

2023

SMACNA ANNUAL CONVENTION

OCTOBER 15 - 18 / PHOENIX, AZ



SMACNA PRODUCT SHOW BOOTH SPACE APPLICATION FORM

COMPANY INFORMATION

Company Name _____ Exhibiting As (if different from Company Name) _____

Company Address _____ City _____ State/Province _____ Zip Code _____ Country _____

Company Phone _____ Company Website _____

Primary Contact Name _____ Primary Contact Job Title _____

Primary Contact Email _____ Primary Contact Phone _____

Billing Contact Name _____ Billing Contact Job Title _____

Billing Contact Email _____ Billing Contact Phone _____

Secondary Contact Name _____ Secondary Contact Job Title _____

Secondary Contact Email _____ Secondary Contact Phone _____

Additional Contact Name _____ Additional Contact Job Title _____

Additional Contact Email _____ Additional Contact Phone _____

OPTIONAL

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What products/services does your company manufacture or supply?

- Architectural Metal Products
- Ductwork or Accessories
- Machinery
- Software / Apps
- Tools / Hardware
- Other Products or Services (please specify): _____

SMACNA PRODUCT SHOW BOOTH INFORMATION

10 x 10

- SMACNA Premier Partner - Complimentary
- SMACNA Platinum, Gold, or Silver Associate Member - Complimentary*
- SMACNA Bronze Associate Member - \$4,000
- SMACNA Member Contractor - \$4,000
- Non-Member - \$4,500

10 x 20

- SMACNA Premier Partner - \$3,000
- SMACNA Platinum, Gold, or Silver Associate Member - \$3,000*
- SMACNA Bronze Associate Member - \$7,000
- SMACNA Member Contractor - \$7,000
- Non-Member - \$9,000

* If your company selected two complimentary registrations to the 2023 SMACNA Annual Convention in lieu of a complimentary 10 x 10 booth at the SMACNA Product show, you will be billed at the Bronze Associate Member rate for your booth.

2023 SMACNA Product Show booth fees for Non-Member companies will require a nonrefundable 50% deposit within 30 calendar days from the date of official application acceptance by SMACNA, with the remaining nonrefundable 50% due by May 1, 2023. For SMACNA Premier Partner and Associate Member companies, all 2023 SMACNA Product Show booth nonrefundable fees will be due by May 1, 2023. All applications for 2023 SMACNA Product Show booth space completed and accepted after May 1, 2023 will require full payment at the time of acceptance.

To assist in the assignment of exhibit booth space, please list any companies who have product lines or service offerings that directly compete with your company.

1) _____

3) _____

2) _____

4) _____

2023 PRODUCT SHOW RULES, REGULATIONS, AND BYLAWS

SPACE ASSIGNMENT

Space assignments will be made available in early 2023 and are on a first-come, first-served basis with the following exceptions:

- SMACNA Premier Partners, Associate Members, and Members exhibiting must be in good standing and must have paid their 2023 annual dues prior to space assignment confirmation. If dues are not current, space assignment will revert to a non-member status.
- All exhibitor requests for specific locations in relationship with other exhibitors will be honored as available with priority to appropriate SMACNA Premier Partners, Associate Members, and Member classifications.
- SMACNA Premier Partners have first booth selection priority followed by Platinum, Gold, Silver, and Bronze Associate Members. All other exhibiting companies will be assigned after this process on a first-come first-served basis.

PAYMENT

2023 SMACNA Product Show booth fees for Non-Member companies will require a nonrefundable 50% deposit within 30 calendar days from the date of official application acceptance by SMACNA, with the remaining nonrefundable 50% due by May 1, 2023. For SMACNA Premier Partner and Associate Member companies, all 2023 SMACNA Product Show booth nonrefundable fees will be due by May 1, 2023. All applications for 2023 SMACNA Product Show booth space completed and accepted after May 1, 2023 will require full payment at the time of acceptance.

BADGE ALLOTMENTS

All 2023 SMACNA Product Show exhibitors will be granted an allotment of two (2) complimentary exhibitor badges for the first 100 square feet of space rented and an additional two (2) complimentary exhibitor badges for each additional 100 square feet of space rented. Exceptions to this are as follows:

- Gold Associate Members will be granted an allotment of four (4) complimentary exhibitor badges for the first 100 square feet of space rented and an additional two (2) complimentary exhibitor badges for each additional 100 square feet of space rented.
- Premier Partners and Platinum Associate Members will be granted an unlimited allotment of complimentary exhibitor badges no matter how much exhibit booth space is rented by their respective companies.

BOOTH FEES

The cost for participation in the 2023 SMACNA Product Show per 10 x 10 booth is \$4,000 for SMACNA Members and \$4,500 for Non-Members. SMACNA Premier Partners, Platinum, Gold, and Silver Associate Members have the option to receive one (1) complimentary 10 x 10 booth.

Additional 10 x 10 booth space can be purchased for \$3,000 by SMACNA Premier Partners, Platinum, Gold, Silver, and Bronze Associate Members, and SMACNA Member Contractors. Additional 10 x 10 booth space can be purchased for \$4,500 by Non-Members.

