

# 2023 EXHIBIT SPACE APPLICATION



**APRIL 23-25, 2023**

MUSIC CITY CENTER, NASHVILLE TN

**Step one:** Email your completed form based on schedule below\* to expo@npga.org.

**Step two:** If you are making your deposit by check (as opposed to credit card), send the check **with a copy of the completed form to:** National Propane Gas Association, P.O. Box 418496, Boston, MA 02241-8496.

Please type or print clearly and complete all sections of this application. It is important to select four booth choices in order of preference to expedite your placement. Reservations are accepted in priority order based on number of years exhibiting at the Expo\*. Current floor plan, exhibitor placement, and years exhibiting can be found at [www.npgaexpo.org](http://www.npgaexpo.org).

**Note: you must email a copy of form to expo@npga.org first or your placement will be delayed.**

CONTACT NAME please print

COMPANY NAME as it should appear in marketing materials

ADDRESS

CITY

STATE

ZIP

COUNTRY

CONTACT PHONE **REQUIRED**

CONTACT CELL **REQUIRED**

FAX

CONTACT EMAIL **REQUIRED**

COMPANY WEBSITE

Please send me more information on sponsorship opportunities available at the 2023 Expo.

## BOOTH SPACE SELECTION

\* Exhibitor Reservation Timeline: Booth selection is based on the number of years as an Expo exhibitor. Please note the schedule as follows:

| Week | Open Date         | # of Years |
|------|-------------------|------------|
| 1    | October 10, 2022  | 74-40      |
| 2    | October 17, 2022  | 39-20      |
| 3    | October 24, 2022  | 19-12      |
| 4    | November 7, 2022  | 11-7       |
| 5    | November 14, 2022 | 6-5        |
| 6    | November 28, 2022 | 4-3        |
| 7    | December 5, 2022  | 2-1        |
| 8    | December 12, 2022 | All        |

You can find the number of years your company has exhibited by visiting [www.npgaexpo.org](http://www.npgaexpo.org). Selections are not guaranteed until a confirmation is issued from NPGA. Should the selections noted not be available, the contact listed above will be notified and provided with alternative selections.

## Please indicate FOUR booth preferences below

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

### EXHIBIT CATEGORY (please select one)

- Appliance    Autogas    Container    Equipment    Services  
 Technology    Vehicle    Other \_\_\_\_\_

## EXHIBIT RATES

Exhibit space is available in 10' x 10' increments. Vehicle space may be purchased in 10' x 30' increments with a minimum of 300 square feet. Corner booths require a surcharge. Select the applicable rate. To be eligible for the NPGA member rate, membership must be active and paid in full for the current membership year at the time the exhibit space application is submitted. If your company is not a member of NPGA, you will be charged the non-member rate.

**NPGA MEMBER NUMBER (required to receive member rate)** \_\_\_\_\_

### NPGA MEMBER RATES (per square foot)

- \$18.50 under 400 sq ft    \$17.00 400 sq ft and over  
 \$12.00 vehicle sq ft    \$55.00 corner premium (per corner)

### NON-MEMBER RATES (per square foot)

- \$37.00 under 400 sq ft    \$34.00 400 sq ft and over  
 \$24.00 vehicle sq ft    \$110.00 corner premium (per corner)

## Autogas Pavilion Discounted Pricing

Autogas Pavilion discounted pricing applies **ONLY** to those exhibitors who are exhibiting in **BOTH** the Autogas Pavilion and on the Expo show floor.

### NPGA MEMBER RATES (per square foot)

- \$10.50 under 400 sq ft    \$9.50 400 sq ft and over    \$7.00 vehicle sq ft

### NON-MEMBER RATES (per square foot)

- \$21.00 under 400 sq ft    \$19.00 400 sq ft and over    \$14.00 vehicle sq ft

## PAYMENT INFORMATION



**Please note: Submitting incomplete applications will delay confirmation of booth selection.**

**Email completed pages 1 & 2 to expo@npga.org**



# 2023 TERMS AND CONDITIONS



The National Propane Gas Association (hereinafter "Show Management") is the producer of the Southeastern Convention & International Propane Expo™ (hereinafter "Expo") scheduled to be held **Sunday, April 23 – Tuesday, April 25, 2023** at the Music City Center, Nashville, TN. The completion and acceptance of the exhibitor application constitutes a contract for participation in the Expo. The company or person (hereinafter "Exhibitor") applying for exhibit space agrees to comply with the Terms and Conditions stated below.

