

## NERGC 2019 EXHIBITORS AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the NEW ENGLAND REGIONAL GENEALOGICAL CONSORTIUM, INC (NERGC) (First Party) and \_\_\_\_\_ (Exhibitor) (Second Party)

WITNESSETH: That in consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectively as herein stated,

- I. The said party of the first part (NERGC) does hereby covenant and agree that it shall:
  - a. Provide ten foot by ten foot exhibition space(s). Each space shall consist of an 8' high back wall, 3' high side rails, one eight-foot skirted table, two folding chairs, one wastebasket with liner and one 7" by 44" Exhibitor sign with booth number. Exhibitors using more than one booth space may request a special layout that will better meet their requirements.
  - b. Provide a decorating contractor.
  - c. Provide one complimentary full conference registration to each exhibitor. The full conference registration may be used at the discretion of the Exhibitor. Should an Exhibitor purchase multiple booths, one full conference registration will be available for each additional booth(s) purchased.
  
- II. And said party of the second part (Exhibitor) covenants and agrees that it shall:
  - a. Register all personnel for the conference working for, or representing, the party of the second part with the Exhibit Chair. Badges will be made available for registered personnel. All personnel who will need access during set-up on Wednesday must be registered with the Exhibit Chair even if they have a full conference registration.
  - b. Pay a rental fee. Cost is \$175.00 per first individual ten foot by ten foot exhibition space. Additional contiguous booths are available for \$125.00 per booth space. See Application Form for further details. There will be an additional \$25.00 (Twenty-Five Dollar) charge for any registration postmarked/timestamped after 31 December 2018.
  - c. Exhibitor shall not sublet, assign or sell any space allocated to them, or provide space for any exhibits, other than their own, without prior approval from NERGC.
  - d. Exhibitor agrees to indemnify and hold NERGC, its agents and the DoubleTree by Hilton Manchester Downtown, its agents and employees, harmless from and against any and all claims, demands, liabilities and expense of third parties arising out of the use of lease space.
  - e. Exhibitor agrees to carry and maintain its own public liability insurance.
  - f. Exhibitor agrees to comply with all government fire, safety and health regulations.
  - g. All Exhibitor property shall be located reasonably within the booth area. All tables will be skirted. Boxes and other packing material must be out of conference visitor's sight. Only fireproof materials may be used for displays. Exhibitor will take all necessary fire precautions.
  - h. Exhibitor assumes full responsibility for obtaining and paying all required licenses, permits and sales taxes. Information will be provided to Exhibitors at a later date.

III. Other terms to be observed by and between the parties:

- a. Priority will be given to NERGC societies and exhibitors who have exhibited at previous NERGC Conferences and submit their applications for space by 28 July 2018, the early registration deadline. Applications for space will be accepted after this date based on space availability. However, all Exhibitors with genealogy/history related interests are welcome to apply and every effort will be made to ensure that they receive the booth assignment they have requested.
- b. Exhibit booth assignments will be made based on postmarked/timestamped of applications, exhibitor's special request, and previous participation. Booth space will be reserved but not assigned until all payment is received. All efforts will be made to insure minimal conflict of interest with other exhibitors.
- c. NERGC reserves the right to make final space requirements and to change the floor plan if deemed necessary and in the best interest of the conference.
- d. All deposits and payments are non-refundable unless written cancellation notice is received by NERGC at least 90 days prior to the commencement of the conference.
- e. NERGC reserves the right to establish the time schedule for, and manner of, setting up and dismantling of Exhibitor's display. Exhibitor agrees to strictly conform to the move-in/move-out schedule.
- f. Information concerning advance shipping, rental of additional booth equipment, electrical hookups, Internet access and telephone service to booths will be distributed no later than February 2019. Said services are subject to separate conditions and regulations of official contractors. Under no circumstances shall Exhibitor contract with other than official contractors. When union labor is required, Exhibitor agrees to comply with union regulations.
- g. The Exhibit Hall will be locked at the end of vending each day. Neither NERGC nor the DoubleTree by Hilton Manchester Downtown shall be responsible for Exhibitor's property. Exhibitors are advised not to leave portable electronic equipment and other valuables unattended.
- h. Any and all matters not specifically covered by these terms and conditions shall be subject solely to the decision of NERGC.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. This agreement shall be enforced under the laws of the State of New Hampshire. This is the entire agreement.

Signed:

Authorized Signer	Exhibitor [Second Party]	Date
Signature	NERGC Exhibit Chair	Date

**Return this Exhibitor Agreement to:**  
**Lorraine Roberts 103 Grove Street, #340, Rockland, MA 02370**  
**or Janice Austin 40 Darling Court Rockland, MA 02370**

QUESTIONS: [NERGCExhibits@gmail.com](mailto:NERGCExhibits@gmail.com)