CANCELLATIONS

Should an exhibitor wish to cancel their booth space, the following shall apply:

- Payment for 2023 SMACNA Product Show booth space is nonrefundable, and SMACNA does not allow for refunds after payment has been processed. In the event of an extenuating circumstance, it will be at the sole discretion of SMACNA as to whether a one-time use credit can be issued. A request for one-time use credit must be made in writing to SMACNA.
- No cancellation shall be acknowledged unless received in writing by SMACNA.
- The date upon which the notice of cancellation is received shall apply as the official date of cancellation.
- Upon exhibitor notification to SMACNA of cancellation, SMACNA reserves the right to re-sell the space vacated.
- Booth space that has been assigned shall be accepted unless reflected in writing to SMACNA within five (5) business days from the date of confirmation.

LIABILITY INSURANCE

Insurance protection will not be afforded to the exhibitor by either the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) or the JW Marriott Phoenix Desert Ridge Resort & Spa. **All exhibitors must carry their own insurance to cover exhibit materials and all equipment against damage.**

Neither SMACNA, the JW Marriott Phoenix Desert Ridge Resort & Spa, nor any of the officers or employees of the above will be responsible for the safety of property of exhibitors from theft, strikes, damage by fire, water, storm, vandalism or other causes.

Exhibitors and their contractors shall maintain Commercial General Liability Insurance, including bodily injury/property damage, products and completed operations, personal injury and contractual liability of at least \$1 million per occurrence and \$2 million aggregate, at their sole cost and expense, for all of its activities and property at the 2023 SMACNA Product Show, and shall have SMACNA and the JW Marriott Phoenix Desert Ridge Resort & Spa named as additional insured on all such policies.

Exhibitor warrants that by signing this Agreement they will comply specifically with the insurance requirements of the Agreement. Evidence of insurance coverage, in the form of a valid Certificate of Insurance specifying that the coverage includes activities at the 2023 SMACNA Product Show, must be provided to SMACNA at its request.

Exhibitors are charged with knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety affecting their participation in the exposition. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor. If unusual equipment is to be installed, or equipment that might conflict with fire codes is to be used, the exhibitor must communicate this with SMACNA and wait for approval from the Fire Marshall before proceeding. Exhibitor agrees to indemnify, defend, and hold SMACNA harmless from any and all claims arising from the acts or omissions of exhibitor, its employees, subcontractors or agents.

EXHIBIT MANAGEMENT

All exhibits will be under the management and control of SMACNA. Only authorized staff have the authority to make decisions affecting exhibit activities. All questions regarding the 2023 SMACNA Product Show should be directed to:

SMACNA
4201 Lafayette Center Drive
Chantilly, VA 20151
Phone: 703-803-2980

ACCEPTANCE

Our company hereby submits our application for exhibit space(s) for our use at the 2023 SMACNA Product Show in Phoenix, Arizona on October 17, 2023. The required fees paid by our company will be remitted in accordance with policies and procedures established by the Sheet Metal and Air Conditioning Contractors' National Association, Inc.

My signature confirms that I have read, understand, agree, and will comply with the published rules & regulations including the payment policy as stated in this document. We understand that this is a binding contract upon acceptance by SMACNA and is subject to all the terms, conditions, rules, and regulations that hereto constitute a part of, or are included in this contract.

We further agree that if, in the judgment of SMACNA, it becomes necessary to change the original allocation of space, SMACNA may do so by notifying the authorized exhibitor representative. SMACNA reserves the right to reject any 2023 SMACNA Product Show booth application for any reason. My signature confirms that I have read, understand, agree, and will comply with the published rules & regulations including the payment policy as stated in this document and the 2023 SMACNA Product Show Terms and Conditions.

Signature _____

Name _____

Title _____

Date _____

EXHIBITOR SCHEDULE *(subject to change)*

Installation Date
Monday, October 16, 2023
1:00 PM – 5:00 PM

Show Date
Tuesday, October 17, 2023

Exhibitor Breakfast
6:30 AM – 7:00 AM

SMACNA Product Show
7:00 AM – 11:30 AM

Booth Move-Out & Dismantling
Tuesday, October 17, 2023

All materials must be removed from the exhibit area by 3:00 PM after the conclusion of the 2023 SMACNA Product Show. All materials not removed from the area within that period will be discarded. SMACNA cannot be held responsible for the shipment, set up, labor, security, or damage to any booth display.

EXHIBITOR SERVICE MANUAL

An Exhibitor Service Manual containing general and technical information regarding the 2023 SMACNA Product Show, the facilities of the SMACNA Product Show site, instructions, rates and pertinent information regarding the services of the official SMACNA Product Show contractors will be provided prior to the SMACNA Product Show to exhibitors who have paid in full for their exhibit space.

Any changes or additions to the rules and regulations will be included in the Exhibitor Service Manual. All exhibitors are strongly encouraged to purchase services in advance. Services not ordered in advance may be limited or unavailable on-site and must be procured through the SMACNA Product Show Service Desk which will be maintained at the facility.