## Eligibility

Exhibiting at the Expo is open only to those companies selling or having the potential of selling a product or service for use in the propane industry. Participation requires the purchase of booth space. No firm or organization not assigned booth space shall be permitted to solicit business within the Expo area. Show Management reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of Show Management, likely to be compatible with the general character and objectives of the Expo.

## Booth Fees

Exhibit space must be purchased in 10' x 10' increments. Vehicle space may be purchased in 10' x 30' increments (subject to availability) with a minimum of three-hundred square feet. Corner booths shall be charged at a premium. Members of the National Propane Gas Association are eligible for discounted booth space. Membership in the Association must be active and paid in full for the current membership year at the time the exhibitor application is submitted. The membership discount rate shall not apply to subsidiaries or principals of a member company.

## Payment

Exhibitor applications must be submitted with a 50% deposit of the total amount due. Exhibitor applications submitted without payment shall not be processed. The remaining balance is due on or before December 31, 2022. Exhibitor applications received after December 31, 2022 must be accompanied by full payment. Any Exhibitor failing to occupy booth space is not relieved of the obligation of paying the full rental fee.

## Cancellation

Cancellations must be submitted in writing to Show Management. Booth cancellations received prior to December 31, 2022, will receive a full refund. Booth cancellations received on or after December 31, 2022 but prior to January 31, 2023, will receive a 50% refund. No refunds will be given for cancellations received on or after January 31, 2023. If Exhibitor fails to make a required payment by the date specified within the contract, Show Management may terminate this contract (and Exhibitor's participation in the Expo) without obligation to refund monies previously paid, and without penalty, liability, or expense to Show Management. Show Management reserves the right to refuse Exhibitor permission to move-in and set-up a display if Exhibitor is in arrears of any payment due to Show Management, whether or not for the Expo. Show Management shall treat an Exhibitor's downsizing as a cancellation of the original booth space, and downsizing is subject to a cancellation fee.

## Booth Assignments

Booths are assigned based on number of consecutive years exhibiting, order in which the application is received, booth size and membership status. Booth assignments are not guaranteed until a written confirmation is issued from Show Management. Booth assignments will be issued beginning on October 10, 2022. Show Management reserves the right to assign in its sole discretion the location of booths or to alter the location of Exhibitors if in the best interest of the Expo. The booth space contracted is to be utilized solely by the company whose name appears on the exhibitor application. Exhibitors shall not assign or sublet space and may not advertise or display goods other than those manufactured, sold, or distributed in the regular course of business. Show Management reserves the right to move an Exhibitor to a new location if the Exhibitor requests a downsizing of space.

## Registration

Two complimentary exhibitor registrations shall be issued for each one hundred square feet of standard booth space purchased. One complimentary exhibitor registrations shall be issued for each one hundred square feet of vehicle space purchased. Additional exhibitor personnel may register at an additional fee. Exhibitor personnel shall be required to register and wear official badges for access to the Expo at all times. Badges are non-transferable, and badges worn by other than the individual to whom the badge was issued shall be confiscated. Exhibitor badges may only be utilized by employees of the exhibiting company. Exhibitors are prohibited from registering clients or guests as exhibitor personnel. Exhibitors' spouses and children must register and have an official badge to access the exhibit hall. Exhibitor shall not be permitted to access the Expo earlier than one hour prior to the scheduled opening time and shall not be permitted to remain in the Expo after closing time.

## Booth Construction

All exhibits must be arranged and constructed in accordance with the IAEE guidelines, provisions, and limitations contained in the Exhibitor Service Kit. Exhibitors failing to comply with height restrictions and line-of-sight guidelines shall be required to rectify the violation at their own expense. Exposed parts of a display must be finished and aesthetically pleasing to the eye. Exhibitor displays that do not meet the IAEE guidelines, provisions and other limitations contained in the Exhibitor Service Kit shall have their booth moved, rearranged, or dismantled at the Exhibitor's expense. Show Management shall determine the color scheme for back walls, side rails and aisle carpet. Booth rental does not include carpet. Exhibitor is responsible for carpeting all rented space. Booth space not carpeted by 3:00pm on Sunday, April 23, 2023 shall be done so by the official service contractor at the Exhibitor's expense.

## Installation and Removal

Show Management reserves the right to determine the time of installation and removal of all exhibits. Booths over four-hundred square feet will be targeted for early move-in on Friday, April 21, 2023. Installation of all exhibits must be fully completed by 3:00pm on Sunday, April 23, 2023. Any space not claimed by 1:00pm on Sunday, April 23, 2023 may be resold or reassigned without refund. No Exhibitor shall be permitted to dismantle or repack any part of the display prior to the closing of the tradeshow on Tuesday, April 25, 2023 at 12:01pm. Exhibitors documented by show management as dismantling prior to 12:01pm on Tuesday, April 25, 2023 are subject to loss of priority placement in the booth space selection process for subsequent years and/or financial penalty.

