

Consultation Suites

Expand your booth space and showcase your products and services in a private room right on the Expo Floor!

Deadline: April 3, 2019

A limited number of 12' x 12' Consultation Suites are available on a rental basis for companies interested in private meetings or demonstrations for clients. Consultation suites are located on the Expo Floor and will be available for use **during show hours ONLY** on Wednesday and Thursday.

NAR reserves the right to decline applications for consultation suites if, in the sole discretion of NAR, it is determined that such conference room assignments would create a conflict with the purpose of the **REALTORS® Legislative Meetings & Trade Expo**. Consultation suites will be treated as booth space and must abide by many of the same rules & regulations. Participants / Exhibitors cannot charge an admission fee to attendees.

Consultation Suite Rental for the duration of the show (choose one):

☐ **\$4,200** (Standard Rate) ☐ **\$3,700** (Discount Rate for companies currently exhibiting at the 2019 Trade Expo)

Each Consultation Suite includes the following:

- 12' x 12' hardwall conference room with lockable door
- One (1) standard electrical outlet
- One (1) 22" x 28" sign with company name and logo (send logo to kneuharth@heexpo.com)
- Listing on the REALTORS® Legislative Meetings & Trade Expo website
- Listing in the official *Program & Expo Guide* included with general exhibitor listings (**Note: to be eligible, we must receive your order form / payment by the April 3rd deadline.**)
- Four (4) exhibitor badges
- All exhibitor privileges and accessibility to vendors
- One (1) Table, four (4) chairs and a wastebasket (**NOTE: additional / custom furniture, catering, Internet, etc. must be ordered through the online exhibitor service manual.**)

Company Name: _____

Address (No. P.O. Boxes, please): _____

City/State/Zip _____

Contact Name: _____ Contact Signature: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

PAYMENT METHOD: FULL PAYMENT DUE WITH ORDER

☐ **Check** (make check payable to: **NAR Expo**)

☐ **Credit Card** (Check here to have invoice sent with online credit card payment information.)

Remit signed form with payment to:

Fred Champagne
NAR Expo c/o Hall-Erickson, Inc.
98 E. Chicago Avenue, Suite 201
Westmont, IL 60559
Phone: 800.752.6312
Fax: 630.434.1216
E-mail: nar@heexpo.com

For Show Management Only:

Accepted By: _____
Date Received: _____
Suite Assignment: _____
Total Rental: _____
Amount Received: _____

Show Management reserves the right to set and limit the hours of the expo. The hours of the trade expo shall be printed in the Official Program of the meeting.

1. APPLICATION AND ELIGIBILITY. The application for CONSULTATION SUITE space at the NATIONAL ASSOCIATION OF REALTORS® (Hereinafter, "Corporation") 2019 REALTORS® Legislative Meetings & Trade Expo (Hereinafter, "Exhibition") must be made on the printed form provided by Corporation, contain the information as requested and be executed by an individual who has the authority to act for the applicant. The Corporation reserves the absolute right to decline any application for space for any reason, if, in the Corporation's judgment, the products or services to be shown or demonstrated are not applicable to the real estate business, are inconsistent with the stated purposes of the Corporation and the interests and welfare of its members, or are unreasonably duplicative of services or products offered by or available from the Corporation or any of its affiliated Societies, Institutes or Councils. The Corporation further reserves the right in its sole discretion, to limit the types of companies and products represented at its trade show, and accept or reject applications and to assign CONSULTATION SUITE space as it deems appropriate.

