



2017 Vendor Fair (FMSS) EXHIBITOR DISPLAY PARTICIPATION REQUIREMENTS:

You must be a **current** member in good standing to be eligible to display.

Cost for an exhibit space is \$100 (please indicate if you will need electricity)

Booth Registration, Payment & Membership Deadline: Tuesday, October 31, 2017 or when space is filled (no exceptions NPFMA will assign display space first come first serve. Booth registrations must be submitted in writing via the form or online registration at www.npfma.com. No telephone registrations will be accepted. (1 standard table/2 chairs and black conference cloth will be provided). Exhibitor must indicate whether they have a backdrop display. NPFMA must be advised in advance of any oversize displays or heavy equipment when reserving booth space. **All signage and booth display must be for member company only and not suppliers or exhibitors of member company.** No exhibitor shall sublet or share any part of the space allocated without the written consent of NPFMA. Any representative from a firm or organization not renting exhibit space is prohibited from soliciting business at the FMSS or in the hotel.

Names of employees working the display must be submitted no later than: **Friday, November 3, 2017 (must be employed by the company displaying-suppliers/supplier reps will not be allowed to display with member companies) Individual Affiliates may have one additional employee at no additional cost. (All additional employee exhibitors must pay the non-member attendee fee \$35)**

Please advise NPFMA if you will be doing drawings at your booth so that we can promote "FM Only" drawings in e-blasts. NPFMA will include the logo of exhibitor who submits notification of a booth drawing. Exhibitors will receive 2 free passes to invite facility manager clients to the event. (Pass must be presented at the door along with a business card)

Exhibitor displays shall be set up the day before, Monday, November 6. (Exhibitors who have not set up during the specified hours will not be permitted to display.)

**Set up Monday November 6, 2017
Hours: Noon-5pm**

By signing this document, the exhibitor acknowledges receipt of and agrees to abide by the requirements listed above.

NPFMA Exhibitor Member Name

Member Company

Signature

Date

Event Sponsors:



Schindler



Buffet Sponsor: