

**Professional Photographers Association of New England
New England Institute of Professional Photography
CONTRACT FOR EXHIBIT SPACE**



NOTE: Please read entire contract before completing. A copy of this contract will be returned upon acceptance by PPANE/NEIPP.

We wish to reserve a trade show booth at the PPANE 2010, September 12 & 13, 2010 Convention and or NEIPP, April 11, 2010. We agree to pay the fees as listed in this Contract.

A check payable or credit card payment to PPANE (Professional Photographers Association of New England), for the total exhibit rental agreement or a minimum deposit of fifty per cent (50%) of total booth space price is required with this contract and the balance is due payable on or by March 1, 2010. I understand I will not be able to set up the booth without full payment of my booth(s) and rental agreement. FURTHER, it is agreed that the exhibit will be in place in the exhibit hall by 1:00 pm April 11, 2010 for NEIPP and September 12, 2010 12:00 AM for PPANE. Booths will not be removed before 6:01 PM, Sunday, April 11, 2010, for NEIPP and 3:01 PM September 13, 2010, for PPANE. No Cancellation refund will be made 1 month prior to event.

Exhibitor / Vendor _____
 Primary Contact Person for Booth Rentals and Ads _____
 Address _____ E-mail _____
 City _____ State _____ Zip _____
 Contact Telephone: _____ Fax _____
 Contact name to be published for attendees _____
 Phone number to be published for attendees _____

Booth Fees

Single Aisle Booth	\$ 650
Single End Booth	\$ 725
Double Aisle Booth	\$1250
Double End Booth	\$1400
Triple Aisle Booth	\$1725
Triple End Booth	\$1950
Quad Aisle Booth	\$2200
Quad End Booth	\$2500

NEIPP Desired Booth Location(s): 1st Choice _____ 2nd Choice _____ 3rd Choice _____
 PPANE Desired Booth Location(s): 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Total Booth Rental Fee: \$ _____ Deposit with Contract: \$ _____
 (NO booth space will be reserved without a signed contract and a minimum deposit of 50% of total booth rental fee.)

MC/Visa/Disc/Amex Card # _____ Exp. Date _____ / _____
 Exhibitors from whom we desire separation: _____

The following Employees, Agents or Representatives need name badges for our booth: *(Please Print – Only 6 Per Company)*

This agreement consists of three pages, I hereby acknowledge receipt of three pages and have read and do agree to the conditions and provisions set forth.

IN WITNESS WHEREOF the parties have caused this agreement to be executed:

_____ Exhibitor / Vendor	_____ Date
_____ PPANE Official	_____ Date

Please complete contract and return to:
 David Cramer – PPANE Marketing Chair • 55 Stearns Ave. • Mansfield, MA 02048
 (508) 846-6333 • Fax: (617) 951-1466

Professional Photographers Association of New England - Rules and Regulations

These rules and regulations for the Trade Show Expo are an integral part of your contract. By signing and returning your contract, you agree to abide by these rules and regulations, and those of the facility.

LOCATION: The 2010 NEIPP School will be held at The Resort and Conference Center at Hyannis, Cape Cod, MA
The 2010 PPANE Conference and Trade Show will be held at the Crowne Plaza, Worcester, MA

SHOW DATES: NEIPP: Sunday, April 11, 1:00 PM to 6:00PM. PPANE: Sunday, September 12, 1:00 – 5:00 PM & Monday, September 13, 10 – 3:00PM

SET UP: NEIPP: Sunday, April 11, 11:00 – 1:00PM. PPANE: Saturday, September 11, 12:00 – 6:00 P.M.
Sunday, September 12, 8:00 – 12:00 A.M.

ALL EXHIBITS MUST BE IN PLACE BY 1 hour before start of Show. Please OBTAIN BADGES PRIOR TO START OF SETUP FROM CONVENTION REGISTRATION DESK

TEAR DOWN: NEIPP: April 11, 2010 BEGINNING AT 6:01 P.M.
PPANE: September 13, 2010 BEGINNING AT 3:01 P.M.
NO EARLY TEAR DOWNS

SHOW HOURS: no competing programs scheduled during show hours
NEIPP: Sunday, April 11, 2010 - 1:00 P.M. - 6:00 P.M.
PPANE: Sunday, September 12, 2010 - 1:00 A.M. - 5:00 P.M.
And Monday, September 13, 2010 - 10:00 A.M. – 3:00 P.M.

EXHIBIT SPACE: The number of booths is limited and no booths will be added. Booth sizes and locations are believed to be accurate but only warranted to be approximate.

RENTAL FEES: Fees for space are shown on the enclosed booth rental fee sheet.

FLOOR PLAN: Attached you will find the Floor Plans for booth locations at both locations.

VEHICLE PARKING: One complimentary parking ticket per day provided per vendor. Ample parking in garage is available at \$6.00 per day at the Crowne Plaza. There is ample free parking at the Resort and Conference Center at Hyannis.

EXHIBIT HALL CLEANING: The decorator will clean hall prior to show and clean the aisles and dump waste baskets each day of the show. Arrangements for cleaning of booths must be made with the show decorator.

EXHIBIT FURNISHINGS: The PPANE Trade Show has carpeted floors. All booths include backdrop, side rails, a six-foot draped table with 2 chairs and a stenciled identification sign. Upon receipt of your contract, your name will be forwarded to the official decorator. You will receive an e-mail with directions to access the Exhibitor Service Kit online. **NO SERVICE KITS WILL BE MAILED.** Each exhibitor will be provided information on a decorator package at a special discounted price. No ashtrays will be provided as the hall is nonsmoking by city ordinance. NEIPP Trade Show has carpeted floors. All booths include a six-foot draped table with 2 chairs.