2. SUITE SIZE. CONSULTATION SUITES will be configured and sold as a 12'x 12' space.

3. ASSIGNMENT OF CONSULTATION SUITE SPACE. All space assignments shall be made by the Corporation, in its sole discretion as Applications/Contracts and deposits are received and accepted provided, however, that Divisions or Affiliates of the Corporation shall be given preference in the allocation of exhibit space and assignments of exhibit locations. Applicant (hereinafter "Exhibitor") may reserve space for up to ten (10) days with a fully completed FAX copy of the application, but no assignment will be made until the original application and deposit have been received by Corporation. In addition, the following space assignment rules shall apply:

- A.) CONSULTATION SUITE assignments shall be made as soon as possible after receipt of a properly completed form and payment in full, and will be acknowledged by the Corporation not later than 21 days thereafter.
- B.) The Corporation reserves the right to make and/or change all assignments as it deems appropriate.
- C.) The Corporation reserves the right to take into consideration the Exhibitor's prior participation in the Corporation's Conference & Trade Exhibition when assigning CONSULTATION SUITE space.
- D.) The Corporation reserves the right to take into consideration the Exhibitor's prior compliance or non-compliance with the CONSULTATION SUITE Regulations promulgated by Corporation.

4. EXHIBIT SPACE FLOOR PLAN. Every effort will be made to maintain the general configuration of the floor plan for this Conference. However, the Corporation reserves the right to modify the plan if necessary, as determined solely by the Corporation.

5. CONSULTATION SUITE PRICE. The price for space will be \$4,200 for 12'x 12'. Applicants who are also current exhibitors will receive a discount price: \$3,700 for 12'x 12'.

6. EXHIBIT STAFF REGISTRATION & HOUSING INFORMATION: Children under 16 years of age are not allowed on the exhibit floor unless accompanied by a guardian/parent. This rule applies to ALL attendees, guests, and Exhibitors.
Prior to April 5: Registration of four representatives (inclusive of spouses) per 12'x 12' space purchased will be complimentary. There will be a \$10.00 charge for the registration of each additional representative that exceeds the suite allotment. **After April 5 and On-site:** a \$10.00 service fee will be due for each lost badge or name substitution.

The Corporation reserves the right, in its absolute discretion, to impose reasonable limitations on the number of exhibit staff within an exhibit and encourages Exhibitor to obtain approval for the number of staff prior to the event. Exhibitor badges will entitle registered Exhibitor representatives to admission to exhibit hall only. Badges must be worn at all times in order to enter exhibit hall during set-up, show hours and teardown. Exhibitor staff, temporary help and set-up personnel must wear badges designated by the Corporation or Official Contractor. Exhibitor badges do not give admission to other Conference functions, nor are they transferable. Housing at the NAR Conference Hotels is limited.

7. PAYMENT DATES. No CONSULTATION SUITE space will be assigned or guaranteed until the Corporation has received the total fee, along with the signed contract. Only those companies receiving approval and confirmation from the Corporation and having made full payment by April 3, 2019 will be listed in the "Program & Expo Guide." Exhibitor expressly understands and agrees that all amounts paid hereunder will be first applied to any outstanding obligations due to the Corporation by Exhibitor, and then to the amounts due in accordance with this paragraph, that any resulting arrearages must be paid within the time limits stated herein, and that Corporation shall have the right to cancel this agreement if Exhibitor is or becomes in arrears with respect to any outstanding obligation due the Corporation.

8. EXHIBITOR REPUDIATION. If the Corporation receives such notice of the Exhibitor's repudiation after April 3, 2019, the Corporation reserves the right to retain the full CONSULTATION SUITE price as liquidated damages and not as a penalty, and to resell or reassign the space. In the event that Exhibitor notifies the Corporation of Exhibitor's intent to decrease the total amount of CONSULTATION SUITE space represented on the signed contract prior to April 3, 2019, the Corporation shall be entitled to retain \$1,000 per unit. No refunds will be made after April 3, 2019 regardless of cancellation or reduction.

9. FORCE MAJEURE; CANCELLATION. If for any cause beyond the control of the Corporation, such as, but not limited to, the destruction of the exhibit facilities by an Act of God, the public enemy, authority of law, fire or other force majeure, or boycotts, strikes or other labor disputes, cancellation of REALTORS® Legislative Meetings & Trade Expo ("Convention & Expo") for reasons beyond Corporation's reasonable control, and/or the Corporation is unable to comply with the terms of this Contract and deliver the space allotted hereunder, this Contract shall be considered terminated and any payments made hereunder by Exhibitor shall be refunded to Exhibitor, less expenses incurred by the Corporation to the date of the termination allocable to Exhibitor after pro-rata thereof among all Exhibitors, and Corporation shall have no further liability for damages or compensation of any kind.

