



2010 NAWLA ANNUAL CONFERENCE & REGIONAL MEETING
EXHIBITOR TABLETOP RESERVATION FORM
THE HOTEL MONTELEONE • NEW ORLEANS, LA
MARCH 26

COMPANY INFORMATION

Membership Classification: *Manufacturer* *Service Affiliate*

Contact Person _____

Company _____

Address _____

City _____ St/Prov. _____ Zip _____

Phone _____ Fax _____

E-mail _____

Signature _____

(By signing, I hereby agree to the terms and conditions)

EXHIBITOR TABLETOP SESSION (LIMITED SPACE)

6'X30" Table Table Fee Complimentary

***ADD MY LOGO** next to my **\$95**

listing in the Program's
Exhibitor Showcase Listing

#Please e-mail your logo to: kketchum@nawla.org

COMPANY DESCRIPTION

Please use exact wording and punctuation for the Exhibitor Tabletop Session listing.

Our company and/or its objectives, products and services can be described as follows (50 words or less - please type or print legibly):

Use Last Year's Verbiage

EXHIBITOR TABLETOP SESSION HOURS

Friday, March 26

11:00 a.m. - 12:45 p.m. *Exhibitor Set-up*

1:30 - 6:30 p.m. *Exhibitor Tabletop Session*

Display tables will be set inside the meeting room at the NAWLA Regional Meeting.

Display tables will remain set throughout the Meeting on Friday afternoon.

See the enclosed schedule for additional events.

TOTAL AMOUNT DUE

(TOTAL AMOUNT) \$ _____

All fees are in \$U.S. Funds. Please select one of the following payment methods:

Payment is enclosed. Make check or money order payable to NAWLA and mail form.

Charge it to my credit card below

Charge it to the card supplied on the registration form.

Payment by credit card may be *faxed* to NAWLA at 847-870-0201.

VISA

Mastercard

American Express

Name on card _____

Card Number _____ Exp. Date _____

Billing Address _____

Signature _____

(PLEASE NOTE: Instructions, Cancellation and Refund Policies on reverse side)



- **Meet Your Customers And Prospects at The NAWLA Exhibitor Tabletop Session.**

You can't miss when you participate in the 2010 NAWLA Regional Conference Exhibitor Tabletop Session. The Exhibitor Tabletop Session provides opportunities to meet face-to-face with your customers and prospects at this important crossroads of the forest products industry. This is your chance to gain excellent exposure and increase marketing opportunities for your company. NAWLA's answer to organized networking, the Exhibitor Tabletop Session is an efficient and effective way to establish and build business relationships. Exhibitor Tabletop Session participants get one 6' table to display product samples and information.

- **Who Should Exhibit?**

Manufacturers and service suppliers registered for the Regional Conference who value wholesalers as an important part of their marketing effort should not miss this important exhibit opportunity. **The NAWLA Exhibitor Tabletop Session facilitates personal interaction with top level decision makers from wholesale lumber companies in North America.**

- **Act Today?**

Complete the Exhibitor Tabletop Session participation form (on reverse) and send it to NAWLA, along with your meeting registration form and proper remittance. Exhibitor Tabletop Session terms and conditions are listed below.

TERMS AND CONDITIONS FOR EXHIBITOR TABLETOP SESSION

You must be registered for the meeting to participate in the Exhibitor Tabletop Session. Tables are 6'x30" in size and draped. Each table will be equipped with a sign bearing your company name. Participants may display literature or product samples that can be placed on a 6'x30" table. Please note: Full exhibits, backdrops or posters are not permitted at standard tables, and **no display items exceeding 30" in height from the top of the table surface will be permitted.** Materials displayed at tables must meet all applicable fire and safety regulations. Exhibitor is responsible for setup and removal of company's materials. Displays creating excessive noise (above normal conversation level) are not permitted. The use of copyrighted music may require a license, which is participant's sole responsibility. There is a limit of one table per company. (Table sharing can be requested and will be considered by NAWLA on a case-by-case basis.) Tables cannot be moved in deviation of established floor plan. Set up must be completed by 12:45p.m. on Friday, March 26.

Exhibitor is advised to consult its regular company insurance regarding extraterritorial coverage and the limits of coverage therein. Exhibitor is also advised to have its own theft, public liability and property damage coverage with its carrier. Exhibitor agrees to indemnify and hold harmless NAWLA – North American Wholesale Lumber Association, the Hotel Monteleone and the City of New Orleans, LA and these entities' owners, managers, directors, agents, employees, subsidiaries and affiliates against all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind resulting from its occupancy and involvement in the Exhibitor Tabletop Session.

NAWLA shall not be responsible for loss or damage to displays or goods belonging to exhibitors, whether resulting from fire, storms or acts of God. All such items are brought to the Exhibitor Tabletop Session and displayed at the Exhibitor's own risk, and should be safeguarded at all times. NAWLA will bear no responsibility for damage or loss to Exhibitor's property whether coming in, going out or during display.

Shipping instructions, **AV and Electrical Order Forms and Exhibitor Tabletop Session hours (set-up, show and dismantle) will be included in the confirmation packet.** It is the exhibiting firm's responsibility to arrange and pay for these services in advance with the hotel or other supplier. Shipping of materials to and from the resort is also the responsibility for the exhibiting firm and must be done in accordance with hotel procedures and guidelines. The hotel does not have a lift gate or loading dock.

If you have any questions regarding policies for exhibiting and/or your display, please contact Stacey Woldt, Manager for Meetings & Education at 847-870-7621 or swoldt@nawla.org.

NAWLA • 3601 Algonquin Road, Suite 400 • Rolling Meadows, IL 60008
847-870-7470 or 800-527-8258 • Fax: 847-870-0201 • info@nawla.org • www.nawla.org