

2024 EXHIBITOR GENERAL INFORMATION

1. **Dates/Location:** April 24-25, Sheraton Crown Center in Kansas City

2. **Attendees:** Approximately 1,000 agri-marketing professionals and students

3. **Exhibit Hall Activities:**

A. Installation: May begin Wednesday, April 24 at 8:00 a.m. All exhibits must be erected by 5:00 p.m., Wednesday, April 24. NOTE: There will NOT be set up hours on Tuesday, April 23.

B. Exhibit Hours: Wednesday, April 24 from 6:00–7:30 p.m., Thursday, April 25 from 12:30–2:00 p.m. and 4:30 - 6:00 p.m.

C. Dismantle: Thursday, April 25 from 6:00–11:00 p.m. (No exhibitor is permitted to pack or remove exhibited articles prior to the closing of the show.)

4. **Booth Space Price:** (10' x 10' space) = \$600 (This includes one exhibit hall only pass.) Trade in your exhibit hall only pass and receive \$100 off one full conference registration. Additional exhibit hall only passes are \$395 for members and \$595 for non-members (includes a year of membership) with a max of two per booth space.

Multiple space discount:

2 spaces = 10% off of the single booth price for a total of \$1,080

3 spaces = 15% off of the single booth price for a total of \$1,530

4 spaces = 20% off of the single booth price for a total of \$1,920

5 or more spaces—call for price

Required deposit is payment in full for the space desired. Cancellations must be made in writing and are subject to a non-refundable 10% cancellation fee. NO refunds are given after March 27, 2024.

5. **Booth Location:** Booth spaces will be assigned by NAMA and will be determined by:

- NAMA Membership
- Level of conference sponsorship
- Date the contract and payment are received
- History of exhibiting at past NAMA conventions
- Separation of competitive companies
- Uniform display area and traffic flow

6. **Convention Program:** To be listed as an exhibitor in the convention program, exhibitor's contract and payment must be received no later than March 27, 2024.

7. **Exhibit Hall Sales:**

Sherry Pfaff, NAMA
8700 State Line Road, Suite 105
Leawood, KS 66206
(913) 491-6500
sherryp@nama.org



2024 EXHIBITOR RULES AND REGULATIONS

1. The Exhibitor Agrees:

- A. All provisions of the Exhibitor Rules and Regulations as shown below will be part of this contract.
- B. This contract is for:
One (1) or more 10' x 10' exhibit spaces, a uniform back wall and side rails, both draped; and a one-line company identification sign.
- C. Reservation of space is considered accepted only if exhibitor receives written confirmation from the Exhibit Hall Manager.

2. Exhibitor Personnel:

Each exhibitor shall receive one (1) exhibit hall only pass. Additional exhibit personnel may purchase full conference registrations or exhibit hall only passes prior to or at the conference. Exhibitors may also trade in the exhibit hall only pass and receive \$100 off one full conference registration.

(A maximum of two exhibit hall only passes per booth space.) Additional exhibit hall only passes are \$395 for members and \$595 for non-members. The non-member rate includes a year of membership.

- 3. Liability: The National Agri-Marketing Association (NAMA), Sheraton Crown Center Hotel in Kansas City and the decorator (George Fern) shall not be responsible for any loss, damage or injury that may occur to the exhibits, their employees or property, from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing the contract, expressly releases NAMA, the Sheraton Crown Center Hotel and the decorator from and agrees to indemnify same against any and all claims for such loss, damage or injury.

4. Exhibit Hall Decor:

- A. Use of tape, paste, tacks, nails or other such devices affixing displays to the walls and other permanent structures within the Exhibit Hall is forbidden.
- B. All aisle or corridor space is under control of NAMA and shall not be used for lobbying, distribution of literature, signage or demonstration purposes.
- C. The Silent Auction will be located in the Connection Point. Only NAMA and/or sponsor signage will be allowed in this area. No exhibitor signage may be placed in this area.

- D. A themed area will be in the center of the Connection Point. This is a sponsored area for use by NAMA only for additional activities. NAMA reserves the right to utilize the themed area for sponsored activities and sponsor signage. Only NAMA and/or sponsor signage will be allowed in this area. No exhibitor signage may be placed in this area.
- E. Maximum height for any exhibit is 10'. Hanging displays from the ceiling of the Exhibit Hall is forbidden.
- F. All display fixtures must be confined to the interior of the exhibitor's booth space. No signage or displays may be affixed to the exterior draping of the booth space.
- G. The exhibit area is NOT carpeted in the Crown Center Exhibit Hall at the Sheraton.

5. Other Conditions:

- A. No space shall be sublet for any reason.
- B. NAMA reserves the right to reject or prohibit any exhibitor or proposed exhibit which, in its opinion, is not suitable to, or in keeping with, the character of this conference. This reservation concerns persons, things, conduct, printed items, souvenirs or other matter affecting the character of the exhibit hall.
- C. Excessive noise is prohibited and will be under the supervision of NAMA.
- D. Exhibitors are limited to one (1) prize drawing per trade show session over the exhibit hall PA system. Exhibitors may have additional drawings from their booth.
- E. Dismantling of exhibits may begin at 6:00 p.m., Thursday, April 25, 2024, and must be completed by 11:00 p.m. No exhibitor shall have the right prior to the closing of the show to pack or remove articles on exhibit. Exhibitors violating this section of the agreement may be restricted from participating as an exhibitor at future events.
- F. The exhibitor agrees that NAMA shall, without incurring any liability for damage or loss, have the right to dismantle, pack and ship any property of any exhibitor who has failed to do so in the time allotted, or to order such work done at the sole expense of the exhibitor.