Show Floor security
- Listing in NCA's Exhibitor's Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

Double Booth (10x20) Member: \$8,000

- 2 full meeting attendee registrations
- double booth size is 10' x 20'
- Pipe and drape
- 7" x 44" company I.D. sign
- Two 6' long x 30" wide skirted table
- Four (4) chairs and one waste basket
- Afternoon break and evening reception on the Show Floor
- Show Floor security
- Listing in NCA's Exhibitor's Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

NEW! Meeting Rooms & Vendor Suites: \$5,500 (members only)

- Two (2) full meeting registrations
- Free tabletop exhibit on the Expo floor (with all included items as listed above)

- Option to upgrade to a single 10' x 10' booth for \$200
- Choice between an executive hotel style suite or a meeting room near the Expo floor.
- Listing in NCA's Exhibitor's Guide
- Listing on the Welcome Signage at the entrance to the Exhibition Hall
- One copy of Exhibitor's Guide and list of pre-registered attendees

Expo security will start at 1:00 pm Wednesday, June 3 and will conclude on Thursday, June 4 at 9:30 pm.

FREEMAN will serve as the decorator and contractor for all material and freight handling, drayage and storage. FREEMAN will forward the Exhibitor Kit containing detailed shipping instructions and necessary order forms to all registered exhibitors. All exhibitors are required to send their freight through the official drayage contractor and MUST coordinate their deliveries with FREEMAN. All freight and other shipments must be sent PREPAID in care of FREEMAN and NOT to the Sheraton New Orleans. **The Sheraton New Orleans will not accept any packages affiliated with the National Candle Association Expo.**

Expo Installation & Breakdown Schedule

Wednesday, June 3, 2015	
7:00 am – 7:00 pm	Exhibitor Registration
8:00 am – 5:00 pm	FREEMAN Installation
1:00 pm – 8:00 pm	Exhibitor Set-Up
Thursday, June 4, 2015	
7:00 am – 12:00 noon	Exhibitor Registration & Set-Up
12:00 noon – 5:30 pm	Exhibit Hall Open
6:00 pm – 10:00 pm	Exhibitor Tear Down

Booth and Tabletop Information

Please note that all display materials must adhere to fire safety laws.

Americans with Disabilities Act: Exhibitors will be responsible for compliance with the Americans with Disabilities Act within their booths and assigned exhibit space.

Badges and Booth Staffing: All persons requesting a badge must be on the exhibitor's list or have company identification. Badge exchange between exhibitor representatives is not permissible. No badges will be issued without identification of company affiliation.

Exhibitor's Admission to Hall for Set-Up: ONLY properly badged exhibitors will be admitted to the Expo hall between the hours of 1:00 – 8:00 p.m. on Wednesday, June 3, 2015 and between 7:30 a.m. – 11:30 a.m. on Thursday, June 4.

EXPO EXHIBITOR APPLICATION FORM

Return to NCA by April 24, 2015

Please type or print the following information as it should be published.

Company: _____ Date: _____

Contact Person: _____ Title: _____

Note: The contact person will be the main contact with respect to any questions concerning payments, booth information, etc.

Address: _____
(P.O. Boxes are not allowed)

City: _____ State/Province: _____ Zip/Postal Code: _____

Country (if outside USA): _____

Phone: (____) _____ Fax: (____) _____

E-mail: _____

Website: _____

Name(s) of person(s) to receive complimentary registration with booth:

#1 _____ (single booth)

#2 _____ (double booth ONLY)

We, the undersigned, hereby apply for space at the 2015 National Candle Association Expo subject to the Rules and Regulations governing the exhibition as stated in this prospectus, which are incorporated by reference into this Exhibitor Application, which we accept as part of the agreement. We understand that booth assignments will be made by the Association in an impartial effort to best serve the interest of all meeting participants. If none of our selections are available at the time our application is received, we agree to accept space according to the judgment of the Association.

