

# WPMAEXPO

## February 21-23, 2023 • Contract for Booth Space

### IMPORTANT INFORMATION:

- Thoroughly review *WPMAEXPO* Terms & Conditions and the Exhibit Rules and Regulations from the IAEE Guidelines. Both are available at [www.wpmaexpo.com](http://www.wpmaexpo.com), under Policies.
- Contracts received before November 30, 2022 require a \$500 non-refundable deposit per booth.
- Contracts received after November 30, 2022 require 100% payment.
- Exhibits will not be permitted to be installed unless all obligations to WPMA are paid in full.
- Includes three principal registrations for the first booth purchased and one registration for each additional booth purchased thereafter.

### WPMAEXPO MATERIALS INFORMATION:

For publication. Print exactly how you would like all information to appear in *WPMAEXPO* materials. WPMA is not liable for any misprints or misrepresentations made in *WPMAEXPO* publications.

Company: \_\_\_\_\_

Person to be listed in show materials: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website (URL): \_\_\_\_\_

Type of business: \_\_\_\_\_

### TRADE SHOW CONTACT:

Not intended for publication, but for all future correspondence, including booth confirmation and information on Exhibitor Service Materials.

Company: \_\_\_\_\_

Contact person for show correspondence: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### BOOTH SELECTION:

Booth number preferences:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_

Please list your major competitors: \_\_\_\_\_

Every effort is made for placement away from competitors, but is not guaranteed.

### RESERVE BOOTH SPACE:

\_\_\_\_\_ X \$2,700 = \$ \_\_\_\_\_  
Total number of booths Total Booth Amount

LESS BOOTH DEPOSIT (non-refundable)

\_\_\_\_\_ X \$500 = amount to reserve booth space \$ \_\_\_\_\_  
Total number of booths Deposit due at time of Contract

Payment BALANCE due **November 30, 2022** \$ \_\_\_\_\_

### PUSH NOTIFICATION:

- Tuesday  Wednesday  Thursday @ \$500/day  
 All Three (3) Days @ \$1,000 \$ \_\_\_\_\_

### CONTRACT SIGNATURE:

By signing this contract, I acknowledge that I have read, understood and accepted the 2023 WPMA Terms and Conditions, and agree to abide and be bound by the terms and conditions contained therein. Further, by signing this "contract" I affirm that I have legal authority to bind the Company and agree that I and all personnel present in the Exhibit at all times will abide and be bound by the *WPMAEXPO* Terms and Conditions. This is a legally binding contract; please read before signing.

### EXHIBITOR:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### WPMA:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### METHOD OF PAYMENT FOR ABOVE TOTAL:

GRAND TOTAL (A) or  CONTRACT BOOTH DEPOSIT (B)

Check Enclosed (Please make checks payable to: WPMA)

or Charge my:  American Express  Discover  MasterCard  Visa

Acct# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Mail to: WPMA, P. O. Box 571500, Murray, Utah 84157-1500  
Phone: (801) 263-9762 • Fax: (801) 262-9413 • [www.wpmaexpo.com](http://www.wpmaexpo.com)

### FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Member \_\_\_\_\_ Nonmember \_\_\_\_\_ WPMA Acct # \_\_\_\_\_ Booth(s) Assigned \_\_\_\_\_