The Corporation reserves the absolute right to terminate this Agreement at any time up to sixty (60) days prior to the Exhibition if, in the Corporation's judgment, the Exhibitor company's messaging or practices and/or the products or services to be shown or demonstrated are: (a) inconsistent with the stated purposes of the Corporation and/or the interests and welfare of its members, (b) are unreasonably duplicative of services or products offered by or available from the Corporation or any of its affiliates, subsidiaries, affiliated Societies, Institutes or Councils, or any entity that the Corporation otherwise holds an interest in; or (c) otherwise deviate from the policies and company messaging of Corporation. If at any time, including after the inception of the Exhibition, a legal dispute arises between Corporation and Exhibitor and/or if Corporation becomes aware of such dispute, Corporation reserves the absolute right to terminate this Agreement immediately. If the Corporation exercises its right to terminate under any of the above scenarios, payments made hereunder by Exhibitor shall be refunded in full to Exhibitor, and Corporation shall have no further liability for damages or compensation of any kind. If at any time, including after the inception of the Exhibition, Exhibitor engages in any illegal activity and/or Corporation becomes aware of such activity, Corporation reserves the absolute right to terminate this Agreement immediately, and Exhibitor hereby waives any claim for refund of the Exhibit booth fees, deposits, or other damages arising out of such termination.

10. INSTALLATION OF EXHIBITS. The exhibit hall will become available at 8:00 a.m., Monday, May 13 and will be available for display set-up from 8:00 a.m. - 5:00 p.m.; Tuesday, May 14, 8:00 a.m. - 5:00 p.m.; Wednesday, May 15, 8:00 a.m. - 9:00 a.m. Full maintenance and installation crews will be on duty.

11. DISMANTLING AND REMOVAL OF EXHIBITS. The dismantling period is from 6:00 p.m. - 10:00 p.m. on Thursday, May 16 and 8:00 a.m. - 5:00 p.m. on Friday, May 17. All Exhibitor displays or materials left in the hall after 5:00 p.m. will be packed and shipped at the discretion of the show management and all applicable service charges will be applied to the Exhibitor of record. **IN NO CASE WILL DISMANTLING BE ALLOWED BEFORE 6:00 p.m., THURSDAY, May 16. CONSULTATION SUITES** must be staffed during all open show hours and Exhibitor will not be permitted to dismantle or to begin to dismantle prior to the close of the show on Thursday, May 16, at 6:00 p.m. If Exhibitor violates this regulation, it may lose priority points for future booth assignments or may be denied exhibit space in future trade exhibitions.

12. BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE. Corporation will provide a uniform style exhibit suite 12'x 12' fabric panels, 22"x28" sign with company name or logo, installation and dismantle labor, one standard electrical outlet, one table with (4) chairs and wastebasket.

13. ADDITIONAL EXHIBITOR SERVICES. All other services are available to Exhibitors at normal charges, through the official conference contractor, (hereinafter "Official Contractor"). An Exhibitor's Service Manual will be available online to all Exhibitors approximately 60 days in advance with complete details and deadline order dates for rental displays, additional decorating, furniture, signs, cleaning, photography, floral, electrical, telephone, audiovisual service, drayage information and display labor.

14. INSURANCE. Fire, loss, theft and personal liability insurance issued by an insurance company with an A.M. Best rating of A- or higher must be procured by the Exhibitor at its own expense. NAR reserves the right to request proof of insurance at any time during the fourteen days (14) prior to the Exhibition and/or at any time after its inception. If proof of insurance is not produced to NAR within three (3) business hours of such request, NAR may cancel this Agreement and retain all fees and deposits, and Exhibitor hereby waives any claim for refund thereof or other damages arising out of such termination. Standard insurance limits requested by NAR are (1) comprehensive general liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage; and (2) umbrella insurance in the amount of \$1,000,000. If an exhibitor does not carry insurance or does not carry the requisite insurance limits, a waiver must be obtained from NAR. All waivers are granted on a limited, independent basis.

