

TRADESHOW EXHIBITOR PACKET



SPARKS, NV | JANUARY 28 - FEBRUARY 2



2018 SRM TRADESHOW EXHIBITOR OPPORTUNITIES

TRADE SHOW SCHEDULE

MONDAY, JANUARY 29TH

8:00 AM- 12:00 PM BOOTH SET-UP
12:00 PM – 8:00 PM EXHIBIT HALL OPEN
6:00 PM – 8:00 PM TRADE SHOW MIXER

TUESDAY, JANUARY 30TH

8:00 AM – 6:00 PM EXHIBIT HALL OPEN
4:00 PM – 6:00 PM POSTER SESSION SOCIAL

WEDNESDAY, JANUARY 31ST

8:00 AM-- 12:00 PM EXHIBIT HALL OPEN
12:00 PM - 8:00 PM: BOOTH TEAR DOWN

FOR QUESTIONS CONTACT:

2018 Trade Show Chair:	SRM Coordinator:
Tim Rubald	Kelly Fogarty
775-790-0035	202-870-3342
2techarter.net	Kelly@wssdc.com

EXHIBIT BOOTH SELECTION/ SPACE ASSIGNMENTS

Although SRM will make every attempt to accommodate exhibitor requests for specific booths, no guarantees can be made that the exhibitor will be assigned the specific booth(s) requested. The method of determining space assignment shall be established by SRM.

SPECIAL NOTE FOR EXHIBITORS

Specific attention is being paid to ensure the greatest amount of traffic and interaction for all vendors. This year, entertainment and refreshments will be featured in the vendor area via receptions, breaks, and other activities planned. This year's schedule also allows our vendors more flexibility in travel and hotel costs, to best accommodate your busy schedules. We are working with the Nugget to provide a premier set-up for all vendors, and special activities and planned events will ensure a great experience for all our 2018 vendors—we hope you'll join us in Sparks!

10X10 BOOTH PACKAGE

Booth Package (10x10)

8 foot high draped back drape

3 foot high draped side rails

One sign with company name

One 8 Foot draped table

Two chairs, waste baskets

*Two (2) complimentary conference registrations per booth package

*Range club – Non-profit booth includes no complimentary registration

All Information for ordering additional services will be included in the exhibitor service kit, which will be mailed to the exhibitors in the fall. Electricity and internet access will be provided by The Nugget at an additional cost. Additional and/or other equipment is the sole responsibility of the exhibitor and will be available from the decorator at an additional cost.