# WPMA EXPO: 2023 Terms & Conditions

1. **EXHIBITS:** WPMA reserves the right to determine the eligibility of any company for inclusion in the WPMA EXPO. WPMA reserves the right to rescind this contract and remove the Exhibitor from the WPMA EXPO site for violating the WPMA EXPO Terms and Conditions or for any other reason.
2. **BOOTH SPACE: Cost \$2,700** for each 10' X 10' booth. We understand the assignment of booth spaces is based on the following "PRIORITY" criteria:
  - 1) FIRST PRIORITY for last year's contracted booth space
  - 2) MEMBER of Western Petroleum Marketers Association (WPMA)
  - 3) NUMBER of consecutive years in the show
  - 4) DATE Contract was received
  - 5) BOOTH preferencesIf your desired booth space is unavailable, you will be assigned the nearest booth available to the space you request. If WPMA must reassign a booth for any reason, you will be promptly notified.
3. **CANCELLATION:** A refund will be made upon written notice of cancellation before **November 30, 2022, less the deposit.** All terms and conditions contained herein are integral parts of this agreement.
4. **NO-SHOWS:** All booths must be set up by 11 a.m., Tuesday, the first day of the show. Any booth not set up by this time will be considered a No-Show. Booth and payment will be forfeited and WPMA will reassign the booth unless prior arrangements have been made.
5. **EXHIBIT SIZE:** Trade Show Exhibitors must conform to International Association of Exhibitions and Events (IAEE) Guidelines. All exhibit items (including carpet) must be contained within the booth space assigned. Any item higher than the side drapes (4') must be contained in the back 4' of the booth and may not exceed 8' in height. Any exceptions must be cleared with WPMA. Island booths (any size booth exposed to aisles on all four sides) that are opting for carpet rental, must order carpet to fit the booth specifications exactly. (e.g., 20' x 20' booth must order 20' x 20' carpet.)
6. **LIGHTING AND HEATING:** WPMA may restrict the use of irregular lighting effects. Exhibits that use heat (as in cooking), generate smells or any unusual activity or display must receive clearance from WPMA and Freeman.
7. **AGE LIMIT:** During set up and tear down, **NO ONE** under 16 years of age will be allowed on the exposition floor. During regular trade show hours, children under 16 must be accompanied by a registered, responsible adult.
8. **MEDIA POLICY:**

**Only WPMA authorized media** and WPMA representatives may be granted permission to capture audio, video and photographic content presented at the WPMA EXPO. Authorized images or audio obtained at the WPMA EXPO may not be sold or repackaged for commercial use. All media authorization must be acquired **90 days** before the event. No exceptions.

**No recordings** (audio, video, or photographic) may be made of the WPMA EXPO Keynote session, educational sessions, workshops, management sessions and / or evening events.
9. **VEHICLES AND CAR WASHES:** Must be ready to MOVE-IN at 7 a.m., Sunday prior to trade show opening.
10. **VEHICLES ON DISPLAY:** Must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes.

**PLEASE NOTE:**  
FUEL TANK LEVEL MUST BE LESS THAN 1/4 OF A TANK ON ANY MOTORIZED VEHICLE.
11. **EXHIBIT SIGNS, DRAPES:** Freeman will furnish back and side drapes for each exhibitor and one 7" X 44" sign containing the exhibitor's name and exhibit number (except island booths).
12. **EXHIBIT SERVICES:** For procurement of additional booth space equipment, as well as any special equipment desired by exhibitors, the WPMA EXPO management has designated Freeman as contract service provider. **Contact Exhibitor Services Department at (702) 579-1700, or access the Freeman Exhibitor Service Manual through a link provided on the WPMA Website: [www.wpmaexpo.com](http://www.wpmaexpo.com).**
13. **SHIPPING INSTRUCTIONS:** The hotel cannot accept and store large shipments of exhibit material in advance of the show. Consign all such material for receipt and storage to FREEMAN. They will deliver for you on setup days. They will arrange to remove empty crates, store them during the show and return them on the dismantling day. Setup days will be:  
**Monday, February 20, 2023, from 8 a.m. to 5 p.m. and Tuesday, February 21, 2023, from 7 a.m. to 11 a.m.**  
  
**Dismantling day will be after 12 p.m., Thursday, February 23, 2023. All exhibits must be packed by 5 p.m. on Thursday, February 23, 2023.**  
  
**ANY EXHIBITOR DISMANTLING PRIOR TO 12 p.m. MAY BE FINED \$500.** All shipments should be fully prepaid along with bills of lading, scheduled to arrive before February 6, 2023, to ensure arrival prior to the show, and consigned as follows:  
  