Neither the Exhibit facility, the Corporation nor the Official Contractor will be responsible for loss or damage to any property in storage, in transit to or from the Exhibit building, while in Exhibit building or for any loss of income as a result of any reduced sales due to such loss or damage. All property of the Exhibitor shall be deemed to remain under the Exhibitor's custody and control in storage, in transit to, from or within the confines of the Exhibit hall even though it may at times be under the temporary control of the Corporation or the Official Contractor. Corporation provides no insurance coverage for Exhibitor's property and is not responsible for any loss of that property regardless of the cause.

15. SHIPPING INSTRUCTIONS Information on shipping methods and rates will be available online in the Exhibitor Service Manual. The Exhibitor shall ship, at its own risk and expense, all articles to be exhibited. The Official Contractor will provide storage for incoming freight, delivery to booth, removal, storage and return of empty crates, removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the Exhibitor's name and booth number(s).

16. CONTRACTOR AND LABOR COORDINATION. The Official Contractor shall have control of all inbound and outbound freight to prevent congestion in the loading and unloading areas, in the aisles and in any freight traffic area. The Official Service Contractor shall have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly set-up, management and dismantling of the Exhibition. It is highly recommended that the labor services of the Official Service

Contractor be utilized to set-up and dismantle individual exhibits. If another contractor is used for these purposes, the following steps must be taken: Notification to the Corporation and the Official Service Contractor with proof of adequate liability insurance, at least 60 days prior to show set-up. CONSULTATION SUITE number, name of Exhibitor and identification of the outside contractor must be included.

17. FIRE REGULATIONS: SPECIAL REQUIREMENTS: NOTE: There is no smoking throughout the facility.
A.) No combustible decoration, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. Pamphlets and/or paper products shall be limited to one (1) day supply and shall be maintained in an orderly fashion inside the CONSULTATION SUITE. All materials used in the exhibit, including but not limited to muslin, velvet, silken or any other cloth decoration must be fireproof and flameproof and must comply with all local fire ordinances and building regulations. Any storage of combustible materials such as packing materials behind the booth is prohibited.
B.) Flammable/combustible liquids are prohibited inside building. (Gasoline, kerosene, cleaning solvents and other petroleum based materials.)
C.) Fire hoses and extinguishers should be visible and accessible at all times.
D.) Exits and aisles shall be clear of all obstructions.

18. SOUND/MUSIC/LICENSING. In general, Exhibitors may use sound equipment in their booth as long as the noise level does not disrupt the activities of neighboring Exhibitors. Speakers and other devices should be positioned so as to direct sound into the booth rather than into the aisle. **SOUND and NOISE MAY NOT EXCEED 80 DECIBELS. SPECIAL WARNING:** If the noise level is still disruptive after Show Management warnings, Exhibitor's equipment responsible for the noise violation will be disconnected / removed for the duration of the show.
A.) In the event Exhibitor plays recorded music at the space which is the subject of this contract, Exhibitor warrants that it shall have obtained appropriate licenses and the authority to use such copyrighted music, and that it shall comply with all terms and conditions of said licenses. Exhibitor agrees not to have any live musical performance at exhibit space.
B.) Exhibitor warrants further that it is the sole owner of all copyrighted materials appearing in its exhibit space, or in the alternative, that it has obtained appropriate licenses to display such materials.
C.) Exhibitor agrees to defend, indemnify, save and hold Corporation harmless from and against all claims brought against Corporation arising out of any alleged breach of the warranties made in this paragraph.

19. SECURITY. Guard service is provided by the Corporation on a 24-hour basis from move-in through move-out. Reasonable precautions are taken to protect property, but the Corporation cannot and does not insure the safety of persons or the protection of property.

