



Montana Nursery and Landscape Association

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2021 Montana Green Expo
January 6 – 7, 2021
Billings Hotel & Convention
Billings, MT

2021 BOOTH BOOKING FORM

January 6-7, 2021, Billings Hotel & Convention Center, Billings, MT

Welcome to the Montana Green Expo Booth Booking Process.

INSTRUCTIONS

1. Provide complete information for your company in Section 1 – COMPANY INFORMATION below. You must include the contact name, mailing address, telephone, fax, and email address.
2. List your three booth choices in the Trade Show Exhibit Hall.
3. Please mail, fax, or email the form back to us. If you send by fax, we recommend that you confirm receipt with us. Keep a copy of this form for your records.

1 - COMPANY INFORMATION

Company Name: _____

MNLA Member ID (if known) _____

Contact Name: _____

Phone: _____

Address: _____

Fax: _____

City, ST ZIP _____

Email: _____

2 - 2021 BOOTH SELECTION

Please make 3 choices from the Booth Layout map. An updated and current map is also available online under Events>MT Green EXPO. We will do our best to accommodate you with one of your choices, or the next best open booth space.

Exhibit	1st Choice	2nd Choice	3rd Choice
Hall	_____	_____	_____

FLOOR PLAN ATTACHED

**See reverse side for
Rules Governing the Trade Show**

Confirmation of the 2021 space assignment and a booth contract will be mailed to the name and address listed above. You will need to return your signed contract with **full payment within 15 days.**

TRADE SHOW SERVICES

Each booth space includes a pipe and drape backwall and 3' pipe and drape sidewalls, one skirted 6' x 24" table, two chairs, electricity, and one 7" x 44" business ID sign. The Trade Show Services vendor for the Montana Green Expo will make available online in November a list of booth rental items and services that are outside the scope of what MNLA provides (additional electricity, other table and chair sizes and shapes, in-booth audio/video equipment, etc.). They will also be mailing exhibitor kits to exhibitors in November.

We are pleased to have the opportunity to serve you!

**Numerous notices are now sent to exhibitors by e-mail.
Please make sure we have a current e-mail address on file for your company.**

