

# 2024 Nursery / Landscape EXPO EXHIBIT SPACE CONTRACT

For the total exhibit space cost of \_\_\_\_\_ the Texas Nursery & Landscape Association (Nursery/Landscape Expo Management) hereby leases to the Exhibitor indicated below the following exhibit space(s) in the exhibit hall as shown on the Nursery/Landscape EXPO official floor plan. This space is to be used exclusively by the Exhibitor for exhibition purposes during the 2024 Nursery/Landscape EXPO Trade Show being held August 15-16, 2024, at the Henry B Gonzalez Convention Center in San Antonio, Texas.

## 1 BOOTH CONTACT INFORMATION – *Please Complete ALL Fields*

Company Name

Company Password for Online Account Information & Booth Personnel Badges

Contact (this person will receive all exhibitor related correspondence)

Contact Title:

Contact Mailing Address

City, State, Zip

Contact Phone

Contact Fax

Contact Email Address

Website Address

## 2 PUBLISHED/ONLINE INFORMATION – *Please Update for Accuracy*

*(To add/update your product/company profile information, go to NurseryLandscapeEXPO.org.*

Published Company Name (as it will appear Online and in the Electronic Program/Mobile App)

\*On-Site Contact Name (TNLA internal use only, not public)\*

\*On-Site Contact Mobile # (for internal TNLA emergency use only)\*

Published Mailing Address

Published City, State, Zip

Published Phone

Published Toll Free #

Published FAX#

Printed Website Address

## 3 BUSINESS TYPE – *(check all that apply)*

- Grower       Manufacturer       Distributor  
 Re-Wholesaler       Broker       Landscape Equipment  
 Other Equipment       Business Services

## 4 EXHIBIT SPACE RATES

	Member	Non-Member
Standard Booth (100 sq ft)	\$ 1,433.50	\$ 1,785.00
Corner Booth (100 sq ft)	\$ 1,864.00	\$ 2,320.50
Endcap Booth (200 sq ft)	\$ 3,440.73	\$ 4,284.00
Island Booth (aisles on 4 sides)	\$ 1,577.00*	\$ 1,963.50*
<i>*Island booth prices are per 100 sq. ft. of space</i>		
Seedling Upgrade	\$ 500.00	\$ 500.00
Budding Upgrade	\$ 750.00	\$ 750.00
Flowering Upgrade	\$ 1,000.00	\$ 1,000.00

## 5 BOOTH CHOICES *(if space to be leased is NOT confirmed above, fill in*

*Booth choice selections below):*

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

*If all choice selections are unavailable, the Nursery / Landscape EXPO Management will select the location at its discretion.*

*As an exhibitor, I agree to read and abide by the display requirements as printed in the Nursery / Landscape EXPO Exhibitor Policy Manual.*

## 6 PAYMENT

- Upon initial booth selection, there will be a \$100 per 100 sq.ft non-refundable deposit due at the time of booth selection.
- A deposit of one-half (1/2) of the total space cost must be submitted on or before **November 1, 2023**. *If space is leased after November 1, 2023 deposit must be submitted with Exhibit Space Rental Agreement.*
- The balance due must be paid for by **May 1, 2024**. *If space is leased after May 1, 2024, payment in full must be submitted with Exhibit Space Rental Agreement.*

**CANCELLATION POLICY:** Nursery/Landscape EXPO will refund payments according to the following schedule, if notification is received in writing: **NOTE: The \$100 deposit per 100 sq ft is NON-REFUNDABLE at any time. Prior to March 15 — 70% refund; March 15-June 15 — 40% refund; After June 15 — 0% refund.** *This refund schedule applies only to required payments made on the cancelled exhibit space(s). All penalties will be imposed uniformly and will apply whether or not the space is resold.*

## 7 PLEASE READ AND SIGN BELOW

The undersigned, designated as representative for Exhibitor with contract signing authority, hereby contracts with the Texas Nursery & Landscape Association for participation in the above-referenced EXPO. All parties agree to be bound by the provisions of this contract, the Nursery/Landscape EXPO Exhibitor Policy Manual, the Exhibitor Service Manual, and such additional rules and regulations as may be adopted by the Board of Directors of the Texas Nursery & Landscape Association and/or the Nursery/Landscape EXPO Management. **By signing agreement, Exhibitor also agrees to update product listing online for use online and in the Electronic EXPO Program.**