Single Booth Preferences:

1st _____ 2nd _____ 3rd _____ 4th _____

Double Booth Preferences:

1st _____ 2nd _____ 3rd _____ 4th _____

As an authorized representative of the company named above, I have read and understand the Rules and Regulations outlined in the 2015 National Candle Association Expo Exhibitor Package. I understand and agree to accept and abide by those Rules and Regulations and any other Rules and Regulations adopted by the Association for the conduct of the exhibition. The acceptance of our application by the Association and the deposit for rental charges constitute a contract.

Contact Person (please print): _____

Primary Product Line: _____ (complete to ensure fair distribution of booths)

Signature: _____ Date: _____

TERMS OF PAYMENT

1. **A DEPOSIT** in the amount of \$1,000 for a single booth or \$2,000 for a double booth must accompany this application. No application will be processed without remittance of the deposit.

2. **BALANCE of PAYMENT** is due **Monday, May 4, 2015**. You will receive an invoice from the NCA for the balance due before this deadline. If full payment is not received by this date, booth space may be reassigned and deposit may be returned less a 35% administrative fee of the total cost of the space assigned. All applications received after May 4, 2015 must be accompanied by FULL payment. No application will be processed without full payment after this date.

Don't forget to include your deposit with your submission of the exhibitor application.

Cancellation of space on or before May 4, 2015 will result in a charge equal to 50% of the total cost of the space assigned. Cancellations must be in writing. Refunds will not be granted after the payment due date.

3. Check enclosed for \$_____ (*Checks must be in U.S. dollars drawn on a U.S. bank*)

Make check payable to:

National Candle Association
529 14th Street NW, Suite 750
Washington, DC 20045
ATTN: Corinne Pike

OR:

Charge the following credit card the **deposit fee** of \$_____

OR the **TOTAL fee** of \$_____

MasterCard ____ Visa ____ American Express ____

Card Number: _____ Expiration Date: _____

Name as it appears on the card: _____ Signature _____

Return completed application and deposit fee to the address listed above.

EXPO GUIDE LISTING

Please provide the following company information for the Expo Guide to be distributed at the Conference and Expo registration by **Friday, April 24, 2015**. Company information received after this date may not be listed in the Expo Guide.

Company Name: _____

Address: _____

City: _____ State/Province: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Main company email: _____

Website: _____

BOOTH NUMBER: _____ (for NCA use only)

EXPO REPRESENTATIVES: This is the list of those persons working in the booth to be listed in the Expo Guide and includes the person(s) receiving complimentary registration. This part of the form is **not** for attendee registration and in no way implies that anyone is registered for the Expo or the Conference. **Please note that all additional booth staff attending either the entire conference OR the Expo only must register online.**

_____	_____
_____	_____
_____	_____
_____	_____

COMPANY AND/OR PRODUCT DESCRIPTION (please print or type)*:

* NCA reserves the right to edit description for the Expo Guide.

Submit to: Corinne Pike, at cpike@candles.org by Friday, April 24, 2015

BOOTH SIGN ORDER FORM

Each exhibiting company will be supplied with a uniform sign. In order for NCA to accurately print your sign(s), neatly fill out this form, and return it to NCA as soon as possible. If no copy is submitted, we will make a sign with the company name as listed on the application. **Deadline for this form is April 24, 2015.**

WE WISH OUR SIGN TO READ AS FOLLOWS:

Company: _____

Contact Name: _____

Booth Number: _____ (FOR NCA USE ONLY)

Return to: cpike@candles.org no later than April 24, 2015.

EXHIBITOR CHECKLIST

Form	Due Date
Signed Exhibitor Application (with booth selection, terms of payment, & deposit)	April 24, 2015
Balance of Payment	May 4, 2015
Booth Sign Order Form	April 24, 2015
Expo Guide Listing	April 24, 2015

UNION JURISDICTION

All work performed in the Expo Area is under union jurisdiction and under safety jurisdiction. Show management and all exhibitors are expected to comply with the unions and with fire and safety requirements in effect.

