

# 2018 Sponsor & Exhibitor Agreement

May 21-23 | Dallas

**WorldatWork.**  
**2018 TOTAL**  
**REWARDS**  
Conference & Exhibition

PLEASE COMPLETE

COMPANY \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE | PROVINCE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PRIMARY CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

## EXHIBIT BOOTH SELECTION

If available, you can reserve multiple smaller booths to create a larger booth area (size options below) to accommodate your needs.

| Booth Size                           | Price    |
|--------------------------------------|----------|
| <input type="radio"/> 10x10 Inline   | \$4,700  |
| <input type="radio"/> 10x10 Corner   | \$5,050  |
| <input type="radio"/> 10x10 Prime    | \$5,400  |
| <input type="radio"/> 10x10 Pavilion | \$5,400  |
| <input type="radio"/> 10x20          | \$9,400  |
| <input type="radio"/> 10x20 Prime    | \$10,650 |
| <input type="radio"/> 10x30          | \$14,100 |
| <input type="radio"/> 10x30 Prime    | \$15,900 |
| <input type="radio"/> 20x20          | \$18,750 |
| <input type="radio"/> 20x20 Prime    | \$21,150 |
| <input type="radio"/> 20x30          | \$28,500 |
| <input type="radio"/> 20x30 Prime    | \$32,200 |
| <input type="radio"/> 30x40          | \$56,350 |

## Placement Preferences (See floor plan):

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please list any companies you **DO NOT** wish to be your neighbors\*:

\*We will do our best to meet your request. We cannot guarantee placement.

**Total \$** \_\_\_\_\_

## SPONSORSHIP SELECTION

| Event(s) or Item(s) Sponsored | Amount   |
|-------------------------------|----------|
| 1 _____                       | \$ _____ |
| 2 _____                       | \$ _____ |
| 3 _____                       | \$ _____ |

## Sponsorship Level

Platinum  Gold  Silver

**Grand Total \$** \_\_\_\_\_

## Proper spelling of company name for marketing purposes?

\_\_\_\_\_

## What is your objective for this conference:

- Leads  Brand Recognition  Networking  
 Other \_\_\_\_\_

## PAYMENT INFORMATION

A 50% deposit is required upon submission of agreement or within 30 days of invoice date to reserve booth space and/or sponsorship agreement. Final 50% balance is due by Jan. 31, 2018. Agreements submitted after Jan. 31, 2018 require payment in full.

**EXHIBIT BOOTH:** If exhibit booth payment is not made within this timeframe, booth selection is subject to possible relocation. **To secure early-bird exhibit booth rate, agreement and deposit are due by July 28, 2017.**

**SPONSORSHIP:** The sponsorship deposit is non-refundable.

Invoice me

INVOICE SHOULD BE SENT TO \_\_\_\_\_

EMAIL FOR INVOICE \_\_\_\_\_

## Cancellation Policy:

Please see the backside of this contract with this and other terms and conditions of the contract.

## Agreement:

Exhibitor/Sponsor agrees to comply with all applicable federal, state and local laws, and with WorldatWork's Terms and Conditions mentioned in this document.

NAME OF AUTHORIZED REPRESENTATIVE (PRINT) \_\_\_\_\_

SIGNATURE (REQUIRED) \_\_\_\_\_

DATE \_\_\_\_\_

## SEND CONTRACT TO:

**Becky Setterberg**  
Visibility Manager  
Event Exhibits and Sponsorships  
Phone: 480-304-6981  
Email: becky.setterberg@worldatwork.org

**WorldatWork**  
14040 N. Northsight Blvd.  
Scottsdale, AZ 85260  
Fax: 480-483-8352

For WorldatWork use only. Booth No(s). \_\_\_\_\_ Total Due \$ \_\_\_\_\_

## TERMS AND CONDITIONS

Thank you for registering to exhibit at the 2018 Total Rewards Conference and Exhibition. Adherence to the following terms and conditions will result in a successful event of Exhibitors, Attendees and Staff.