AUTHORIZED SIGNATURE: X \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME (Print) \_\_\_\_\_ DATE: \_\_\_\_\_

*Sign and return this copy to the Nursery/Landscape EXPO at the address appearing below. Please make a copy for your files before returning.*  
Texas Nursery & Landscape Assn; 715 Discovery Blvd #109; Cedar Park, TX 78613; 512.579.3858; EXPO@NurseryLandscapeEXPO.org

FORM OF PAYMENT:  Check (Payable to TNLA)  Credit Card (Online/Phone only)  Please Invoice

BOOTH FILE REFERENCE: \_\_\_\_\_

**CONTRACT TERMS AND CONDITIONS FOR  
EXHIBITING AT THE NURSERY / LANDSCAPE EXPO**

1. **REFERENCE** – herein the Nursery/Landscape EXPO, hereafter referred to as The EXPO or EXPO; herein the Texas Nursery & Landscape Association, hereafter referred to as TNLA.
2. **EXHIBITORS** – All exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations as may be established by the Board of Directors of TNLA and/or EXPO Management.
3. **PAYMENTS** - Exhibitor's full and timely compliance with the payment schedule set forth on the opposite side of this contract is required. No exhibitor will be permitted to set up exhibit space until full payment has been made.
4. **CANCELLATIONS** – Any cancellation request, regardless of reason, shall be approved or denied at the sole consent of TNLA. TNLA will honor exhibitor's request for cancellation ONLY if in writing, and, in any event, will refund out of monies paid by exhibitor only the percentages as set forth on the opposite side of this contract unless Exhibitor has other past due accounts within TNLA. TNLA reserves the right to cancel an exhibit space for the following reasons: non-payment of deposit by deposit due date; non-payment of balance due by due date; misrepresentation of products to be displayed; non-payment of any other past due accounts within TNLA.
5. **ASSIGNMENT OF SPACE** – Exhibit space will be sold on a priority basis before and during the preceding year's EXPO and on a first-come-first-served basis thereafter. Priority is determined by the number of booths selected, TNLA Membership, and EXPO Sponsorship. TNLA reserves the right to make changes to the floor plan arrangement as may be deemed necessary for the good of the EXPO.
6. **EXHIBITOR ELIGIBILITY** – TNLA shall have the right to determine the eligibility of any exhibitor for inclusion at The EXPO, in accordance with its rules and regulations, and reserves the right to refuse any or all applications for space and to prohibit or remove any exhibit, display or part thereof, or proposed exhibit display or device which in the opinion of TNLA is not related to the nursery/landscape industry and/or suitable to or in keeping with the product display policy.
7. **SUB-LEASING AND SHARING** – No exhibitor may assign, sublet or apportion the whole or any part of the exhibit space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials in the occupied space other than those manufactured, grown or sold by exhibitor in the regular course of business.
8. **EXHIBIT DISPLAY SPECIFICATIONS** – Standard booths will be 10'x 10' in size. An 8' high backdrape, 36" high side drapes, standard sign (with company name, city, state and booth numbers) and daily janitorial service for aisle cleaning will be included at no charge. Additional equipment, materials and/or services (including interior booth cleaning) required by exhibitor must be purchased separately. All displays shall conform to the specifications as described in the official Exhibitor Policy Manual. Exhibitor shall pay any repair damage to the Exhibit Facility caused by any action of exhibitor. Use of booths and exhibit activities of exhibitor shall be subject to all requirements and instructions of the Exhibit Facility Management pertaining to the use of their facility.  
**STRUCTURAL INTEGRITY** - ALL exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, attendees, hall laborers, vehicles, or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open or air conditioners turn on. ALL exhibits in excess of 15 ft. require an explanation of the measures Exhibitor will take to ensure the structural integrity of the display to EXPO Management PRIOR to moving into the convention center. Exhibitors must ensure that any plant material, display fixtures such as tables, racks, or shelves are designed and installed properly to support the materials to be displayed. EXPO Management reserves the right to modify if display is deemed unsafe.
9. **FIRE SAFETY AND HEALTH REGULATIONS** – Exhibitor agrees to comply with local, city and state and federal laws, ordinances and regulations, and the regulations of the Exhibit Facility and EXPO Management covering fire, safety, health and all other matters. (See Exhibitor Service Manual for details).
