

*First-time exhibitors
please check here*

CONTRACT FOR EXHIBIT SPACE

CONTRACT MUST BE RECEIVED BY MON., June 8, 2009 (Please print clearly or type)

We hereby agree to the rules and regulations of the National Funeral Directors & Morticians Association, Inc. as set forth herein, all of which are made a part thereof. We further agree to all terms and conditions of the contract. We request the following exhibit space for our own use.

Booth _____ **Booth space number(s)** _____ **Booth space number(s)** _____ **Booth space number(s)** _____
size (i.e., 10x10; 20x30) **1st choice** _____ **2nd choice** _____ **3rd choice** _____

WE WOULD PREFER **NOT** TO BE LOCATED NEAR THE FOLLOWING COMPANIES, ORGANIZATIONS AND/OR AGENCIES, AND IF NECESSARY, WILL WAIVE OUR PRIORITY SPACE ASSIGNMENT TO HAVE THIS REQUEST MET.
 (Please give specific firm names, not types of business.)

The NFD&MA reserves the right to assign booth space to avoid conflict of displays or products. All exhibitors will be charged at the fee indicated below:

All booths must be dimensions of 10 x 10 and larger (no 8 x 10s)
 CORNER BOOTHS or any space including a corner \$15/sq. ft.
 ENTRANCE BOOTHS (gray shaded area on floor plan) \$15/sq. ft.
 ALL OTHER BOOTHS \$12/sq. ft.

TOTAL BOOTH COST

_____ sq. ft.* x \$ _____ per square foot = \$ _____
 (Example 10x10 = 100 sq. ft. or 20x30 = 600 sq. ft.)

If you would like to create an island booth, there is an additional \$500 fee

*Prices include:
 Standard piping and draping
 One (1) identification sign*

Full payment must accompany the contract to secure booth. NO EXCEPTIONS.
 Booth space cancellations after Fri., June 26, 2009 are **nonrefundable**.

 Name of exhibiting company/organization/agency Type of business (Please be specific)

 Name to appear on booth sign and floor plan

 Street Address

 City, State, Zip

 Telephone and area code Fax and area code Email

 Authorized signature Print name/title Date

PAYMENT MADE BY Check payable to NFD&MA, Inc.     Name on card _____

 Card number Expiration Date Security Code Signature

SPACE CONFIRMATION, EXHIBITORS' SERVICE INFORMATION MANUAL AND REGISTRATION MATERIAL SHOULD BE SENT TO: (If different from above)

 Name/Title

 Street Address

 City, State, Zip

 Telephone and area code Fax and area code

Return the original copy of the signed contract to:
 NFD&MA
 Exhibit Contract
 3951 Snapfinger Parkway, Suite 570
 Decatur, Georgia 30035

Retain the canary copy for your records.
 Booth space will be assigned in the order that contracts are received.
 For additional information contact:
 NFD&MA National Office
 Telephone 404-286-6680 Fax 404-286-6573

Statement of Exhibit Booth Regulations and Information on reverse side
NFD&MA OFFICE USE ONLY Please do not write in this space
 Contract received _____
 Total fee \$ _____ Booth No. (s) assigned _____
 Confirmation letter sent _____ Processor _____

NFD&MA, Inc.
72nd Annual Convention
August 1–6, 2009
COBO Center
Detroit, Michigan

Exhibit Booth Regulations & Information

The National Funeral Directors & Morticians Association, Inc. (NFD&MA) is a 501 (c)(6) tax exempt, non-profit trade association pursuant to the laws of Detroit, Michigan.

The contract for exhibit space must be signed by a duly authorized agent of the exhibiting company. Full payment must accompany the contract. If the exhibitor cancels booth space after Fri., June 26, 2009, booth fee will not be refunded.

Show Decorations: Shepard Exposition Services is the NFD&MA's official exhibit contractor.

Installation & Dismantling of Exhibits: It is mutually agreed that it is the duty and responsibility of each exhibitor to arrange for the installation of the exhibit before the opening of the exhibition and to arrange the dismantling of the exhibit immediately after the close of the exhibition. Arrangements for services of carpenters, painters, plumbers, electricians and other skilled labor, as well as laborers or porters, may be made through Shepard Exposition Services at established rates.

Storage & Packing Boxes & Crates: Exhibitors will not be permitted to store empty packing boxes or crates in booths during the exhibit period. They will be stored and delivered through the drayage service at standard rates.

Liability & Insurance: The exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the NFD&MA and the COBO Center against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof.