ELECTRICAL CONNECTIONS: There is a \$50 fee for NEIPP tables. There is a \$35 fee for PPANE tables. See attached form from hotels to arrange this.

FREIGHT: Arrangements for incoming and outgoing freight are to be made with the Official Show Decorator. Information will be included with Exhibitors Service Kit. The facility will not accept or store exhibit materials or empty crates. Fire Regulations prohibit storing empty crates in booths. Arrangements must be made with the decorator to store cartons and crates during the show and they will be returned to the booth at the end of the show.

SECURITY: No exhibitors are allowed in show during closed hours unless accompanied by Show Manager. Exhibitors are allowed in show area 1 hour prior to opening and must leave area within 30 minutes of show closing on Sunday. Exhibitors must provide proof of purchase for any item(s) sold out of the booth to attendees. All carry in items will be tagged by security for identification upon exit. The existence of security shall in no way be interpreted or understood by exhibitors to be a guarantee against loss or theft of any kind.

FOOD CONCESSIONS: Lunch will be offered by the hotel. A complimentary coffee lounge will be set up at both locations during the convention. An exhibitor lounge will be open during show hours in the trade show.

BADGES: Admittance to show area is by badge only at all times. Only exhibitors and set up personal allowed in hall during set up and tear down. All exhibitors and booth personal as well as attendees must wear the official badges provided by the association at all times. Each exhibitor is allowed two personnel badges for each booth rented. **Exhibitor badges are good for the trade show floor only and will not admit exhibitors to any other events, activities or programs.** Persons putting on a presentation or demonstration in the booth are considered company personnel and may use an exhibitor badge.

BOOTH LOCATIONS: Booths will be assigned on a first come, first serve basis, by the Trade Show Manager who will make every attempt to assign space by booth or aisle requested. Every effort will be made to prevent having two competing firms side by side or across the aisle from each other; however as space fill's, it may become necessary to locate two competing firms close together. **NOTE: NO SPACE CAN BE ASSIGNED UNTIL A SIGNED CONTRACT AND DEPOSIT IS RECEIVED BY THE TRADE SHOW SALES MANAGER.**

ALL EXHIBITORS: Must conform to the size of their booth(s). No part of the booth or any merchandise may extend into the aisles by order of the Fire Marshall. Any display or merchandise may not extend more than 3 foot high in the front half of the booth. Those in island booths have no height restrictions. Booths must be set so as not to obstruct the view or interfere with other exhibitors on either side. All exhibitors must conform to the rules of the facility, the decorator, and show management. **NO BOOTHS MY BE REMOVED OR TORN DOWN BEFORE 6:01 P.M. ON Sunday, April 11, 2010 for NEIPP & NO BOOTHS MY BE REMOVED OR TORN DOWN BEFORE 3:01 P.M. ON Monday, September 13, 2010 for PPANE.**

DECORATOR: SER Exposition Services has been appointed the official show service contractor for the PPANE Trade Show.

LIABILITY & INSURANCE: The exhibitor agrees that PPANE, it's agents, the Worcester Crowne Plaza, The Resort and Conference Center at Hyannis and its employees: (a) Will not be responsible for any damage to or for the loss or destruction of the Exhibitors property or injuries to the Exhibitor, their representatives, agents, or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor, (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees. Exhibitor may be required to provide a certificate of insurance to PPANE, The Crowne Plaza and The Resort and Conference Center at Hyannis. Exhibitor shall also indemnify and save and hold harmless PPANE, The Crowne Plaza and The Resort and Conference Center at Hyannis from and against any cost, expense, liability, or damage which may be incident to or arise from, or be caused by an act, omission, negligence or misconduct on the part of the Exhibitor, it's agents, employees, contractors, guests, or invitees, provided such damage or injury have not occurred due to the negligence of PPANE. PPANE and its agents shall not be liable for failure to hold the Trade Show as scheduled. Payments for booth space shall be returned in the event, except that any actual expense incurred in connection with the Trade Show shall be deducted, if the Trade Show is called off because of fire, act of God, terroristic activities, or any other act beyond the control of PPANE. Exhibitor shall insure their own exhibits and display materials. It is recommended that exhibitor carry Public Liability Insurance to cover bodily injury, accident, and property damage.

CANCELLATION CHARGES: In the event that an Exhibitor cancels all or part of the space contracted, the exhibitor must do so in writing by certified mail, and will be obligated to pay the Association liquidated damages based on 100% of the fee due. The Exhibitor recognizes that The Association will sustain losses in the event the Exhibitor fails to provide timely notice of cancellation. In keeping with industry practice, the Exhibitor agrees to a 50% cancelation charge 1 month event 100% cancellation less than 30 days prior to the event. No exhibitor may assign, sublet, or share any part of his space with or to another exhibitor.

OTHER RULES AND REGULATIONS: Exhibitor will abide by all other rules and regulations of the Fire Marshall, other governmental agencies, Worcester Crowne Plaza and The Resort and Conference Center at Hyannis. The Association reserves the right to amend these rules and regulations when necessary and exhibitor agrees to abide by these rules and any amendments thereto.

MORE INFORMATION: For information about the Trade Show or convention, visit our web site at www.ppane.com And www.neipp.com

PPANE contact:
Gene Hutnak
640 Putnam Pike
Greenville, RI 02828
401-949-8184
camraz@aol.com

David Cramer, Marketing Chair
55 Stearns Ave.
Mansfield, MA 02048
508-846-6333 FAX 617-951-1466
marketing@ppane.net

NEIPP contact:
Joyce Holt
33 Cresent Avenue
Revere, MA 02151
617-287-9117
jkizzamijoy@aol.com