10. **RESTRICTIONS ON EXHIBITS** – Drawings and giveaways of any kind (including food served from an exhibitor's booth) sponsored by individual exhibitors are subject to approval by EXPO Management. Inflated balloons will not be allowed in the Exhibit Facility without prior approval of EXPO Management. All displays, demonstrations, and personnel (including those in the act of distributing product literature) must be confined to exhibitor's own booth area and must not interfere, obstruct or otherwise unduly affect the operation of others and must conform to the master floor plan. Exhibitors must wear The EXPO Exhibitor badge during all showhours.
11. **OFFICIAL EXPO DECORATOR** – Additional equipment and services are available from the appointed Official EXPO Decorator (see Exhibitor Service Manual for details). Any items rented by exhibitor are done so directly from the Official EXPO Decorator and are not included in the exhibit rental fee paid to TNLA.
12. **FREIGHT SHIPMENT AND SERVICES** – Shipments of materials and freight services will be handled by the appointed Official Drayage Contractor (see Exhibitor Service Manual for details).
13. **EXHIBITION SCHEDULE** – Exhibitors will comply with the official schedules established for move-in, show hours and move-out. All exhibitors will have displays ready by the official opening of The EXPO and will not initiate breakdown or remove exhibit materials from the Exhibit Facility prior to the official closing of the EXPO.
14. **SECURITY** – Twenty-four (24) hour security will be provided from the beginning of move-in to the end of move-out. TNLA shall not be held responsible for the loss of any material by any cause and urges exhibitor to exercise precautions to discourage loss due to theft or any other cause. No responsibility is assumed by TNLA for goods delivered to the "exhibit areas", or for materials left in the "exhibit areas" at any time. Exhibitors are encouraged to insure exhibit property against loss or theft, and those wishing to do so, must do so at their own expense.
15. **LICENSES** – Exhibitors shall procure at their own cost and expense any necessary licenses and official permits necessary for the purpose of displaying/ exhibiting in The EXPO. Exhibitors are responsible for conforming with all laws and regulations of the United States and the State of Texas, all ordinances of the host City and, wherever applicable, all rules and regulations of the host City's Police and Fire Departments and those policies and criteria which have been established by the Exhibit Facility Management for use of the designated exhibit areas.
16. **EXHIBITOR-APPOINTED CONTRACTORS** – Exhibitors agree to notify TNLA, in writing, if utilizing the services of an outside contractor at any time during the EXPO. Exhibitor-appointed contractors must conform to all regulations covered herein and to any that apply to and are published by TNLA.
17. **INSURANCE AND INDEMNITY** – It is expressly understood and agreed by exhibitor that neither TNLA nor their employees nor their contractors shall be liable for loss or damage to the goods or properties of exhibitor. On signing the EXHIBIT SPACE RENTAL AGREEMENT, exhibitor releases and agrees to indemnify TNLA and the host Exhibit Facility and hold them harmless from any suit or claim for property damage (including by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy) or personal injury (including punitive damages) by whomsoever sustained, including exhibitor and exhibitor's agents or employees on or about exhibitor's display space or arising out of exhibitor's participation in The EXPO, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnities. The performance of this agreement by either party is subject to acts of God, war, pandemic, government regulation, disaster, civil disorder, the public enemy, curtailment of transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities or to hold the function. Exhibitor agrees to maintain such insurance that will fully protect TNLA from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of exhibitor's display. Exhibitor agrees to indemnify and hold harmless TNLA for any such claims, irrespective of insurance coverages. Exhibitor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of exhibitor. **Exhibitors are required to have Certificates of Insurance available for inspection by TNLA.**
18. **CANCELLATION / DISRUPTION OF EXPO** – Should any eventuality cause cancellation or disruption of the exhibition, TNLA shall not be liable for any expenses incurred by exhibitor other than the rental cost of the exhibit space less expenses incurred by TNLA and at the sole discretion of TNLA.
19. **AMENDMENTS** – All points not covered herein or not covered in the Exhibitor Policy Manual and/or Exhibitor's Service Manual are subject to settlement by TNLA Management and/or the TNLA Board of Directors, and they reserve the right to make such changes, amendments and additions to these rules, and such further regulations as they shall consider necessary. The Board of Directors of the Texas Nursery & Landscape Association shall be the final authority.
20. **DISPUTES** – This agreement shall be governed by and construed in accordance with the laws of the State of Texas, County of Travis. Venue for any dispute arising hereunder shall be Austin, Travis County, Texas.