2018 SRM TRADESHOW EXHIBITOR OPPORTUNITIES

EXHIBITOR CONTRACT

- This agreement for exhibit space, the notices of space assignment by SRM and the full payment of rental charges, together constitute an agreement for a right to use space. Exhibitor terms and guidelines:
 - 1. Dates and Hours of the Exhibition – Hours are tentative and subject to changes as needed
- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • MONDAY, JANUARY 29TH • 8:00 AM- 12:00 PM BOOTH SET-UP • 12:00 PM – 8:00 PM EXHIBIT HALL OPEN • 6:00 PM – 8:00 PM TRADE SHOW MIXER | <ul style="list-style-type: none"> • TUESDAY, JANUARY 30TH • 8:00 AM – 6:00 PM EXHIBIT HALL OPEN • 4:00 PM – 6:00 PM POSTER SESSION SOCIAL | <ul style="list-style-type: none"> • WEDNESDAY, JANUARY 31ST • 8:00 AM-- 12:00 PM EXHIBIT HALL OPEN • 12:00 PM - 8:00 PM: BOOTH TEAR DOWN |
|--|---|--|
- 2. Booth Selection/Assignments. Although SRM will make every attempt to accommodate Exhibitor requests for specific booths, no guarantees can be made that the Exhibitor will be assigned the specific booth(s) requested. The method of determining space assignment shall be established by SRM. No rights or privileges are created for any exhibitor as a result of previous space assignments or years of participation in the SRM exhibition.
 - 3. Use of Exhibit Space. No exhibitor shall assign, sell its rights, sublet, share, or apportion the whole or any part of the space allotted. All product and service demonstrations and distribution of promotional materials must be confined to the limits of the exhibit space. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibition hall.
 - 4. Arrangements of Exhibits. All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. All booths are in-line booths measuring 10 feet by 10 feet. The standard booth equipment provided to the exhibitor by SRM through the general contractor are 8' high back drape, 3' high draped side rails, one exhibitor ID sign, one 8' draped table and two chairs. All additional furnishings or equipment is the sole responsibility of the exhibitor. Height: Exhibit fixtures, components and identification signs will be permitted to a height of 8 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to the back half of the booth. Any variation of these guidelines must be approved in advance by SRM management.
 - 5. Cancellation of Exhibit Space by Exhibitor. If it is necessary for the exhibitor to withdraw from the SRM 2018 Annual Meeting Trade Show, the exhibitor must notify SRM in writing. On or before 23 December 2017, exhibitor will receive refund of booth payment less \$150 per 10x10 space and \$50 per student booth cancelled. No refund of exhibit fee if booth space is cancelled after 23 December 2017.
 - 6. Insurance. Exhibitors are encouraged to carry floater insurance to cover exhibit material against damage or loss, as well as public liability insurance against injury to the person or property of others. Request this type of insurance coverage be available to you during transport, installation, operation and dismantle hours of the 2017 SRM Annual Meeting and Trade Show.
 - 7. Sales Tax. Trade shows are considered temporary places of business for State of Nevada tax purposes. Depending upon the structure of your business, you may have responsibility for both sales and use tax and franchise tax. This means sellers, not including sellers from outside Nevada, are engaged in business and they need a Nevada Sales and Use Tax Permit. For more information on the Nevada Sales and Use Tax Permit, check out the Nevada State Tax Commission at (<http://tax.nevada.gov/business>). Nevada Sales and Use Tax info. (<http://tax.nevada.gov/forms/pubs/pub-25.pdf>). See also publication PLR 98-021, available at (<http://tax.nevada.gov/commission/ruling/98-021.htm>), provides that attendance at one tradeshow in Nevada for less than two weeks, without some other contact with Nevada, does not equate to a regular or systematic presence in Nevada and likewise does not create sales tax nexus.
 - 8. Security. SRM will take reasonable precautions to safeguard the exhibit hall each day following the completion of scheduled activities. Any other security arrangements will be the responsibility of the exhibitor. SRM will not be liable for loss or damage to property of the exhibitor from theft, fire, accident or other cause beyond its control.
 - 9. Exhibitor Service Kit. Approximately 90 days prior to the dates of the SRM Annual Meeting, Exhibitors will receive a copy an Exhibitor Service Kit. The Exhibitor Service Kit will include information integral to your company's participation, including but not limited to: additional Rules & Regulations, order forms, shipping & drayage and utilities and building services.

Booth Exhibitor Name: _____

Individual(s) utilizing the complimentary meeting registration:

Not applicable to a University Range Club booth or Non-Profit Group booth:

Name: _____ City/State: _____ E-mail: _____

Name: _____ City/State: _____ E-mail: _____

Any additional company representative(s) must register for the meeting separately; for questions, please email Kelly Fogarty (kellyewssdc.com).

Note: All Exhibitor Agreements must be accompanied by signed Exhibitor Application to confirm space assignments. I understand and agree to abide by the Exhibitor terms and guidelines above.

AUTHORIZED SIGNATURE

PRINT NAME

DATE



2018 SRM EXHIBITOR REGISTRATION FORM

FOR QUESTIONS

2018 Trade Show Chair: SRM Coordinator:
Tim Rubald Kelly Fogarty
775-790-0035 202-870-3342
2t@charter.net Kelly@wssdc.com

SELECT BOOTH TYPE

- SRM Commercial Members \$650 per 10'x10' booth \$650 x booth(s) = \$_____
- SRM Regular Members \$650 per 10'x10' booth \$650 x booth(s) = \$_____
- Non-Members \$1000 per 10'x10' booth \$1000 x booth(s) = \$_____
- Non - Profit Organization \$250 per 10'x10' booth \$250 x booth(s) = \$_____
- University Range Club \$100 per 10'x10' booth \$100 x booth(s) = \$_____

*Booth fees are due by December 10, 2017.

EXHIBITOR INFORMATION

Exhibitor / Company Information: _____
 Authorized Contact Name: _____
 Company's Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ Fax: _____ Country: _____
 Email: _____

PAYMENT INFORMATION

MasterCard Visa Discover Credit Card Number: _____
 Cardholder Name: _____ Expiration Date: _____ Billing Zip Code: _____
 Cardholder Signature: _____

For Allen Press/SRM Trade Show Staff use only

Date Received by Allen Press: ____ / ____ / _____
 Assigned Booth Selection Preference Order
 Number: _____
 Booth Number(s) Desired: _____
 Booth Number(s) Assigned: _____

PLEASE RETURN PAYMENT TO:

SRM Registration Manager
 Allen Press Inc. | 810 E. 10th St. |
 Lawrence, KS 66044
 (785) 865-9465 | (785) 843 - 6153
 Email: SRMmeeting@allenpress.com

Please return payment, the signed Exhibitor
 Agreement and the 2018 SRM Exhibitor
 Registration Form.