In the interest of safety, continuity, security and control, the following are understood as exclusive services if provided by FREEMAN: drayage, inbound Federal Express and UPS shipments, audio visual, rigging, electric, plumbing and custom cleaning.

It is further requested that the following four (4) paragraphs be placed in the exhibitor space contract and in the Show Rules and Regulations (FREEMAN will provide copies of the work rules for inclusion with the service kit):

A. Exhibit Labor

"All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits – when this work is done by persons other than your full-time company personnel – will fall under union jurisdiction. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes."

B. Freight Handling

"All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process."

"An exhibitor may 'hand carry' material provided they do not use material handling equipment. When exhibitors do choose to 'hand carry' material, they may not be permitted access to the loading dock/freight door areas."

"All exhibitors are expected to comply with any union requirements in effect."

TERMS FOR EXHIBITING

Contract for Space: The signed application for space and the deposit for rental charges constitute a contract for the rights to use the space allotted. A completed application for space with deposit and all requested information **must be received by mail**. Facsimile applications will ONLY be accepted with credit card payment and signature. Booth sharing is not permitted.

NON-CONTRACTED EXHIBIT SPACE

Any person, firm or organization not having contracted with the National Candle Association for the occupancy of space in the exhibit hall will not be permitted to display or demonstrate any products, processes, or services, nor solicit or distribute advertising materials in or around the trade show exhibit hall. Any noncompliance with this regulation will result in the prompt removal of the offending person and property from the area. No exhibit will be permitted in a hotel room unless an authorized vendor meeting room or suite is purchased.

FAILURE TO OCCUPY SPACE

Any exhibitor failing to occupy space is not relieved of the obligation to pay full rental price for space. The Association maintains the right to use exhibit space as it sees fit, provided this space is not occupied one (1) hour prior to the scheduled Expo hall opening.

INSURANCE

Insurance on all exhibits is the responsibility of the exhibitor. The Association will not assume any responsibility for property loss or damage to personal property, as stated in the section on Limitation of Liability. Exhibitors are advised and encouraged to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others. It is the responsibility of each exhibitor to carry sufficient Liability and Workman's Compensation Insurance should the exhibitor choose to act as his own drayage, labor, etc., contractor.

LIMITATION OF LIABILITY

It is mutually agreed by and between the National Candle Association (herein "Association") and the exhibitor that the Association will have no liability whatsoever to any exhibitor, his employees, or his business invitees, or any liability for loss or damage to the property of the exhibitor, his employees, or business invitees resulting from any cause. It is further understood and agreed that all claims against the Association for any such damages, loss or injury are expressly waived by the exhibitor and assumed by the exhibitor as the exhibitor's responsibility.

It is further understood and agreed that the Association will in no event be liable to an exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of the Association to the exhibitor for any breach of its contract will be for the refund of all amounts paid by the exhibitor pursuant to the contract, as an exclusive remedy. The exhibitor agrees to abide by all applicable laws, ordinances, and rules and regulations including, but not limited to, those of the Louisville Marriot Downtown Hotel, as may be amended from time to time. Neither the NCA nor FREEMAN will be responsible for damage done by the exhibitors to the Sheraton New Orleans, other exhibitor's equipment, or other exhibitors (personal).

CATASTROPHE

In the event of fire, strikes, or other unavoidable occurrence rendering the exhibit space unfit for use, arrangements will be made to place the exhibit elsewhere or a proper financial adjustment will be made to the exhibitor.

EXPO POLICY

It is the policy of the National Candle Association (NCA) that NO member supplier, non-member supplier or broker/agent for the candle industry may hold a function, *i.e.*, meeting, seminar, meal function, reception, hospitality suite, etc., during the official meeting designated times, including tradeshow day and hours, approved by NCA's Board of Directors and Expo Committee. This policy will be strictly enforced. Thank you for your cooperation and understanding.