## Exhibitor Appointed Contractors

Exhibitors may provide their own appointed contractor for the installation and dismantling of their display. Exhibitor shall notify Show Management with intent to utilize an appointed contractor by March 21, 2023. Exhibitor is responsible for ensuring that any appointed contractor supplies Show Management with a valid Certificate of Insurance, naming National Propane Gas Association as additional insured, with a minimum of \$1,000,000 liability coverage, including property damage. Exhibitors shall advise appointed contractors to check in with Show Management upon arrival at the Expo and provide work orders for verification. Upon verification, official service badges will be issued allowing access to the Expo during installation and dismantling hours only. Exhibitor appointed contractors are not permitted in the Expo during show hours.

## Exhibitor Service Kit

Approximately three months prior to the Expo, Show Management shall distribute an Exhibitor Service Kit to the contact listed on the exhibitor application. The Exhibitor Service Kit will include information integral to participation in the Expo, including but not limited to: additional terms and conditions, official contractor services, registration, shipping and drayage, utilities and building services, display rules and regulations, and move-in/move-out schedules.

## Age Requirement

No one under the age of 18 will be permitted in the Exhibit Hall during move-in or move-out, regardless of affiliation or circumstance. Proof of age will be required. Parent or guardian must sign a liability waiver and register children under the age of 18 for access to the Expo during official show hours. Children under the age of 18 must wear a badge and be accompanied by a parent or guardian at all times when accessing the Expo during official show hours.

## Display Operations

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, distracts from the general character of the Expo as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, or display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the Expo as a whole. All demonstrations or other activities must be confined to the limits of the Exhibitor's booth space and are not permitted in the aisles or public space. No demonstrations, sampling, giveaways, solicitations, etc. will be permitted in the aisles or public space. Specialty lighting, video presentations, and promotional lighting projected on exhibit hall walls, ceiling, or floor not contracted for is prohibited. Exhibits that include the operation of musical instruments, radios, sound, and/or public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisle to be blocked. No Exhibitor may use music, whether live or recorded, in its booth without appropriate music licensing agreements for the performance of any copyrighted music utilized by the Exhibitor. Exhibitor is solely responsible for obtaining all necessary licenses and permits to use music, photography, and other copyrighted materials within the display.

# 2023 TERMS AND CONDITIONS CONTINUED



## Fire Code Regulations

The use of open flames as part of an exhibit or display must be individually reviewed and approved by the Music City Center Services Department and the Fire Marshall for the State of Tennessee. Exhibitor must submit requests to the Music City Center in writing and include appropriate and required documentation. The Exhibitor Service Kit will include an open flame specification form for Exhibitors to complete in order to receive approval to demonstrate products with open flames. Show Management reserves the right to require any exhibitor to discontinue operating products with an open flame. Under no conditions shall containers with LP-Gas of more than five pounds be permitted in an exhibit or display. Containers with LP-Gas must be placed at least twenty feet apart from one another. Exhibitor must have documentation certifying that the appliance is safety tested in accordance with all applicable standards and listed for the intended use of the appliance. All appliances must be installed in accordance with all applicable local codes and according to the owner's manual. Exhibitor must have copies of the owner's manual on premises for the appliances being demonstrated. Nashville uses the following codes: NFPA 54, NFPA 58, NFPA Life Safety Code 101. Each appliance must have a shut off valve within 3 feet of the appliance and readily accessible. The shut off valve must be closed at the end of each business day. All cylinder valves must be closed at the end of each business day. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Vehicles on display shall have a full fuel tank. Battery cables must be removed from the batteries used to start the vehicle engine. The disconnected battery cables must be taped to avoid potential sparks. Exhibits or displays using LP-Gas must have an ABC fire extinguisher and designated booth personnel to operate the fire extinguisher.

## Restricted Market Areas

Exhibitors displaying products and/or services whose distribution, sale, or use is prohibited in any area of the United States or foreign country must provide information to Expo attendees showing those areas of restriction or those areas approved for the products and/or services in question.