**WPMA EXPO, Exhibiting Company Name \_\_\_\_\_**  
**Booth # \_\_\_\_\_, C/O FREEMAN, 6675 West Sunset Road (215 & Rainbow), Las Vegas, NV 89118**
14. **ELECTRICAL SERVICE:** A link to Mirage Exhibitor Services is provided on the WPMA EXPO Website: [www.wpmaexpo.com](http://www.wpmaexpo.com), or [mirageexhibitorservices.com](http://mirageexhibitorservices.com) for those exhibitors needing electrical services. Do not call the hotel for electrical service in your booth.
15. **NON-ASSIGNMENT:** Exhibitor agrees that this contract and any booth assigned to exhibitor may not be assigned or transferred to another exhibitor. All exhibitors must have a signed written contract with WPMA to utilize booth space.
16. **EXHIBITORS WILL BE IN FULL COMPLIANCE WITH ALL CITY OF LAS VEGAS FIRE PREVENTION BUREAU REGULATIONS INCLUDING:**
  - a. **All decorations, drapes, curtains, backdrop, bunting, paper, cardboard, plastic, straw, leaves, hay, moss and similar materials** shall be flame-retardant when subjected to the Nevada Standard Test procedure.
  - b. **Table coverings** are required to be flame-retardant treated unless they lie on the tabletop with no overhang.
  - c. **Materials that are not flame retardant** and cannot be properly treated to make them fire-retardant, such as oil cloth, tar paper, sisal paper, nylon, orlon, certain plastics, etc., are absolutely prohibited.
  - d. **The use of open flame** of any sort, or the use of heat producing devices, compressed gasses, flammable liquids, hazardous materials, or mechanical devices with exposed moving parts are closely regulated and are to be used only after written permission for such usage is obtained from the Nevada Fire Prevention Bureau.
17. **LIABILITY:** WPMA shall not be responsible for any loss, damage or injury that may occur to the exhibitor contracted. The exhibitor releases and agrees to protect, defend, indemnify and hold WPMA harmless from any loss, damage or injury that may occur to the exhibitor or any of its agents or employees or any third person arising out of or connected with the exhibitor's participation in this contract or the trade show exhibitions.  
  
Exhibitor agrees to pay all of its own costs and expenses incurred in producing and setting up the exhibition including, but not limited to, those items listed in paragraphs 5 and 6 of this agreement and all labor costs. Exhibitor shall indemnify, protect, and hold completely harmless WPMA from all such costs and expenses including reasonable attorney's fees.  
  
WPMA shall not be held liable in case of any act of God, strike, act of war, insurrection, riots or any other circumstances that would prohibit or restrict the working of the WPMA EXPO or event center. WPMA shall not be held liable for any fire, theft, vandalism or destruction of any property belonging to exhibitor. Exhibitor shall obtain its own insurance for all such happenings.
18. **PROTECTION OF HOTEL PROPERTY:** No scotch tape, paste, thumbtacks, nails or other methods may be used to affix signs or posters to the wall. If any signs or posters are leaned on the walls, they must be properly padded so as not to cause damage. If any damage is caused to the hotel property accidentally or otherwise, the exhibitor will be responsible for the full cost of repairs.
19. **THE EXHIBITOR SIGNATURE** hereby agrees to protect, defend and indemnify WPMA from all liability, claims, suits, damages, costs and attorney fees arising out of or resulting from exhibitor use of music, logos, printed materials, trade names and any infringement thereof by the exhibitor.
20. **INSURANCE:** All exhibiting companies must show proof of insurance for General Liability, Workers' Compensation Liability and Business Automobile Liability and must provide WPMA with a current Certificate of Insurance with limits of not less than the following: \$1,000,000 General Liability, \$100,000 Workers' Compensation, and \$1,000,000 Business Automobile Liability. The WPMA, the Mirage Hotel, and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Sunday, February 19, 2023 through Friday, February 24, 2023 and must be received no later than Friday, February 3, 2023.
21. **24-HOUR GUARD SERVICE** will be provided.