20. LIABILITY FOR DAMAGES OR LOSS OF PROPERTY. Notwithstanding the guard service provided by the Corporation for purposes of general security in the Exhibition premises, Exhibitor agrees to protect, indemnify and hold harmless the corporation and its members, officers, directors, employees and agents, the Marriott Wardman Park Hotel and the Official Contractor (collectively, the "Indemnitees") from any and all liability, loss, damage, or expense including court costs and attorneys fees by reason of any injury or injuries sustained by any persons or property or loss of property or income which might be derived therefrom occurring in or about the Exhibition premises or entrances thereto or exits therefrom, including that caused by or resulting from breach of the terms and conditions and representation made by Exhibitor written in this contract including violations of the Americans with Disabilities Act. Indemnities shall not be responsible or liable for any injury, loss or damage to any property or person brought in by the Exhibitor or otherwise located in the Exhibition premises.

21. UNACCEPTABLE EXHIBITS. The Exhibitor agrees not to utilize any displays which the Corporation determines, in its absolute discretion, would endanger the person or property of the attendees or of the Exhibitors, are in bad taste, are liable to discredit or subject the Corporation to criticism or legal liability, are inconsistent with the stated purposes of the Corporation and the interest and welfare of its members, are inimical to the property rights of the Corporation, or violate any other provision of this Contract. In the event the Corporation determines at any time that any exhibit may/or does violate this paragraph and the Exhibitor is unable or unwilling to cure or correct such violation, Corporation may terminate this Contract immediately and prevent erection of the exhibit or may remove or cause the exhibit to be removed at Exhibitor's expense and Exhibitor hereby waives any claim for refund of the CONSULTATION SUITE fee or other damages arising out of such termination and/or exhibit removal. If Exhibitor is uncertain whether an exhibit is in compliance with all regulations and requirements, contact the Corporation.

22. SOCIAL FUNCTIONS/SUITCASING/OUTBOARDING. Exhibitors may only conduct social functions which do not conflict with scheduled programs or activities of the REALTORS® Trade Expo. No exhibitor shall conduct or sponsor during published Show or Seminar hours any banquet, breakfast, luncheon, party or other function for attendees, or for those who have been invited to attend the REALTORS® Trade Expo, without the written approval of the NATIONAL ASSOCIATION OF REALTORS®. NAR has a Suitcasing and Outboarding policy whereby exhibitors and non-exhibitors who solicit in the aisles, or anywhere else on the property outside the exhibit hall, or support any event within the venue that is hosted by a non-exhibiting supplier, without NAR's approval, may be subject to penalties that include cancellation/closure of their exhibit space from the REALTORS® Trade Expo without refund, loss of space selection priority points and may have their application for space denied for two (2) years from the year of the infraction. Non-exhibitors will be asked to leave the REALTORS® Trade Expo, without refund of any monies paid, and will not be allowed to attend the event for two (2) years from the year of the infraction.

23. FAILURE TO OCCUPY SPACE. Any CONSULTATION SUITE not occupied at the Marriott Wardman Park by 9:00 a.m. Wednesday, May 15, shall be forfeited by the Exhibitor, and space may be resold, reassigned, or used by the Corporation or exhibit staff without refund, unless a request for delayed occupancy has been received prior approval of the Corporation. Failure to notify the Corporation of cancellation prior to 9:00 a.m. Wednesday, May 15, may be cause for denial of exhibit space in future trade exhibitions. Upon such cancellation Corporation shall retain any deposits previously made.

24. SUBLETTING CONSULTATION SUITE SPACE AND ARTICLES OF EXHIBIT. Exhibitor may not assign, sublet, or apportion all or any part of its contracted CONSULTATION SUITE space, nor may Exhibitor cause or permit the advertisement, display, promotion, sales or marketing of products or services in its CONSULTATION SUITE other than those manufactured, distributed or sold by the Exhibitor in the regular course of business and identified in this contract. Exhibitor may change, add or delete a product or service to be displayed in its CONSULTATION SUITE only with the Corporation's permission, which shall not be given without eight weeks prior written notice.

25. ADVERTISING MATERIAL. The Exhibitor agrees that the use or distribution of any advertising materials or souvenirs during the Conference shall be subject to prior written approval by the Corporation. Except as otherwise provided, the Corporation shall not endorse, support or be liable for the claims made by the Exhibitors as to the qualities or merits of their products or services, and no advertising or mention shall indicate, claim or suggest such endorsement or support. All handouts must be distributed from within the CONSULTATION SUITE. See also Paragraph 26 hereof concerning registered trademarks owned by the Corporation.

