



TAXICAB, LIMOUSINE &
PARATRANSIT ASSOCIATION

2009 TLPA Spring Conference & Expo

March 26-29, 2009 • Grand Hyatt, New York, New York

Exhibit Contract

Exhibit Schedule:	Thursday, March 26	1:00 p.m. — 4:30 p.m.	Exhibitor Set-up
		5:00 p.m. — 7:00 p.m.	Open — Cocktail Reception
	Friday, March 27	8:30 a.m. — 9:45 a.m.	Open — Buffet Breakfast
		12:15 p.m. — 3:00 p.m.	Open — Buffet Lunch
		3:00 p.m. — 5:30 p.m.	Exhibits Closed for Take-Down

Our company is contracting to rent a 6' table display or a 10' floor display. The 6' table will include one 6' x 2.5' table with tablecloth and skirting and one chair; the 10' floor display will include one 6' x 2.5' table with tablecloth and skirting and one chair. All displays will include a conference registration for one representative (from the exhibiting company), and the right to solicit conference attendees. Electricity will be available from the Grand Hyatt. The Grand Hyatt's display order forms and credit application will be emailed to you with the counter-signed copy of your exhibit contract.

Soliciting during the conference is limited to contracted exhibitors. All displays are to be confined to the tabletop and the floor area immediately under it, or to a 10' x 4' area for a freestanding floor display. Security and decorator will not be provided. Additional contract terms are attached in the Conditions of Exhibitor's Rental Agreement. Shipping information along with electricity, internet and telecommunications order forms will be provided with the confirmation of this contract.

Name of Company: _____

Name of Expo Coordinator: _____ E-mail: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Product or Service: _____

Check all that apply: ☐ 10' Floor Display \$2,000 or ☐ 6' Table Display \$1200 and ☐ Non-Member Surcharge \$500

Our exhibit display is paid by: ☐ Check (in U.S. funds) or Charge to my ☐ American Express, ☐ Visa, or ☐ MasterCard

Name on card: _____ Card #: _____ Security Code _____

Exp. Date: _____ Authorized Amt. Charged: \$ _____

Authorized Signature : _____ Date: _____

Fee Paid: \$ _____ Space Requested: 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

I have read the "Conditions of Exhibitor's Rental Agreement 2009" and agree to abide by them. I understand that there will be no security provided by TLPA or the hotel for my exhibit and that I am fully responsible. I agree to abide by the fire and safety codes of the city and hotel. I understand that my non-cancellable display space will be confirmed by TLPA. A signed copy of this contract will be returned to me, along with a registration form for one complimentary registrant. I also understand that any additional exhibit personnel attending the conference will be required to complete a registration form and pay a separate registration fee.

Authorized Exhibiting Company Representative: _____ Date: _____

Signature of TLPA Official: _____ Date: _____ Space Assigned: _____

TAXICAB, LIMOUSINE & PARATRANSIT ASSOCIATION

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Conditions of Exhibitor's Rental Agreement 2009



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1. **Assignment of Display Space.** Space will be assigned by the Taxicab, Limousine & Paratransit Association (TLPA). The TLPA reserves the right to relocate display areas for the benefit of the exhibitor or for the betterment of the exposition. No exhibit space application shall be valid until accepted by the TLPA.
2. **Payment of Display Space.** Full payment by check, money order, or credit card is due at the time display space is requested. If full payment and signed contract are not received, space cannot be reserved. Display space cannot be reserved over the telephone.
3. **Cancellation.** Exhibitor's space contracts may not be cancelled and fees will not be refunded.
4. **Use of Display Space.** (a) In the event that the exhibitor fails to pay the space rental at the time of application, install his display within the time limit set for the opening of the exhibition, or comply with any provisions concerning the use of display space, the TLPA shall have the right to take possession of said space and resell same, or any part thereof. (b) All instructional demonstrations and/or activities as well as distribution of information material must be confined to the limits of the exhibitor's space. (c) Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or noisemaking machines must be operated so that the noise resulting from them will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the TLPA. (d) No exhibitor shall assign, sublet, or share their space. (e) Distribution of any food items by exhibiting companies may be subject to approval and/or surcharge by the hotel.
5. **Installation and Removal of Displays.** (a) All displays must be completely arranged by the time and date officially specified by the TLPA. (b) Noisy or unsightly work in any exhibitor's display space after the above deadline is prohibited during the exhibit hours. (c) The deadline for clearance of all materials will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by such time. (d) The TLPA reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirements or to order such to be done at the sole expense of the exhibitor. (e) No exhibitor shall take down its display before the final closing of the exposition.
6. **Operating Restrictions.** (a) No firm, organization, or trade, regardless of its product, will be permitted to engage in selling, displaying, or order taking in the exhibit hall, except for contracted exhibiting companies. (b) The TLPA reserves the right to restrict displays which would constitute a violation of this contract because of noise, method of operation, materials, or any reason, become objectionable; and to prohibit or remove any displays, which, in the opinion of the TLPA detracts from the general character or appearance of the exposition. (c) The serving or distribution of food or beverages by the exhibitors in the exhibit hall is forbidden, unless otherwise approved by the TLPA and provided by the hotel (d) The use of live models, performers, etc., shall be subject to the approval of the TLPA and all individuals are required to pay a registration fee.
7. **Care of Building and Equipment.** Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the exhibit building, or booth materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.
8. **Public Policy.** (a) Each exhibitor is charged with knowledge of and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. (b) All display decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with the National Electrical Code Safety Rules. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, the TLPA may cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense.
9. **Exhibitor's Authorized Representative.** Each exhibitor shall provide the TLPA, in advance, the name of the person who will be in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.
10. **Insurance.** All property of the exhibitor will remain under the exhibitor's custody and control in transit to, and from, and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. Exhibitors are advised to carry appropriate insurance to cover display materials against loss and damage, and public liability insurance against injury to the person and property of others. No security or insurance is provided by the TLPA or the hotel for the exhibitor's property or liability.
11. **Hold Harmless Clause.** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims, arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the TLPA and the hotel and their agents, servants, and employees from any and all such losses, damages, and claims.
12. **Shipping of Convention Materials.** There is no decorator or drayage company. Shipping instructions and hotel receiving forms and costs will be sent in the confirmation of this exhibit contract.

Exhibit Floor Plan

Manhattan Ballroom & Manhattan Ballroom Foyer