### 1. Exhibitor Terms and Conditions

WorldatWork has the right to make and amend rules and regulations or changes arrangements as needed. WorldatWork shall have the final determination of and will enforce all rules, regulations and conditions. The floor plan may be modified as necessary, with all changes approved by the Fire Marshal.

### 2. Compliance

All exhibits must comply with the laws and regulations of the district in which the exhibit is held. The person whose signature appears on the Application Form agrees to inform all on-site booth personnel and Exhibitor Appointed Contractors of the show guidelines.

### 3. Liability

The Exhibitor agrees to maintain insurance that will fully protect WorldatWork, Freeman and the Gaylord Texan Resort and Convention Center from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act and for personal injury, including death, that may arise in connection with the installation, operation or dismantling of the Exhibitor's display. Exhibitor agrees to indemnify and hold harmless WorldatWork, Freeman and the Gaylord Texan Resort and Convention Center from any such claims.

### 4. Event Cancellation

WorldatWork is not liable for failure to hold the Exhibition as scheduled because of fire or any act of God, or the public or strike, or epidemic or any law, or regulation or public authority, which makes it impossible or impractical to hold the Exhibition. Payments for exhibit space will be refunded in that event. Any actual expenses incurred in connection with the Exhibition will be deducted if the Exhibition is canceled ninety (90) days or less prior to the opening date.

### 5. Indemnity

The Exhibitor assumes all responsibility for any and all loss, theft or damage to Exhibitor's displays, equipment and other property while on the Gaylord Texan Resort and Convention Center premises, and hereby waives any claim or demand it may have against the Gaylord Texan Resort and Convention Center or its affiliates arising from such loss, theft or damage. In addition, the Exhibitor agrees to defend (if requested), indemnify and hold harmless WorldatWork and its respective parent, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses including, without limitation, attorneys' fees and costs arising from, or in connection with, the Exhibitor's occupancy and use of the Exhibition premises or any part thereof or any negligent act, error or omission of the Exhibitor or its employees, subcontractors or agents.

### 6. Booth Eligibility

Booth space will be offered first to sponsors, and then assigned in the order that applications are received. WorldatWork shall have the sole right to determine the eligibility of exhibits including, but not limited to: Companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs, giveaways, costumes and booth personnel attire, and all other Exhibition features and activities.

### 7. Booth and Sponsorship Payment

A fifty-percent (50%) deposit is required upon receipt of the application or within thirty (30) days of invoice; remaining balance due by 1/31/2018. Applications received after 1/31/2018 must be accompanied with full payment.

### 8. Booth Cancellation

Cancellation of space must be submitted in writing. Exhibitors who cancel on or before 12/1/2017 will receive a refund less \$1,000 per 10x10 space. Cancellations received after 12/1/2017 will receive a refund equal to one-half (50%) of the booth rental fee. Any Exhibitor cancelling after 1/31/2018 is obligated and agrees to pay the total cost of the assigned booth space. WorldatWork reserves the right to resell any booth space cancelled by an Exhibitor.

### 9. Sponsorship Cancellation

All cancellations and requests for refunds must be made in writing. The deposit is nonrefundable. Cancellations received on or after 1/31/2018

will result in WorldatWork retaining all payments received.

### 10. Official Service Contractor

WorldatWork, Freeman, the official Service Contractor, and the Gaylord Texan Resort and Convention Center have designated contractors to provide services to the Exhibitors and will be indicated in the Exhibitor Service Guide. Exceptions to using the official contractors will be granted only if they do not interfere with the orderly installation and are non-exclusive services, interim services or dismantling of the exhibit. For exclusive services such as electrical, internet, security, cleaning, material handling and rigging, no exception will be made and WorldatWork, Freeman or the Gaylord Texan Resort and Convention Center contractors must be used.

### 11. Exhibitor-Hosted Events

Any type of hospitality suite or event or private function scheduled by an Exhibitor or sponsor, held either onsite at the Gaylord Texan Resort and Convention Center or any other venue, may not begin until the conference and Exhibition has closed officially for that day and does not conflict with any other conference activity. Sponsored hospitality suites must discontinue food, drink and/or entertaining at 10:00 p.m. when held in sleeping-room areas of the WorldatWork Housing Block(s). Any entertainment within a hospitality suite must be submitted and approved by the appropriate Hotel Event Manager. Any violations will result in exclusion from future WorldatWork Exhibitions and speaking opportunities of the company's employees.

### 12. Admission of Exhibitors/Attendees/Children

- WorldatWork requires a conference badge for everyone who enters the Exhibit Hall. Security will enforce this requirement during move-in, show hours and move-out.
- Children under the age of 18 are not permitted in the Exhibit Hall during set-up or dismantle.
- Children may visit the Exhibition during show hours if accompanied by an adult wearing a badge.

### 13. Installation and Dismantling of Exhibits

- Freeman, the Official Service Contractor, will receive and deliver materials to the exhibit booth. Please refer to the Material Handling & Shipping portion of the Service Kit for complete information. Freeman will have full access to dock and loading facilities and will provide all labor and equipment. Freeman is the exclusive provider for all material handling.
- Exhibitor agrees to have set-up completed one hour prior to show opening.
- WorldatWork has the right to stop any acts that may lead to work stoppages, strikes or labor problems.

### 14. Early Move Out

Exhibitor agrees not to dismantle the exhibit or do any packaging before the close of the show. Violations will result in exclusion from future WorldatWork Exhibitions.

### 15. Demos and Entertainment

Exhibitors using costumed persons or models as part of the exhibit agree that such personnel's appearance and dress do not offend even the most critical. The decision on acceptability rests solely with WorldatWork show management. Any type of entertainment must be confined to the booth area and will not be allowed in the aisles.

### 16. Noise Level

Amplified music or vocal presentations are permitted if not audible in neighboring booths, including those on either side, back to back or across the aisle. Blinking or flashing lights that are distracting to neighboring Exhibitors on either side, behind the booth or across the aisle must be discontinued. No exceptions will be allowed. Show management shall exercise total control of this regulation and will ask that Exhibitor discontinue the distraction if objectionable to neighboring booths.

### 17. Literature Distribution

Canvassing in any part of the Gaylord Texan Resort and Convention Center outside of your exhibit space or of the hotels in the WorldatWork Housing Block(s)

is strictly prohibited. Any person doing so will be requested to discontinue canvassing immediately. Circulars, catalogs, magazines, invitations, folders and signs may be displayed or distributed only in the Exhibitor's booth and must be related strictly to the approved products and/or services on display.

### 18. Promotional Materials

Exhibitors may not create promotional materials that are in direct conflict with official conference sponsorships and will be subject to removal from the show. When in doubt, please check with conference staff for prior approvals.

### 19. In-Booth Sales

Selling of any products from the booth is not permitted.

### 20. Freight Delivery

The Gaylord Texan Resort and Convention Center does not accept shipments of event-related freight materials. All freight must be delivered to the official show contractor.

### 21. Exhibit Booth Regulations

- Exhibit Hall is not carpeted. All booths are required to order floor covering so no concrete is showing within the booth space. WorldatWork reserves the right to force floor covering at show site with costs billed to the Exhibitor.
- Standard booth height is 8 feet; Island, Peninsula and Perimeter Wall booth height can be 14 feet. Requests for height variance must be submitted in writing to WorldatWork no later than 60 days in advance of the Exhibition and accompanied by a booth drawing or photo showing measurements.
- Exhibit booths 20x20 or larger may not have solid walls.
- Exhibit booths 20x20 or larger must submit their booth design for approval by WorldatWork Event Management 60 days in advance of the Exhibition.
- Each Exhibitor must have a "fair" sight line from the aisle — regardless of the size of the exhibit. No fixture or equipment will be placed where it will block the sight of another Exhibitor unless mutually agreed upon by the exhibiting companies and on-site contacts.
- End-of-row booths are to be draped at the Exhibitor's expense.
- Equipment (e.g., monitors) that is more than 4 feet high and within 10 feet of another booth will be placed in the back 5 feet of the booth.
- All booths must accommodate and be accessible and in compliance with the Americans with Disabilities Act.
- All electrical equipment must be in good operable condition and able to pass the inspection of the on-site Fire Marshal.
- Booths, tables, curtains, displays or storage may not protrude into an aisle, exit or block any location during the show.
- Each Exhibitor agrees to abide by regulations pertaining to health, fire prevention and public safety while participating in the Exhibition.
- All packing containers or materials must be removed when emptied. These items cannot be used as exhibit support.
- Booth space is to be left in the same condition as it was at the time of occupancy. Any material left in the booth that requires additional cleaning or large amounts of materials removed will be billed to the Exhibitor.
- Helium balloons may not be distributed in the Gaylord Texan Resort and Convention Center.

