

OELA Exhibitor Contract

1 CONTACT INFORMATION (Please Print/Type Clearly) NOTE - Information provided in this section will be published as submitted.

Company Name _____

Contact Name _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

E-mail _____ Web _____

Description of products/services (please print clearly)

Contact for All Exhibit Correspondence (if different than above):

Name _____ E-mail _____ @ _____

2 TABLE RESERVATION

Each table purchased will permit the exhibiting company two staff to attend at no charge. Additional staff may be brought to work at the show but if number of staff exceeds allowed number, an additional registration fee will apply. Each exhibitor will be provided with one 8' draped table, two chairs, electrical outlet and wastebasket. There will be two Gold Sponsor and three Silver Sponsor spots. Those spots will be assigned to the vendors who request them first. If the level you request is full, Kyle Grogan will contact you and offer the next available level. Please select the level you would prefer:

- Gold Sponsor: 8' Table [allows two (2) staff].....\$1500
First pick of table placement.
20 minute presentation during lunch break.
Logo predominantly displayed on all conference materials.
Logo on the OELA website for one full year.
Silver Sponsor: 8' Table [allows two (2) staff].....\$1000
Second pick of table placement.
5 minute presentation and introduction of a keynote speaker.
Logo predominantly displayed on all conference materials.
Logo on the OELA website for one full year.
Bronze Sponsor: 8' Table [allows two (2) staff].....\$700
Table Assignments: Tables will be assigned by OELA.
Logo displayed on all conference materials.
Logo on the OELA website for one full year.

If special arrangements are needed please contact Kyle Grogan, 541-770-5678, kgrogan@nrclabs.com

3 METHOD OF PAYMENT AND PARTICIPANT REGISTRATION (Payment due with order)

If you have not already paid please go to ONLINE REGISTRATION

Amount: _____ Date Paid: _____

4 PLEASE READ AND SIGN (*Exhibit Conditions, Rules & Regulations on reverse side*)

On behalf of the exhibiting company listed in item 1 of this Contract, we have read and agree to abide by the EXHIBIT CONDITIONS, RULES & REGULATIONS as set forth by OELA and any amendments thereafter. Completing this form serves Management notice that we agree to be contacted by mail/phone/fax and/or email.

Authorized Signature _____ Date _____

5 SCAN COMPLETED FORM AND EMAIL TO:

Kyle Grogan
kgrogan@nrclabs.com

6 EXHIBIT CONDITIONS, RULES & REGULATIONS

On behalf of the exhibiting Company in item 1 of the Contract (hereinafter referred to as the "Exhibitor"), we apply for table space at the OELA/ORELAP Annual Environmental Laboratory Conference (hereinafter referred to as "OELA") on the date and location as inscribed on the Contract and any amendments thereafter, for the exhibition of the products and/or services designated and for no other purpose, subject to the Conditions, Rules & Regulations and any amendments hereinafter set forth.

Contracts – All contracts must be accompanied by payment in order to be considered. Contracts without payment will not be processed.

Table Assignments – Tables will be assigned by OELA. Each exhibitor will be provided with one 8' draped table, two chairs and one wastebasket. OELA reserves the right to rearrange floor plans and relocate any exhibit at any time.

Conflicting Events During Trade Show – In order to fully promote the activities of the OELA/ORELAP Annual Environmental Laboratory Conference, companies shall not extend invitations, call meetings, hold hospitality events or otherwise encourage absence of visitors/attendees from the Conference.

Distribution of Advertising Material and Canvassing – Promotional activities, such as demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow, nor infringe on neighboring exhibits. Promotional activities will not be permitted outside of the exhibitor's assigned booth space.

Security Policy – Exhibitor is solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody and control in transit to or from or within the confines of the exhibit hall. No one will be permitted to enter the exhibit hall at any time other than during set-up hours determined by the Association and when the hall is open to attendees. Exhibitor understands that neither the Association nor the venue maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Dismantle – No exhibit shall be dismantled prior to the official close of the Show as determined by OELA. Association recognizes that emergencies or other unforeseen circumstances may arise. Should it be determined necessary to dismantle early, Exhibitor should contact OELA immediately. Reasonable requests will be granted.

Exhibitor Terms and Conditions – This contract is subject to all terms and conditions of the lease agreement between the Association and the venue. Tables will be assigned at the discretion of OELA.

If any Exhibitor fails to pay, when due, any sum required under the terms of this application, or if any Exhibitor shall fail to comply with any other term or condition of the application, OELA reserves the right to refuse to process this application any further. Any money therefore paid by the Exhibitor to OELA may be retained by OELA. OELA shall have the right to make such rules and regulations in connection with the Conference as it may deem proper and may amend them at any time, and OELA shall have the full power in the manner of interpretation and enforcement thereof. Upon submission of Contract, Exhibitor agrees to abide by all rules and regulations as set forth by OELA.

Upon submission of Exhibitor Contract, Exhibitor hereby expressly agrees to fully indemnify and hold forever harmless OELA, additional sponsors, Salem Convention Center, and their respective officers, agents, and employees for any and all claims, losses, damages or injuries of any kind whatsoever, arising out of or in any way related to this Agreement or the subject matter of this Agreement, specifically including but not limited to claims, losses, damages or injuries resulting from or alleged to have resulted from the negligence of OELA, additional sponsors, Salem Convention Center, and their respective officers, agents and employees. In the event of claim, suit, loss, damage or injury to which this indemnification agreement applies, Exhibitor agrees to pay for the defense of OELA, additional sponsors, Salem Convention Center, and its officers, agents and employees against such claim, suit, loss, damage or injury, such defense to be provided by counsel of the affected party. Exhibitor further assumes responsibility and agrees to indemnify and defend OELA and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

Submission of the Exhibitor Contract constitutes an agreement between OELA and the Exhibitor at such time as it is accepted and executed by OELA. Once a contract is entered into, OELA may permit oral modifications to this contract which seek to enlarge the amount of table space contracted for. Any such oral modification to the original application will be accepted and considered binding on both the exhibitor and on OELA only if and when payment for the additional space is received and processed by OELA.

Exhibitor/attendee, for himself and his employees, agrees to abide by the foregoing rules and by any amendments that may be put into effect by OELA. In the event an exhibitor/attendee is found to be in violation of any of these rules, the following actions will ensue: a) Whenever possible, the exhibitor/attendee will be orally advised, that he is in violation of one of the rules and asked to take immediate corrective action. b) In the event that the exhibitor/attendee fails to heed oral notice, the Association reserves the right to close the exhibit immediately and expel the exhibitor/attendee from the Show without refund of any monies paid by the exhibitor/attendee. Upon exercise of this authority, the exhibitor/attendee himself, his employees and his agents; hereby waive any right and claims for damages against OELA or the Salem Convention Center.

This Agreement shall be governed by and construed in accordance with the law of the State of Oregon. The courts of the United States and the State of Oregon shall have exclusive jurisdiction over any legal action that may be brought by one Party against the other Party which relates in any way to this Agreement or the relationship between the Parties.