

WESTERN Roofing EXPO

44th Annual Convention & Trade Show

WESTERN ROOFING EXPO 2018

Presented by the Western States Roofing Contractors Association

June 10-12, 2018

Paris Las Vegas Hotel & Casino

EXHIBIT SPACE APPLICATION & CONTRACT



EXHIBIT SPACE PRICES

IN-LINE BOOTHS

- Standard 10'x10' \$2500 Member \$3500 Non-Member
- Corner 10'x10' \$2800 Member \$3800 Non-Member
- Standard 10'x20' \$5000 Member \$7000 Non-Member
- Corner 10'x20' \$5300 Member \$7300 Non-Member
- Standard 10'x30' \$7500 Member \$10500 Non-Member
- Corner 10'x30' \$7800 Member \$10800 Non-Member

ISLANDS & ENDCAPS

- Endcap 20'x20' \$9500 Member \$13500 Non-Member
- Island 20'x20' \$10000 Member \$14000 Non-Member
- Island 20'x30' \$15000 Member \$21000 Non-Member
- Island 20'x40' \$20000 Member \$28000 Non-Member
- Island 20'x50' \$25000 Member \$35000 Non-Member
- Island 20'x60' \$30000 Member \$42000 Non-Member

EXHIBIT SPACE SELECTION

- 1st Choice:
- 2nd Choice:
- 3rd Choice:

WSRCA MEMBERSHIP

- I am a Member of Western States Roofing Contractors Association
- I would like to become a member of WSRCA

EXPO CONTACT INFORMATION

- Company Name:
- Contact Name:
- Direct Telephone:
- Headquarters Address:
- Web Address:
- Product Summary (25 words or less):
- Contact Title:
- E-Mail Address:
- City, State, Zip:
- Product Category:

PAYMENT METHOD

50% deposit due with application when submitted between June 15 and December 31, 2017. Full payment is due by December 31, 2017, for previously submitted applications.
100% due with application when submitted January 1, 2018 or later.

- Exhibit Space Cost: \$
- + Membership Dues: \$
- = Total: \$

• Amount Submitted:

- American Express Visa MasterCard

- Card Number:
- Expiration Date:
- Security Code:

- Check Number:
- Wire Transfer #/Amount:

SIGNATURE

We understand that this application becomes a binding contract when accepted by the Western States Roofing Contractors Association. We agree to abide by the exhibitor terms and conditions adopted by WSRCA in accordance with the terms herein.

Signature:

Date:

Submit To: Joel Viera - Director of Exposition & Events **Email:** joel@wsrca.com **Fax:** (650)938-5407 **Mail:** 275 Tennant Ave., Suite #106 Morgan Hill, CA 95037

TERMS AND CONDITIONS

1. Show Hours

Monday, June 11th: 1:00pm - 6:00pm
Tuesday, June 12th: 1:30pm - 5:30pm

Each booth must have an attendant by 12:30pm on Monday, June 11th and must provide an attendant in its booth space during show hours. Exhibit personnel with badges will be allowed onto the trade show floor during show hours or 30 minutes prior to opening.

2. Installation of Displays - Setup

Saturday, June 9th: By Appointment

Sunday, June 10th: 8:00am - 5:00pm

Monday, June 11th: 8:00am - 12:00pm

Exhibitors with heavy equipment or 3 booths or more should contact Freeman Expositions, Inc. and schedule a move-in time for Saturday, June 9, 2018. Specially discounted overtime charges will be in effect for all inbound installations for Saturday and Sunday. Full maintenance and installation crews will be on duty. All displays must be fully set up and ready by 12:00pm, Monday, June 11, 2018. Freight Load-In Area: There are two dock doors measuring 12' W x 13' 11" H. There is also a roll-up door that is on the ground level, and is a straight shot into the ballroom. Roll-up door is 10' W x 13' H.