The Rules Governing the Montana Nursery & Landscape Association Trade Show

1. **BOOTH LOCATION:** Assignment of booth space will be made on a system based on number of continuous years as an exhibitor and order of receipt of Priority Booking Form during the Priority Booking period.
2. **ELIGIBLE EXHIBITS:** The Montana Nursery & Landscape Association reserves the right to determine the eligibility of any company or product to exhibit in its Trade Show.
3. **DISPLAY AREA:** All exhibits must be contained within the purchased space dimensions, and must conform to the normal height and line-of-site rules which govern all trade shows.
4. **LIMITATION OF LIABILITY:** The exhibitor agrees to make no claim against the Montana Nursery & Landscape Association and the trade show vendor for loss, theft, damage or destruction of goods, or for any injury to himself or employees while in the trade show arena. By agreeing to exhibit you acknowledge that an inherent risk of exposure to COVID-19 exists in any public place where people are present, and voluntarily assume all risks related to exposure to COVID-19. By attending the Trade Show, you voluntarily assume all risks related to exposure to COVID-19 and agree to not hold the Montana Nursery & Landscape Association and the trade show vendor liable for any claim arising out of the exhibitor's participation in the Montana Nursery & Landscape Association Annual Meeting & Trade Show.
5. **BUILDING RULES AND CITY/COUNTY ORDINANCES:** The exhibitor will obey all rules and ordinances of the convention center, city and county location of the trade show and all departments whose duties embrace such exhibits.
6. **CARE OF SPACE:** Each exhibitor will be responsible for his space and furnishings. At the close of the show, space and furnishings will be surrendered in the same condition they were at move-in. Nothing is to be pinned, taped or wired to the back or side drapes, or table drapes. The trade show vendor will furnish pipe hooks. Exhibitors must put their exhibits on plastic sheeting if there is any possibility of water or oil being transferred from the exhibit to the carpeting. In any case of damage, the exhibitor will pay such claims necessary to restore space, furnishings or carpeting to their original condition.
7. **RELOCATION OF EXHIBITS:** The Montana Nursery and Landscape Association reserves the right to alter booth locations and to change the overall size of the floor plan if deemed advisable.
8. **MOVE-IN/MOVE-OUT:** Exhibitors may move-in and move-out of the Trade Show ONLY during the times allocated on the schedule for this. Exhibitors will not be permitted to move-in or move-out at any other times.
9. **DISPUTES:** The decision of the Montana Nursery & Landscape Association's Executive Director must be accepted as final in any dispute between exhibitors in any situation not covered by *The Rules Governing the Montana Nursery & Landscape Association Trade Show*. The Executive Committee of the Montana Nursery & Landscape Association may serve as a Committee of Arbitration if deemed necessary.
10. **SECURITY:** The Montana Nursery & Landscape Association and the trade show vendor will not be responsible for any loss or damage suffered by an exhibitor, their employees, any trade show attendees, or persons unknown, from any act of theft, vandalism, accidental injury, or arson. Exhibitors should ascertain that their insurance coverage is adequate. All doors to the Trade Show area will be kept locked during the hours when the show is not officially open.
11. **HAZARDOUS MATERIALS IN DISPLAYS:** The Montana Nursery & Landscape Association prohibits the use of any hazardous materials for display purpose in their Trade Show.
 - a. No exhibitor will be allowed to bring hazardous materials into the Trade Show hall at any time, for any purpose.
 - b. Hazardous materials are defined as follows:
 - i. Any materials packaged in a container that has the words: "CAUTION", "DANGER", "WARNING", or "POISON" on it, accompanied by a phrase such as, but not limited to, "DO NOT GET ON SKIN", "DO NOT GET IN EYES", "DO NOT BREATHE DUST", etc.
 - ii. Live aerosol spray cans
 - iii. Exhibitors who intend to exhibit such material must contact the manufacturer to obtain containers that have never been filled. Only containers that are void of hazardous materials will be allowed in the Trade Show hall.
12. **CANCELLATION OF CONTRACT:** Due to the unpredictable nature of the COVID-19 pandemic, there will be no cancellation fee charged if an exhibitor is unable to occupy their booth space due to circumstances related to the COVID-19 pandemic. Likewise, if the Montana Nursery & Landscape Association is unable to host the Trade Show due to the COVID-19 pandemic, exhibitors will not hold the Association liable for any expenses incurred in preparing for the Trade Show, or responsible for any perceived loss of revenue from said Trade Show. Cancellations must be received in writing on company letterhead before the Trade Show opens. In the event the Montana Nursery & Landscape Association cancels the Trade Show, exhibitors will have the option to have their booth rental fees refunded, or use them as a credit toward exhibiting at the 2022 Trade Show.
13. **FAILURE TO OCCUPY SPACE:** Unless previously arranged, booth space not occupied during the first open segment of the trade show will be forfeited without refund to the exhibitor and the space may be resold or used by MNLA.
14. **SHARED-SPACE PAYMENTS:** will be the responsibility of the 1st Firm signer on Booth Contract Form. MNLA does not act as an agent in collecting shared-space fees from the additional exhibitor(s).
15. **SUBLETTING OF SPACE:** Exhibitors may not assign, sublet or apportion the whole or any part of the space allocated for their exhibit to another company or individual not listed on the booth contract as sharing the space.
16. **PAYMENT:** Priority exhibitors (previous year exhibitors who reserve space before March 1) are entitled to split their booth fee into two equal payments. The first payment is due July 1st and the final payment for the booth fee and all other balances is due November 1. All other exhibitors must pay the full amount due within 15 days of the contract issue date. MNLA may cancel unpaid reservations without additional notice. This contract serves as your invoice.