26. PROMOTIONS, MODELS, LITERATURE AND PROMOTIONAL ITEMS DISTRIBUTION. Uniformed attendants, costumed staff, models and other employees must be dressed in good taste and remain in booth space occupied by other employees. In addition, robots and remote-controlled equipment must remain in their booth space. Logo apparel is permissible on staff; however anything beyond a logo or company name, such as a marketing message or wearable billboard advertisement, must be covered outside of exhibitor's rented booth space. Any and all distribution of literature or other promotional items must be made from the exhibitor's rented booth space and no distribution is to be made to the individual booths of other exhibitors. Furthermore, exhibiting trade publishers are prohibited from soliciting advertising in the Expo aisles. They may distribute their own trade publications from their rented booth space.

27. VEHICLE DISPLAY. The official motor vehicle manufacturer of the Corporation is FCA US LLC and FCA US LLC is the only motor vehicle manufacturer authorized to market their vehicles on the floor of the Conference Trade Show. The Corporation recommends that if Exhibitor is using a vehicle to demonstrate or market the exhibitor's products (for example a mobile workstation or branding message on a vehicle wrap), Exhibitor use a FCA US LLC vehicle for the demonstration. If a vehicle other than a FCA US LLC vehicle is used, no reference to the vehicle's make or model is allowed in any signage or marketing collateral on the Trade Show floor. The Corporation reserves the right to take whatever steps may be required in order to prevent any unauthorized marketing of motor vehicles by Exhibitor.

28. REALTOR® MARKS. The Exhibitor hereby acknowledges that NAR is the sole and exclusive owner of the trademark rights in the collective membership marks REALTOR®, REALTORS®, REALTOR-ASSOCIATE®, National Association of REALTORS®, the REALTORS® Logo, and the Conference Theme and Graphic ("Marks"). Exhibitor shall endeavor to ensure that the NAR Marks are used, both in written and oral form, only in accordance with the policies and guidelines of NAR relating to such use and, further, that the NAR Marks shall never be used interchangeably with "real estate agent" or "real estate broker" or in any context that suggests that a person may be a REALTOR® without reference to membership status in NAR. Exhibitor shall not use or attempt to use or register any of the Marks as part of any domain name or web site name. Exhibitor shall not, either in written or oral form, use the Marks or any marks similar thereto, or any other marks owned by the Corporation or its subsidiaries, without the advance written permission of NAR. Exhibitor shall review and follow the NAR trademark policies and guidelines located at: <http://www.realtor.org/letterlw.nsf/pages/trademarkmanual>. This Section shall survive termination of this Agreement.

29. FUNCTION SPACE. Exhibitor agrees the Marriott Wardman Park Hotel SHALL NOT provide and Exhibitor SHALL NOT seek space from the Marriott Wardman Park Hotel for display or exhibition purposes other than that provided and confirmed by the Corporation under this contract. No display or exhibition space shall be available at any other hotel. Hospitality rooms shall be subject to prescribed regulations and shall be closed during Conference Business Sessions. Any space request for group functions on an individual basis must be coordinated with the Corporation through its Convention Division. 312-329-8324. All requests must be received prior to March 29, 2019.

30. MISCELLANEOUS. The Exhibitor expressly agrees to be bound by all the terms, conditions and specification herein listed and by the Booth Regulations established by the Corporation and as from time to time thereafter modified, and expressly agrees that this Contract and such Rules and Regulations contains the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This Contract shall be interpreted under the laws of the United States and the State of Illinois. Any dispute arising out of or relating to this Agreement shall be filed in the appropriate Federal or State Court located in Cook County, Illinois.

31. RESERVATION OF RIGHT TO MAKE CHANGES. Any matters not specifically covered herein are subject to decision by the "Corporation." "Corporation" reserves the right to make such changes, amendments and additions to these rules as are considered advisable for the proper conduct of the Exhibition, with the provision that all Exhibitors will be advised of any such change.