3. Dismantling and Removal of Display - Tear-down

Tuesday, June 12th: 5:30pm - 10:00pm (Full overtime charges)

Wednesday, June 13th: 8:00am - 12:00pm (Regular time charges)

Dismantling period begins at 5:30pm on Tuesday, June 12 and must be completed by 12:00pm, Wednesday, June 13. Penalties for future exhibiting will be imposed for any firm beginning breakdown before 5:30pm on Tuesday, June 12, 2018. If an exhibitor fails to remove an exhibit in the allowed time, WSRCA shall be permitted (at exhibitor's sole expense) to remove and place in a warehouse or to ship to exhibitor via common carrier with all charges to follow at no liability to WSRCA.

4. Payments, Downsizing, Cancellations and Refunds

50% deposit due with application when submitted between June 15-December 31, 2017. Full payment is due by December 31, 2017, for previously submitted applications. 100% due with application when submitted January 1, 2018 or later. Listing in the On-Site Show Program cannot be guaranteed for contracts received after May 1, 2018.

*Downsizing Policy: WSRCA reserves the right to treat a downsizing of booth space as cancellation of the original space and purchase of new booth space, and the exhibitor may be required to move to a new location if it requests a downsizing of space.

*Cancellation by Exhibitor: Spaces confirmed are not transferable, and no refund for exhibit space payments will be made after December 31, 2017. The exhibiting company will be responsible for this charge even if payment has not been made prior to cancellation. All cancellations must be in writing and be received in the WSRCA office on or before December 31, 2017.

*Cancellation by WSRCA: If exhibitor fails to timely make any payment required by this contract, WSRCA may immediately terminate this contract by providing written notice to exhibitor of such termination. WSRCA shall have no obligation to refund monies previously paid.

5. Assignment of Exhibit Space

Exhibit space assignments will be made during the on-site Booth Draw held at the Western Roofing Expo. All contracts and deposits received after June 17, 2018, will be assigned on a first-come-first-serve basis. WSRCA reserves the right to change the floor plan or the location of an exhibitor's booth if WSRCA in its sole discretion determines that to do so is in the best interest of the event. WSRCA will consider requests to keep certain companies from being next to each other; however there is no guarantee that by making this request you will not be located next to one of those companies.

6. Types of Displays

Eligibility is generally limited to those who manufacture, remanufacture, or supply products, tools, equipment, supplies or services used for the roofing industry. Show management reserves the right to refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of show management, compatible with the general character and objectives of the exhibit, or to remove or change exhibits if finds objectionable or inappropriate.

7. Subletting of Exhibit Space

Exhibitors are prohibited from assigning or subletting booths or any part of the space allotted there except upon written permission from WSRCA.

8. Official Service Contractor

Freeman Expositions, Inc. Attn: Mr. Jacob Bushman
6555 West Sunset Road, Las Vegas, NV 89118
Phone: (702) 579-1400 • FAX: (702) 579-0476
jacob.bushman@freemanco.com

A complete exhibitor kit is included in the Exhibit Service Manual section of WSRCA.com. WSRCA will designate contractors to provide services to the exhibitor. Such contractors will provide all show services other than supervision of construction of the exhibitor's space, which is to be performed by an authorized representative of the exhibiting firm. Exhibitors must use the official show contractor for drayage and the Paris-Las Vegas Hotel & Casino for rigging. Exhibitors desiring to use contractors other than the official service contractor (Freeman) for installation and/or dismantle of their exhibit and/or product, must complete and submit the Exhibitor Appointed Contractor Designation Form and have the EAC complete the Exhibitor Appointed Contractor Agreement, send their Certificate of Insurance and EAC Fees in advance so that permission may be secured for said contractor to operate. Notification from an EAC is not acceptable. Any EAC Designation Form must come from the exhibitor and will not be considered if made by telephone or by a third party. The official drayage contractor will have complete control of all dock and loading facilities. They will receive all direct and advance shipments and van loads, handle all freight and provide labor and equipment, as required. All services not ordered in advance must be procured through the Exhibitor Service Desk, which will be maintained adjacent to the exhibit hall.

9. Services Included in Rental Fee

Booth rental includes space, standard khaki and blue booth backdrop (8' high), side rails (36" high drapery), and one standard 7" X 44" identification sign. All other services provided by Freeman Expositions, Inc. will be at the sole expense of the exhibitor.

