



March 23-25, 2017 / JW Marriott Austin, Austin, TX

TABLE-TOP EXHIBIT CONTRACT

We hereby apply for table-top exhibit space at the 2017 National Coffee Association Annual Convention. We understand that upon acceptance by the National Coffee Association, this application becomes a contract, under the terms and conditions set forth herein, which we have read, understand, and acknowledge. We will accept the space assigned by the National Coffee Association and agree to accept reassignment, if necessary, to create a more effective exhibition. Please fax completed form to (212) 766-5815. For questions, contact us at (212) 766-4007.

Company: _____

Company Contact: _____

Street: _____

Address: _____

City: _____

State: _____ Zip: _____

Country: _____

Telephone: _____

Fax: _____

E-mail: _____

Type of Business: _____

NCA Member: Yes No

Ask about becoming a member or visit www.ncausa.org

Rental fee for table-top exhibit space is

\$1,750 - NCA members (30% discount)

\$2,550 - Non-Members

\$600 - Additional Exhibitor Registration

\$750 - Additional Exhibitor Non-Member Registration

(Limit one Additional Registration per Table-top)

REQUESTED TABLE-TOP SPACE

Number of Table-Tops: _____ x (\$1,750 NCA Member

OR \$2,550 Non-Member fee) = _____

TABLE LOCATION PREFERENCE (see layout)

1st Choice: _____ 2nd Choice: _____

3rd Choice: _____

Space is assigned based on availability.

AGREEMENT

The undersigned hereby authorizes the National Coffee Association to reserve a table-top exhibit space for use by this company during the NCA 2017 Annual Convention. The undersigned acknowledges and agrees to abide by the terms and conditions of this contract.

Signature: _____

Date: _____

FIRST EXHIBITOR REGISTRANT (Included in Table Top Fee)

Full Name: _____

Name for Badge: _____

Title: _____

Telephone: _____

Email: _____

Optional Events/Activities (Pre Registration Required)

Thursday, March 23, 2017

Next Gen Day of Service* (Open to registrants 39 and younger please)

Annual Coffee Gives Back Day of Service*

Saturday, March 25, 2017 1:00 pm – 2:30 pm

International Women in Coffee Alliance Fundraiser Luncheon (Ticketed Event) \$125.00

SECOND EXHIBITOR REGISTRANT (\$600)

Full Name: _____

Name for Badge: _____

Title: _____

Telephone: _____

Email: _____

Optional Events/Activities (Pre Registration Required)

Thursday, March 23, 2017

Next Gen Day of Service* (Open to registrants 39 and younger please)

Annual Coffee Gives Back Day of Service*

Saturday, March 25, 2017 1:00 pm – 2:30 pm

International Women in Coffee Alliance Fundraiser Luncheon (Ticketed Event) \$125.00

**Day of Service participation is complimentary to all registered attendees however, pre-registration is required.*

PAYMENT INFORMATION

American Express VISA MasterCard Discover Enclosed check

Name on Card _____ Card No. _____ Exp. _____ Code _____

Billing Address _____ City _____ State _____ Zip _____

Total Payment Amount \$ _____ Cardholder Signature _____

TABLE-TOP VENDOR AGREEMENT TERMS AND CONDITIONS

- 1. TABLE-TOP ASSIGNMENT** Table-top assignments will be made in the order that completed contracts are received. Phone reservations will be accepted, but firm table assignment will not be made until payment is received. The exhibit area is located in the JW Grand Foyer. Delegates will have continuous access to this area at all times.
- 2. TABLE-TOP** A standard 6'x30" skirted table, two chairs and wastebasket are provided. All displays are limited to the surface of the table provided and space immediately behind the table. No pop-up displays are allowed. Audio/Visual aids or equipment may not be played at a level that would interfere with adjacent displays or convention sessions.
- 3. REGISTRATION AND STAFFING** The rental fee allows for one (1) Exhibitor Registration. One (1) additional Exhibitor Registration may be purchased for \$600 for members and \$750.00 for non-members. Exhibitor Registration includes admission to all convention sessions and receptions on March 23, 24, 25, 2017. Exhibitors must staff their table-top display.
- 4. TRANSPORTATION/SETUP** All transportation including shipping and delivery costs and any other costs related to exhibit setup not explicitly outlined by the National Coffee Association are to be paid by the exhibitor. Electric/Audio Visual: Exhibitors are responsible for arranging and payment of their individual electric and audio visual needs. Food/Beverage: Exhibitors are responsible for arranging and payment of their individual Food and Beverage needs, not limited to water for coffee sampling preparation, sugar, milk, etc. as needed as part of their exhibit.
- 5. PAYMENT AND CANCELLATION** The full table-top rental fee must accompany this contract. Cancellations made prior to **February 1, 2017** will be subject to a 50% cancellation fee. No refunds will be given on cancellations after **February 1, 2017**. Replacements from same exhibiting company are welcome.
- 6. SUBLETTING OF SPACE** Exhibitor agrees not to assign, sublet, or apportion the whole or any part of the space allowed without the knowledge of and written consent of the National Coffee Association. If permission is granted, there will be a \$300 administration fee for each sharing company.
- 7. LIMITATION OF LIABILITY** Neither the National Coffee Association, its agents, employees, officers or directors, nor the JW Marriott Austin, its agents or employees, shall be liable for injuries to exhibitor's person, his or her agents or his or her employees no matter how sustained (whether from fire, theft, or any other causes). Exhibitor agrees to make no claims against and to protect, indemnify, and hold harmless, the National Coffee Association and the JW Marriott Austin against loss, theft or damage to exhibitor's property or for any injury to persons in the exhibit area. Exhibitor assumes complete responsibility and liability for all loss, damage or destruction of the exhibitor's property. Exhibitor also assumes responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor's display caused by the employees.
- 8. SECURITY** Exhibitor must make provision for the safeguarding of his or her goods from the time they arrive at the display area until the goods are removed. The National Coffee Association and the JW Marriott Austin are unable to provide security in the exhibit area. The exhibition area is located in the JW Grand Foyer and may be available to attendees at all times.
- 9. PROTECTION OF THE DISPLAY AREA** Nothing shall be posted on or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the hotel, convention or exhibit area without the permission from the proper hotel authority and the National Coffee Association.
- 10. INSTALLATION AND DISMANTLING** Exhibitors may begin set-up at 12:00 pm on March 23, 2017. All displays must be in place by 6:00 pm, March 23, 2017. Space not occupied or set up by that time may be reassigned for other purposes. Dismantling of displays may begin at 12:30 pm on March 25, 2017.
- 11. AGREEMENT OF CONDITIONS** Each exhibitor and its employees agree to abide by these conditions, it being understood and agreed that the sole control of the exhibit table-top area rest with the National Coffee Association.
- 12. AMENDMENTS** The National Coffee Association shall have the sole authority to interpret and enforce all rules and regulations contained herein, to make any amendments thereto, and to make further rules and regulation as shall be necessary for the orderly conduct of the table-top displays.

Level 4 - JW Marriott Austin

NCA Annual Convention – March 23-25, 2017



- General Session*
- Breakout Session Rooms
- Exhibition
- Registration
- Seating for Friday Luncheon for all attendees**



* General Session is currently scheduled in Ballrooms 6, 7, & 8; however it may switch to Ballrooms 5 & 6.

** Seating for Friday's buffet luncheon is scheduled in Ballroom 5; however it may switch to Ballroom 7 & 8.
 This luncheon for all registered attendees is new this year and is included in the registration fees.