Security: Guard Service is provided by the NFD&MA during move-in, overnight, and during move-out. It is recommended that exhibitors take precautionary measures of their own such as the securing of small or easily portable articles of value, and removal of them to a place of safekeeping after the exhibit hours.

Overnight Storage: ALL GOODS WITH US ARE STORED AT YOUR RISK. We, NFD&MA shall not be liable for any injury, damage, loss, theft, or destruction, including but not by way of limitation, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or our agents, employees, or others), failure to act, breach of contract, breach of warranty, water, condensation, fires, floods, acts of God, or any act beyond our sole control.

We, NFD&MA are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover of property or assets at any particular time or place whatsoever; however, such losses may be incurred. We are not liable or chargeable with any loss of sales, income, resales, commissions, or brokerage, nor for any freight damage.

These conditions may not be changed, altered, modified or waived except in writing and signed by an authorized representative expressly authorized to do so by NFD&MA. Our failure to insist at any time upon any rights, limitations, remedies or conditions hereunder shall not be deemed a waiver thereof nor bar a subsequent assertion thereof.

Exhibitors are advised to carry insurance against damage, loss, fire and theft. Exhibitors shall present a copy of certificate of general liability insurance coverage, to be included with the Contract for Exhibit Space.

No exhibitor shall pin nor hang any merchandise or company literature on booth drapery. All items must be displayed on tables, backdrops or stands. Any damages to booth drapery will be billed back to the exhibitor.

Fire Prevention: No combustible decorations, such as crepe paper, cardboard or corrugated papers, shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored underneath table or behind drapes. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not permitted without the permission of the City of Detroit Fire Department.

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing

flammable fuels, which are placed on display, shall have no more than two (2) gallons of fuel in the tank. All fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the exhibit area in the event of an emergency. Drop cloths must accompany each vehicle.

All electrical wiring shall be installed in manner approved by the city of Detroit Electrical Inspector. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.

If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, the exhibitor shall communicate with the COBO Center for information concerning facilities or regulations.

LP GAS TANKS: No LP gas tanks, empty or filled, may be stored in the COBO Center.

Removal/Cancellation of Exhibit: If the result of an inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs a fire hazard, the right is reserved to cancel all or such part of the exhibit as may be irregular.

Video Projection & Sound Devices: Projection machines are limited in their operations to demonstrations only and shall not be used for showings designed to attract or amuse visitors.

Use of Space: The exhibitor's display must be contained completely within the specified boundaries of the booth space in compliance with the following provisions. No portion of the display may extend into the aisle nor into any adjoining booth or other area outside the perimeters of the booth. The display must provide sufficient standing or seating area within said perimeters to accommodate the booth attendants as well as any anticipated stationary audience which the display is designed to attract. The exhibitor may not use any portion of the aisles, entrances or other common traffic ways of the exhibit hall for the conduct or solicitation of business, for the promotion of products or services, or for the distribution of literature, materials or souvenirs.

No exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of the NFD&MA. The NFD&MA shall have the right, at the discretion of the Exhibit Manager, to remove any materials from a non-exhibiting company, agency or organization on display as an exhibit booth. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

Standard Booth: The standard booth equipment as furnished by the NFD&MA will consist of fully draped back wall, draped side rails and an identification sign. The side portions will be 36 inches high. No built-up exhibits or construction shall exceed 8 feet in background height or 36 inches in division rail height except as provided below. In the front half of the booth, the maximum height along side the division rails shall be 4 feet. If the background exceeds 36 inches in height, it may not extend out from the background more than half the depth of the booth. No organization, company name or advertising shall be displayed above the permissible height of the background for any exhibit. No construction which may obscure the view of adjacent booth is allowed at the sides of the booth.

Care of Building and Equipment: Exhibitors and their agents shall not injure or deface the walls of the building, the booth or the equipment of the booths. Exhibitors are forbidden to drive stakes, nails, or screws into the walls, floors, columns or other parts of the building, equipment or furniture in connection with an exhibit. Repairs for damages will be at the expense of the exhibitor.

Restrictions in Operation & Exhibits: The exhibitor agrees to comply strictly with the applicable terms and conditions contained in the agreement between the NFD&MA and the COBO Center regarding the exhibition premises. The NFD&MA reserves the right to restrict exhibits which because of noise, method of operation, materials or any other reason become objectionable, and also to prohibit or evict any exhibit which in the opinion of the NFD&MA may detract from the general character of the exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the NFD&MA determines is objectionable to the exhibition or does not conform to NFD&MA standards. In the event of such restriction or eviction, the NFD&MA is not liable for any refund or other exhibit expenses.