## Hospitality Suite and Meeting Room Policy

Hospitality suites and other functions may not be scheduled during the official show hours of the Expo. Requests for hospitality suites or meeting space must be arranged and approved by Show Management. Prior to obtaining a hospitality suite or meeting space, companies must be a confirmed exhibitor or sponsor. Any violators of this policy shall not have the privilege of obtaining a hospitality suite or meeting space during future Show Management events. The assignment of hospitality suites and meeting space is monitored by Show Management through agreements with the official host hotels. Show Management reserves the right to postpone, delay, or cancel any function conflicting with official show hours of Expo. Hospitality suites and meeting space are assigned on a right of first refusal basis to the companies hosting events from the previous year's event. Any remaining hospitality suites and meeting space will be assigned on a first come, first reserved basis.

## Food and Beverage

All food and beverage arrangements must be made through the official catering contractor designated by the facility, and only food and beverage purchased from the official catering contractor may be served during the Expo. Any food and/or beverage items used as traffic promoters (i.e. bottled water, candy, popcorn, etc.) must be purchased through the official catering contractor.

## Security

Show Management shall provide 24-hour access control from the beginning of move-in to the end of move-out. Exhibitor agrees that provision of such services constitutes adequate discharge of all obligation of Show Management to supervise and protect Exhibitor's property. Show Management shall not be held responsible for loss of any kind and advises Exhibitor to exercise normal precautions to discourage pilferage. No responsibility is assumed by Show Management for goods delivered to the Expo or for material left in the exhibit area at any time.

## Freight

Exhibitors are responsible for coordination and payment of their freight to and from the Expo. The official service contractor has sole jurisdiction to deliver all freight to and from the convention center loading docks. Freight movement through convention center lobbies via the elevators and escalators is strictly limited to hand carried items. Dollies, flatbeds, hand trucks, or anything mechanical are prohibited. Materials which require the use of wheeled or

mechanical equipment must be delivered to the exhibit hall via the loading dock. All property of the Exhibitor is understood to remain under Exhibitor's custody and control in transit to and from the confines of the Expo. Any freight remaining on the exhibit hall at the end of the published hours for display dismantle, shall be placed with a freight carrier at the expense of the Exhibitor.

## Union Labor

Exhibitors are required to observe all contracts in effect between or among Show Management, service contractors, labor unions, and the Music City Center.

## Liability

Show Management shall not be liable for loss or damage to the property of an Exhibitor, its representatives, employees, agents or guests, arising from theft, fire, accident, or other cause. Show Management shall not be liable for personal injury to the representatives, employees, agents, or guests of the exhibitor which injuries may arise from, or be in any way connected with, the use or occupancy of the rented area.

## Facility

Exhibitor and its agents shall not injure any part of the exhibit building, the booths, booth content or show equipment and décor. If Exhibitor does such damage, Exhibitor shall be liable to the owner of the property so damaged.

## Insurance

Exhibitor acknowledges that Show Management does not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance, at its own expense, including, if desired, business interruption and property damage insurance covering losses by the Exhibitor.

## Laws Applicable

Exhibitor shall comply with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the Expo. Show Management and the official service contractors have no responsibility pertaining to Exhibitor's compliance with such laws.

## Indemnification

Exhibitor agrees to indemnify and hold harmless Show Management against all claims of damages, losses, or charges of anything resulting from Exhibitor's occupancy of the space contracted. In addition, Exhibitor shall indemnify Show Management from any and all loss, cost, damage, or liability arising from or out of any accident or other occurrence to anyone, including the Exhibitor, its agents, employees, and business invitees, which arise from, by reason or out of the Exhibitor's occupancy and use of the space contracted.

## Disruption of Show

In the event the Expo is interrupted or canceled for any reason, Show Management at its sole option may return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred by Show Management in connection with the Expo. In the event the Music City Center or any part thereof shall be destroyed, damaged by fire or other cause, or become unavailable as a whole or in part, for a portion or for the entirety of the agreement period for any reason whatsoever, or if any casualty or unforeseen occurrence shall render the fulfillment of this agreement impossible, illegal or inadvisable, including, without limitation, the requisitioning of the Music City Center by any government entity, then and thereupon the parties to the agreement shall amend the agreement in a fashion that shall be mutually acceptable or the agreement shall be terminated by Show Management at its sole option. Exhibitor hereby waives any claim against Show Management for damages or compensation for such termination should the agreement be so terminated.

## Other Regulations

Any and all matters not specifically covered by the preceding terms and conditions shall be subject solely to the decision of Show Management. Show Management shall have full power to interpret, amend, and enforce these terms and conditions. Exhibitor, and its agents, agrees to abide by the foregoing terms and conditions and by the amendments or additions thereto in conformance with the preceding sentence. Exhibitor, or its agents, who fail to observe these terms and conditions, or who, in the opinion of Show Management, conduct themselves unethically, may immediately be dismissed from the exhibit area without refund or other appeal.