10. Carpeting

The Exhibit Hall is fully carpeted with MULTICOLORED carpet. The aisles are under WSRCA control and must not be used in any manner for exhibit space or promotion. If additional carpeting is desired, it may be ordered through the service contractor.

11. Height Restrictions

Please check the booth height limits with the International Association of Exhibitions and Events Guidelines for Display Rules & Regulations. These apply only to the booth structure and do not apply to the equipment itself

(cranes, conveyors, trucks, etc.). The only limitation on equipment height is that of the exhibit facility. The Paris Ballroom has a ceiling clearance of 30'. No signs are to be hung above exhibit booth height restrictions from equipment. If exhibit does not meet with the height and width regulations, WSRCA reserves the right to have the improper portion dismantled on the spot at the exhibitor's expense.

12. Floor Loads

Should you have any special loading requirements other than the below listed for the show or in the event that exceptionally heavy equipment and/or vehicles are involved, you must contact the Expositions Service Contractor. Vehicle weight and distance between axles is required.

13. Sound

WSRCA reserves the right to eliminate sound that interferes with other exhibitors; for example: bands, intercom systems, etc.

14. Care of Building

Nothing can be posted on, taped, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the Exhibit Hall. At the conclusion of the exhibit, the exhibiting firm must surrender space occupied by it in the same condition as it was at the time the space was initially occupied. Cost of repairing any damages to Exhibit Hall will be billed to the responsible exhibitor.

15. Security

Security personnel will be on a 24 hour duty, but the presence of such security personnel shall not be deemed to increase the liability of WSRCA, its members, representatives, or official service contractors, employees, or the Paris-Las Vegas Hotel & Casino, its representatives and employees. Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with the exhibitor's participation or presence at the event, including, without limitation, all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property, including any subrogation claims by its insurer. Do not leave computers, cell phones, cameras, tools, or any other valuable equipment unattended in your booth. Security personnel will be present in the exhibit hall, but unfortunately cannot be in every booth. WSRCA is taking extra precautionary measures to insure booth and product security. Please do your part.

16. Fire Regulations

*Booth Requirements: If structural features of booth exceed eight (8) feet in height and incorporate a ceiling or second story area, a building permit may be required. Provide a set of plans stamped by a licensed structural engineer or architect to the Fire Prevention Bureau. The second story of a two-story booth equipped with one staircase will be limited to an occupant load of nine (9) persons. An occupant load sign will be required. Any booth, which is completely enclosed up to 900-sq. ft. of covered space, by ceiling construction, will require a smoke detector. Any booth that is completely enclosed 900+ sq. ft. of covered space, by ceiling construction, will require a smoke detector and sprinkler system to be installed on the ceiling, equipped with an outside audible alarm, and a 2A 10BC fire extinguisher in the interior portion of the booth. Electrical appliances and cords must be UL approved. Gas appliances must be A.G.A. approved.

*Decorative Material: Table skirts extending more than six (6) inches below the top of the tables are required to be flame retardant. This requirement is applicable to curtains, banners, valances, hay, straw, and all similar decorative materials. It also includes canvas tents, canopies, and awnings. A copy of the Fire Marshall flame proof certificate must be provided upon request to the Fire Department to verify that the approved treatment has been applied or the materials must be removed prior to show opening. Combustible materials 3/8 inch thick or more, glass or asbestos cloth may be used without flame retardant treatment. Oil cloth, tar paper, and sisal paper cannot be made flame-retardant and their use is prohibited.

*Storage: Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than one day's supply of combustible storage is allowed beneath tables. No storage of any kind will be allowed behind curtains or walls of booths in any facility. All combustible rubbish must be removed daily or as needed to prevent becoming a hazard.

*General Conditions: Storage and/or booth construction shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. This also applies to easels and signs. No liquified petroleum gases (i.e. propane, butane, etc) or filled aerosol cans are permitted in any public assembly facility.

*All motorized vehicles and gasoline powered equipment for display shall have batteries disconnected, fuel supplies at 1/8 tank or less, and be furnished with locking gas caps or caps sealed with tape.

*Fire Department permits for special uses: The following uses require a Fire Department permit. Application for permit shall be made ten (10) days in advance of the show.