### 22. Exhibit Hall Regulations

- Every person must wear a badge to enter the Exhibit Hall and while on the show floor. Temporary badges will be issued to individuals assisting during move-in, move-out or before or after show hours.
- Nothing may be attached to or suspended from any Gaylord Texan Resort and Convention Center structure without the express consent of the Gaylord Texan Resort and Convention Center.
- Nothing may be placed or leaned against any wall in the exhibit area. No writing, taping, tacking or nailing on the wall is permitted.

- The booth must be maintained by at least one company representative at all times during Exhibit Hall hours.
- All demonstrations and exhibits must be confined to the contracted space, relevant to the product or service of the exhibiting firm, and be of interest or educational value to the attendees.
- Alcoholic beverages are only permitted in the Exhibit Hall during scheduled receptions.
- Adhesive-backed decals/stickers (except for name tags) may not be used or distributed on premises.

### 23. Multi-Level or Enclosed Booths

The Gaylord Texan Resort and Convention Center requires that plans for all two-story exhibits (double deckers) be submitted for approval by the Fire Marshal prior to installation. All such plans must bear the stamp of a registered structural engineer and/or certified architect and be accompanied by a letter from the engineer and/or architect stating that the exhibit conforms to the current Gaylord Texan Resort and Convention Center regulations. Booths must have a fire extinguisher within the multi-level and/or enclosed booths.

### 24. Overhead Rigging

Sign hanging and overhead rigging are permitted at this event. All rigging arrangements must be made through PSAV.

### 25. Booth Equipment

The Gaylord Texan Resort and Convention Center does not provide miscellaneous items to Exhibitors such as chairs, tables and so on. These must be obtained from Freeman.

### 26. Electrical Services

All connections to the electrical circuits in the Gaylord Texan Resort and Convention Center must be made through Gaylord Texan Resort and Convention Center and will provide a list of fees for electrical services in the Exhibitor Kit.

### 27. Security

- Continuous security coverage of the Exhibit Hall will be furnished from move-in through move-out by Contract Security.
- Exhibitors are responsible for the security of their personal property from move-in through move-out. Watch your valuables at all times.
- WorldatWork, Freeman and the Gaylord Texan Resort and Convention Center are not liable for any loss or damage of materials. Should any loss occur, report the incident to Security immediately. WorldatWork, the facility management, or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes.

### 28. Fire Code

- A certificate of fire retardation must be on hand within an exhibit as proof of any flame retardant treatment.
- Fire regulations require all display material used for decoration to be made of flame retardant or noncombustible materials.

### 29. Smoking Restrictions

The Gaylord Texan Resort and Convention Center is a smoke-free building. Smoking is prohibited in the Gaylord Texan Resort and Convention Center at all times.

### 30. Food/Beverage Dispensing

All food and beverage served at Exhibitor's booth must be provided and prepared by the Gaylord Texan Resort and Convention Center. Exceptions may be granted to the Exhibitors who are manufacturers or suppliers of food or food products. Requests for exceptions must be submitted by the Exhibitor and will be reviewed by Gaylord Texan Resort and Convention Center on a case-by-case basis. In addition to the Gaylord Texan Resort and Convention Center Management, the Fire Marshal must approve cooking in the exhibit area. Exhibitors who wish to provide food and beverage at their booth for attendees of the Exhibition must contact the designated Centerplate/NBSE Catering Manager for rules, regulations, and pricing.