



THE NBM SHOW

TRAINING BY EXHIBITORS CONTRACT INITIAL INVOICE

FAX: (303) 465-3424

MAIL: THE NBM SHOW, PO BOX 1416, Broomfield, CO 80038

www.THENBMSHOW.com/exhibit

COMPANY INFORMATION

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

By signing this Training By Exhibitors Contract, I hereby agree that I have read and understand the **Terms and Conditions** on page 2 of this agreement, along with NBM Events Rules & Regulations found in the *exhibitor services manual*.

**All rights remain with NBM EVENTS until receipt and acceptance of written contract and full payment.*

CHOOSE YOUR LOCATION(S) AND TRAINING OPTION(S) FOR THE NBM SHOW HERE

2020	Contract Deadline	Class Topic	Number of Classes and Pricing	Materials Due		Per Show Total
Santa Clara, CA February 7-8, 2020	July 8, 2019		90 Minutes - \$1000	October 9, 2019	=	\$
Irving, TX March 12-14, 2020	August 12, 2019		90 Minutes - \$1000	November 12, 2019	=	\$
Providence, RI May 15-16, 2020	October 15, 2019		90 Minutes - \$1000	January 15, 2020	=	\$
Indianapolis, IN June 11-13, 2020	November 11, 2019		90 Minutes - \$1000	February 11, 2020	=	\$
Richmond, VA July 17-18, 2020	December 17, 2019		90 Minutes - \$1000	March 17, 2020	=	\$
Long Beach, CA August 13-15, 2020	January 13, 2020		90 Minutes - \$1000	April 13, 2020	=	\$
Cleveland, OH September 25-26, 2020	February 25, 2020		90 Minutes - \$1000	May 26, 2020	=	\$
Charlotte, NC November 6-7, 2020	April 6, 2020		90 Minutes - \$1000	July 6, 2020	=	\$

TOTAL \$

Preference(s) on day:

Education Day Show Day 1 Show Day 2 Show Day 3

(Choices cannot be guaranteed)

Notes:

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.

PAYMENT TERMS

Full non-refundable payment is due with contract submission.

Classroom training is only available to exhibiting companies

Payment, contract and material deadlines must be met in order to participate

PLEASE NOTE:

Modification to this agreement, late payments or cancellations may result in forfeiture of amounts paid and/or benefits.

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. A signed contract for the specific city must be on file.

Class Fee:

Each 90-minute time slot is \$1000. Each All-Day Session is \$2,800. Based on availability, up to two time slots may be purchased for two-day shows and up to three time slots for three-day events.

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:

To provide buyers the best possible experience, it is imperative that all classes begin and end on time. There will be a limited 15-minute window for set up and tear down. Exhibitors will be required to work within these time frames to accommodate the needs of all participants. All preferences are honored first-come/first-served based on the date the 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 room setup (tables/chairs if possible) for each class. Room layout/setup cannot be moved or changed without the express permission of THE NBM SHOW. 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 brought into the classroom. We do not recommend 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 (brand may change from city-to-city), screen, one wireless microphone and powered speakers – please check in advance to ensure that this equipment works with your computers and/or connections; additional Audio-Visual equipment will be at the expense of the exhibitor. It is the responsibility of the exhibitor to provide their own laptop or tablet, which is required to connect a presentation to the projector.

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/Code of Conduct:

THE NBM SHOW management team recommends that the content presented in training classes teaches, educates or provides technical tips, expertise and/or business technique. In-class sales presentations will most likely cause a drop in attendance/leads from that class, and a negative review of the presenter. The Training by Exhibitors program strictly forbids the criticizing, slandering or negative promotion of products, companies and/or people. We expect presenters to have professional respect and courtesy always. 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 (Non-refundable) & Materials Due (class title, description) deadlines for participation:

<i>Show</i>	<i>Contract Due</i>	<i>Materials Due</i>
Santa Clara, CA • February 7-8, 2020	July 8, 2019	October 9, 2019
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Please submit all classroom and In the Hall materials on or before the due date via our website at www.THENBMSHOW.com/exhibit/services/classroom-training-form.

Initials _____



THE NBM SHOW is produced by NBM Events & National Business Media
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