*Cooking Appliances: Operate any cooking appliances, i.e. stoves, barbecues, hot plates, deep fryers, or any heat producing cooking device. This includes open flame of any type, i.e. candles, torches, lanterns, etc. All demonstrations, using heat-producing appliances, done on front table of booth will be protected with an 18-inch high, 1/4 inch thick, clear plastic shield across the front and down both sides of the demonstration area. Decorative candles are not permitted.

*Heat Producing Equipment: Operate any welding equipment, soldering device, oven, etc. All demonstrations, using heat-producing appliances, done on front table of booth will be protected with an 18-inch high, 1/4 inch thick, clear plastic shield across the front and down both sides of the demonstration area. Approved welding screens will be required.

*Machinery: Operate any electrical, mechanical, or dust producing equipment which incorporates moving parts that may require the use of safeguards for the viewers protection. (This does not apply to normal electrical appliances such as lamps, computers, radios, microwaves ovens, etc.)

*Miscellaneous: Use or store ANY flammable/combustible liquids, compressed gas cylinders, hazardous materials, chemicals or lasers.
*Permits may be obtained by contacting Clark County Fire Department (702) 455-7316.

17. Outside Entertainment and Special Meetings

Exhibitors shall not organize, promote, publicize, or invite organized group attendance at, or provide transportation to or from any outside entertainment or meetings for persons attending the Expo, on any of the advertised Expo dates during periods when either exhibits, seminars, or regular Expo events are scheduled. No general Expo sessions will be scheduled to conflict with exhibit hours. Penalties for future exhibiting will be imposed.

18. Exhibitor Hospitality Parties

Exhibitor Hospitality Parties will be Monday, June 11 and Tuesday, June 12 after the close of the show. It is the decision of WSRCA's Board of Directors, not to allow exhibiting companies to sponsor any type of hospitality function or meetings outside of a Caesars Entertainment Property (Paris Las Vegas, Bally's, Planet Hollywood, The Cromwell, The Rio, Caesars Palace, Linq, Harrah's, and Flamingo). Deliberate violation of this rule will jeopardize an exhibitor's ability to participate in future WSRCA trade shows. Hospitality functions or meetings are not to be scheduled in conflict with any official Expo activities. This ruling is to promote equal opportunity for all to participate in the Expo functions. Priority Points (5,000) will be allotted for any company hosting a Hospitality Event on either evening. You must

submit a formal request for a Hospitality Event through the assigned form prior to May 1st. To reserve banquet rooms/guest room suites for hospitality purposes, you must submit your request to: WSRCA, Attn: Linda Ness (linda@evolutioneventsservices.com) or call direct (702) 493-6466.

19. Business Meetings

Company business meetings for exhibit personnel only may be held at any time. Meetings involving attendees of the convention may only be held as to not conflict with the Expo schedule. To reserve meeting rooms within the Paris-Las Vegas, you must submit your request to: WSRCA, Attn: Linda Ness (linda@evolutioneventsservices.com) or call direct (702) 493-6466.

20. Promotion or Sales Schemes

To protect exhibitors from expensive schemes or other competitive advertising projects, WSRCA does not authorize any firm or individual to solicit exhibitors on any basis because of their participation in the show. The names of any individuals or firms doing so should be promptly reported to the WSRCA. This restriction does not pertain to solicitations for the regular issues of recognized roofing trade publications or other publications specifically authorized to solicit.

21. Registration

There will be free registration fees for four (4) exhibitor personnel per 100 square feet of exhibit space. A \$30 registration fee will be required for each additional exhibitor personnel. Exhibitor registration includes entry into the tradeshow, into all seminars and the opportunity to purchase event tickets.

22. Personnel in Booth

Due to fire regulations, companies are limited to having a maximum of 5 employees per 100 square feet of exhibit space at any given time. WSRCA asks that exhibitors stay in their booths while soliciting to the attendees and promoting their product. Selling while "walking the aisles" is not permitted.

23. Free Contractors Passes

Each exhibiting firm will have access to unlimited Free Trade Show Passes to distribute to their Contractor guests. Contractors can avoid the lines and register online in advance for "Trade Show Only" for free. They can also register in person at the Expo.

