



# CLASSROOM TRAINING CONTRACT / INITIAL INVOICE



Please return this form upon completion

FAX: (303) 465-3424 or  
 MAIL: THE NBM SHOW  
 PO Box 1416, Broomfield, CO 80038

## COMPANY INFORMATION

COMPANY NAME		DATE	
MAILING ADDRESS			
CITY		STATE	ZIP CODE
COUNTRY			
PHONE		FAX	
EMAIL ADDRESS			
WEBSITE			
CONTACT NAME		SIGNATURE	

\*All rights remain with NBM EVENTS until such time as Exhibitor has made payment in full and contract has been accepted in writing. By signing this contract, I herewith agree that I have read and understand the terms and conditions displayed here: [THENBMSHOW.com/exhibit/tc](http://THENBMSHOW.com/exhibit/tc) along with NBM Events Rules & Regulations found in the exhibitor services manual.

## CHOOSE YOUR SHOW VENUE(S) FOR THE NBM SHOW HERE

2017	Number of Classes	Pricing	Per Show total
<input type="checkbox"/> FT LAUDERDALE, FL February 16-18		X \$800.00 (Deadline: July 15, 2016) =	\$
<input type="checkbox"/> ARLINGTON, TX March 16-18		X \$800.00 (Deadline: August 16, 2016) =	\$
<input type="checkbox"/> INDIANAPOLIS, IN June 1-3		X \$800.00 (Deadline: November 1, 2016) =	\$
<input type="checkbox"/> LONG BEACH, CA July 20-22		X \$800.00 (Deadline: December 20, 2016) =	\$
<input type="checkbox"/> SECAUCUS (MEADOWLANDS), NJ August 17-19		X \$800.00 (Deadline: January 17, 2017) =	\$
<input type="checkbox"/> DENVER, CO September 8-9		X \$800.00 (Deadline: February 8, 2017) =	\$
<input type="checkbox"/> CHARLOTTE, NC October 26-28		X \$800.00 (Deadline: March 24, 2017) =	\$

Payment Terms  
 A non-refundable payment of \$800 is due with contract submission.

Notes:

Preference(s) on day:  Education Day  Show Day 1  Show Day 2  Show Day 3 (Choices cannot be guaranteed)

All class slot choices are first-come, first-served after a signed, valid contract has been received. THE NBM SHOW Management reserves the right to place classes to best serve both exhibitors and buyers.

## 2017 CLASSROOM TRAINING RATES

\$800.00.....per class/per city

Classroom training is only available to exhibiting companies  
 Payment, contract and material deadlines must be met in order to participate

### PLEASE NOTE:

All pricing is contingent upon completion of entire agreement with NBM, Inc. Should any part of this agreement be modified, all pricing may be adjusted to reflect the unmodified rate card. Client therefore agrees to pay full space amount should changes or cancellations occur without agreement from NBM, Inc. Both parties concur that all commitments may be modified upon mutual agreement and signing of new contract.



THE NBM SHOW is produced by NBM Events & National Business Media  
 PO Box 1416, Broomfield, CO 80038 • (800) 669-0424 • fax (303) 465-3424  
[www.THENBMSHOW.com/exhibit](http://www.THENBMSHOW.com/exhibit)

## TRAINING BY EXHIBITORS TERMS AND CONDITIONS

### Commitment to Participate:

The agreement to participate in the Training by Exhibitors program is between the exhibiting company and THE NBM SHOW.

### Exhibiting:

Participants in the Training by Exhibitors program must exhibit in the city in which they want to present. In order to accept a classroom training contract, THE NBM SHOW must have a deposit for a minimum of one 10'x10' booth space on file.

### Class Fee:

Each 90-minute time slot is \$800. For THE NBM SHOW and THE NBM B.I.G. SHOW, up to three times slots may be purchased per show city. One time slot may be purchased for THE NBM 2-DAY SHOW.

### Travel & Expenses:

The exhibiting company will be responsible for all travel costs (including hotel, airfare, local transportation, etc) for each presenter. Agreements made to present are between the exhibiting company and the presenter.

### Class Schedules:

In order to provide attendees the best possible experience, it is imperative that all classes begin and end on time. There will be limited windows of 15 minutes for set up and tear down. Exhibitors will be required to work within these time frames in order to accommodate the needs of all participants. All time and day preferences are honored on a first-come/first-serve basis according to the date in which a classroom contract and payment has been received and all exhibiting requirements are met. All schedules will be confirmed prior to publishing.

### Logistics:

THE NBM SHOW will schedule and coordinate the room and setup for each class. Each class will be set classroom style, if possible (tables and chairs). Should the exhibitor require a different set, charges incurred will be at the expense of the exhibitor. Additionally, if the exhibitor would like to have equipment and /or supplies available during their class time, all expenses for shipping, material handling, power and labor will be at the expense of the exhibitor. The exhibitor MUST order power from the convention center for ANY equipment/machinery brought into the classroom. THE NBM SHOW does not recommend using and/or moving equipment into the classrooms. It has been proven to be more effective to provide samples and then invite class attendees/buyers to the exhibiting company's booth to finish the project.

### Audio-Visual:

THE NBM SHOW will provide a standard Audio-Visual setup which includes: projector, screen, one wireless microphone, powered speakers and a magnetic dry-erase board with markers. It is the responsibility of the exhibitor to provide their own laptop or tablet, which is required to connect a presentation to the projector. Should the exhibitor require additional Audio-Visual, charges incurred will be at the expense of the exhibitor.

### Food and Beverage:

Should the exhibitor want to bring food and beverage into their class for attendees, it must be ordered through the convention center catering facilities. All expenses incurred will be the responsibility of the exhibitor.

### Program Content:

THE NBM SHOW management team recommends that the content presented in training classes teaches, educates or provides tips and/or business technique. Classes primarily geared towards selling will most likely cause a drop in attendance and leads from that class.

THE NBM SHOW Training by Exhibitors program is not for the criticizing, slandering or negative promotion of products, companies and/or people. We expect presenters to have professional respect and courtesy at all times. Views expressed by exhibitors are their own and should be disclosed as such. Each presenting company will be responsible for the content in their materials. Presenting exhibitors violating this code of conduct will not be invited to return.

### Contract and Payment Deadlines for participation:

The Classroom Training contract and non-refundable payment are due by these dates in order to participate in each city:

• Ft Lauderdale, FL	July 15, 2016
• Arlington, TX	August 16, 2016
• Indianapolis, IN	November 1, 2016
• Long Beach, CA	December 20, 2016
• Secaucus (Meadowlands), NJ	January 17, 2017
• Denver, CO	February 8, 2017
• Charlotte, NC	March 24, 2017

### Material Submission Deadline:

The Classroom Training material submission containing:

Class title, company logo, class description and single sentence summary will be due by these dates in order to participate in each city:

• Ft Lauderdale, FL	October 14, 2016
• Arlington, TX	November 11, 2016
• Indianapolis, IN	February 3, 2017
• Long Beach, CA	March 10, 2017
• Secaucus (Meadowlands), NJ	April 14, 2017
• Denver, CO	May 5, 2017
• Charlotte, NC	June 23, 2017

Please submit all classroom materials on or before the due date via our website at [www.THENBMSHOW.com/exhibit/services/classroom-training-form](http://www.THENBMSHOW.com/exhibit/services/classroom-training-form).

Initials \_\_\_\_\_



**THE NBM SHOW**  
SIGN & DIGITAL GRAPHICS ■ PRINTWEAR ■ AWARDS & ENGRAVING

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