# 2024 Nursery/Landscape EXPO **\*REQUIRED PRIOR TO MOVE-IN\*** - CONTRACT ADDENDUM

Please read carefully the information below. Your signature of understanding and acceptance of ALL items is **REQUIRED** prior to moving in any booth/product materials at this year's Nursery/ Landscape EXPO being held August 15-16 at the Henry B Gonzalez Convention Center in San Antonio. *If you need clarification, please call 512-579-3858 or email EXPO@NurseryLandscapeEXPO.org*

## **EARLY BREAKDOWN OF EXHIBIT DISPLAY – NEW POLICIES/PENALITES IN PLACE**

**PLAN YOUR TRAVEL ACCORDINGLY!** Any Exhibitor seen breaking down their exhibit space in any form prior to 3:00 on the final day of the Tradeshow and is unable to conduct business in their booth will be monetarily penalized and all booth priority selection points will drop to ZERO. EXPO Management will have designated personnel walking the show floor taking photographs to enforce compliance. Please respect the NEW registered attendees and their desire to do business on that final day along with your fellow exhibitors.

I **understand** and **agree** to plan my travel according to the official Move-Out schedule and not break down my exhibit space prior to 3:00 pm on August 16<sup>th</sup>.

**MATERIAL HANDLING CHARGE INFORMATION:** Due to confusion of what is chargeable to exhibitors and what is included with your booth during the move-in process, we have put together the information below to help answer some of your questions. ***Charges for the items below can be found in the Exhibitor Service Kit.***

### ***Freeman will charge material handling to the Exhibitor for the following items:***

- Shipments sent to the **Freeman Advance Warehouse**
- Show site shipments, which are **consigned** to Freeman
- Show site shipments, which are not Consigned to Freeman, and **Exhibit representative is not on site to sign** the carrier bill of lading
- **Crated** material where material inside the crate can't be seen by drayage personnel
- **Storage** of empty crates, skids, cartons, etc. unloaded by exhibitor, but stored by Freeman (\$25 per load)
- **Forklift work** provided in booth for placement of product Exhibitor receives a **ONE-TIME placement** at NO CHARGE
- Use of Freeman owned straps, chains, etc. used to unload trees, product, etc. (\$45 per strap/chain) When carrier delivers **loose, un-skidded plants** and Freeman extends additional labor to deliver to booth
- Any display (non-product) **material which is NOT product sold by Exhibitor** in normal course of business. (examples: table, chairs, display materials, fliers, etc.)
- Any **product NOT removed from exhibit space by 12 noon** on the last day of move out - the cost of labor/equipment will be charged to Exhibitor.

I **understand** the above chargeable items and **accept** charges that may occur according to the guidelines listed

**DISPLAY STRUCTURAL INTEGRITY** - ALL exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, attendees, hall laborers, wind, or equipment such as forklifts, vehicles, etc.

Exhibitors must ensure that any plant material, display fixtures such as tables, racks, or shelves are designed and installed properly to support the materials to be displayed. ***ALL exhibits in excess of 15 ft. require an explanation of the measures Exhibitor will take to ensure the structural integrity of the display to EXPO Management PRIOR to moving into the convention center. EXPO Management reserves the right to modify if display is deemed unsafe.***

I **understand** and **agree** to design and install my Exhibit Display according to the guidelines listed above and official Exhibit Policy Manual located at [www.NurseryLandscapeEXPO.org](http://www.NurseryLandscapeEXPO.org)

Company \_\_\_\_\_ Booth #(s) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

On-Site Mobile # \_\_\_\_\_ Email \_\_\_\_\_