24. Reservation of Right to Make Changes

Any matters not specifically covered herein are subject to decision by WSRCA. WSRCA reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such change.

25. Resolution of Disputes

In the event of a dispute or disagreement between an exhibitor and an official contractor or between an exhibitor and a labor union or labor union representative, or between two or more exhibitors, all interpretations of the rules governing the exposition, actions or decisions concerning this dispute or disagreement by show management intended to resolve the dispute or disagreement shall be binding on the exhibitor. In the case of disorderly conduct on the part of an exhibitor (the exhibiting firm's employee, representative or agent), show management may close the offending exhibiting firm's display. The exhibitor expressly agrees to hold show management harmless and prepayment will not be refundable. Show management also reserves the right to refuse future exhibit space to the offending exhibitor.

26. Limitations of Liability

It is agreed that exhibitors will assume responsibility for any damages to the Paris-Las Vegas Hotel & Casino, Las Vegas, Nevada and their own exhibits. The exhibitor further agrees that neither the Western States Roofing Contractors Association, nor its employees, agents, or representatives shall be liable and that the exhibitor will save hold harmless and make no claims for any reasons whatsoever including negligence, against the Western States Roofing Contractors Association, its employees, agents or representatives for loss, theft, damage or destruction of goods or displays; nor for any accident or injury to or death of the exhibitor or the exhibitor's employees, agents or representatives while in the Western States Roofing Contractors Association quarters; nor for any damage of and nature of character, including any damage to his business by reason of the failure to provide space for the exhibit or the removal of the exhibit; nor for any other action of employees, agents or representatives of this Association; nor for failure to hold the exhibit as scheduled; nor for any causes beyond control of Western States Roofing Contractors Association, the Paris-Las Vegas Hotel & Casino, or the exhibit service contractor that may render any exhibit area unusable.

27. Insurance

Each exhibitor shall secure and maintain, at its own expense, the following insurance requirements and shall have evidence of the necessary certificates of insurance (including additional insured endorsements and primary coverage endorsements) on hand if called upon to present them at the Western Roofing Expo.

- NAME AND ADDRESS OF THE INSURED: Name of the exhibitor as stated on the Application for Exhibit Space must appear on the Certificate. Please note: Parent or Holding Companies may be listed as the insured, however, the exhibiting company name must also be listed.
- COMMERCIAL GENERAL LIABILITY COVERAGE: Limits not less than \$1,000,000 combined single limit for bodily injury, personal injury and property damage.
- EFFECTIVE POLICY DATES: Must be valid through 11:59pm, Thursday, June 15, 2017
- AUTOMOBILE LIABILITY COVERAGE: Coverage must be evidenced ONLY for those exhibitors driving or exhibiting a vehicle on the tradeshow floor.
- WORKERS COMPENSATION COVERAGE: Bodily Injury by Accident Coverage for \$100,000 per accident. Bodily Injury by Disease Coverage with a \$100,000 policy limit. Bodily Injury by Disease Coverage for \$100,000 per employee.
- LIST OF ADDITIONAL INSURED: As bound by the Application for Exhibit Space, the Certificate of Insurance is to list the Western States RCA, the City of Las Vegas, and the Paris-Las Vegas Hotel & Casino as the "Additionally Insureds."
- WAIVER OF SUBROGATION: Personal Property (Current property forms generally automatically grant this waiver [without an additional premium charge] if the waiver is required by a written contract [Application for Exhibit Space] between the insured and the third party beneficiary of the waiver, and they are notified in writing of this contractual provision prior to any loss.)

28. Violation of Terms and Conditions

Violation of this contract or any rules and regulations governing the Western Roofing Expo may result in one or more of the following actions taken against the exhibitor: 1) the exhibitor may be prohibited from exhibiting at the current year's event and will forfeit all booth payments; 2) the exhibitor's priority points for the following year's booth draw may be taken away; and 3) the exhibitor may be prohibited from participating at the future events.

29. Disclaimer

Every effort has been made to ensure the accuracy of all information contained in this set of Terms and Conditions and of the trade show floor. However, no warranties, either expressed or implied, are made with regards to the floor plan. WSRCA reserves the right to make any changes and/or revisions at any time to the exhibit hall floor plan.