



Montana Nursery and Landscape Association

PO Box 20353 • Billings, MT 59104

p: 406.755.3079, f: 406.633.2032, www.plantingmontana.com

2024 PRIORITY BOOKING FORM

**RECEIPT DEADLINE FOR PRIORITY BOOKING
REQUESTS: MARCH 15, 2023**

JANUARY 9-11, 2024 Hilton Garden Inn, Missoula MT

1 - COMPANY INFORMATION

please make any necessary corrections/additions below

2 - 2024 Booth Selection

(FLOOR PLANS ATTACHED)

My three choices of booth location for 2024 are

1st Choice

2nd Choice

3rd Choice

I WILL NOT BE AN EXHIBITOR IN 2024

I WILL BE SHARING SPACE IN 2024 WITH _____

Confirmation of the 2024 space assigned and a booth contract will be mailed to the address listed above the first week in May of 2023, with first payment due no later than July 1, 2023.

For priority exhibitors who elect to split the booth payment, 1/2 of the booth fee, plus payment in full for any extra furnishings not included in the booth fee, will be due no later than July 1. The 2nd half of the booth payment will be invoiced on October 1, and payment will be due no later than November 1. Failure to make payments in a timely fashion will result in booth cancellation.

INSTRUCTIONS

1. List your three choices for booth location for 2024 in Section 2.
2. Make any needed corrections or changes to the information listed for your company in Section 1.
3. Return a completed copy of this form to MNLA by mail or e-mail. You may also return your form by fax, but you should call or e-mail to confirm fax receipt. Keep a copy of the form for your file.

PRIORITY BOOKING PROCESS

1. Priority booking is conducted only between the dates of February 1 and March 15 for companies who have exhibited at the MNLA convention within the last four (4) years.
1. Only those companies that reserve space through the priority booking process may divide their booth fee into two payments, if they wish. All companies reserving space after the March 1 priority deadline will be required to make payment in full within 15 days of the reservation confirmation date.
3. Reservations during the priority booking period are made with preference to (1) exhibitor rank and (2) the order in which the priority booking form was received.

The Rules Governing the Montana Nursery & Landscape Association Trade Show

1. **BOOTH LOCATION:** Assignment of booth space will be made on a system based on number of continuous years as an exhibitor and order of receipt of Priority Booking Form during the Priority Booking period.
2. **ELIGIBLE EXHIBITS:** The Montana Nursery & Landscape Association reserves the right to determine the eligibility of any company or product to exhibit in its Trade Show.
3. **DISPLAY AREA:** All exhibits must be contained within the purchased space dimensions, and must conform to the normal height and line-of-site rules which govern all trade shows.
4. **LIMITATION OF LIABILITY:** The exhibitor agrees to make no claim against the Montana Nursery & Landscape Association and the trade show vendor for loss, theft, damage or destruction of goods, or for any injury to himself or employees while in the trade show arena. By agreeing to exhibit you acknowledge that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending the Trade Show, you voluntarily assume all risks related to exposure to COVID-19 and agree to not hold the Montana Nursery & Landscape Association, the Montana Nursery & Landscape Association's Board of Directors, and the trade show vendor liable for any claim arising out of the exhibitor's participation in the Montana Nursery & Landscape Association's Annual Meeting & Trade Show.
5. **BUILDING RULES AND CITY/COUNTY ORDINANCES:** The exhibitor will obey all rules and ordinances of the convention center, city and county location of the trade show and all departments whose duties embrace such exhibits.
6. **CARE OF SPACE:** Each exhibitor will be responsible for his space and furnishings. At the close of the show, space and furnishings will be surrendered in the same condition they were at move-in. Nothing is to be pinned, taped or wired to the back or side drapes, or table drapes. The trade show vendor will furnish pipe hooks. Exhibitors must put their exhibits on plastic sheeting if there is any possibility of water or oil being transferred from the exhibit to the carpeting. In any case of damage, the exhibitor will pay such claims necessary to restore space, furnishings or carpeting to their original condition.
7. **RELOCATION OF EXHIBITS:** The Montana Nursery and Landscape Association reserves the right to alter booth locations and to change the overall size of the floor plan if deemed advisable.
8. **MOVE-IN/MOVE-OUT:** Exhibitors may move-in and move-out of the Trade Show ONLY during the times allocated on the schedule for this. Exhibitors will not be permitted to move-in or move-out at any other times.
9. **DISPUTES:** The decision of the Montana Nursery & Landscape Association's Executive Director must be accepted as final in any dispute between exhibitors in any situation not covered by The Rules Governing the Montana Nursery & Landscape Association Trade Show. The Executive Committee of the Montana Nursery & Landscape Association may serve as a Committee of Arbitration if deemed necessary.
10. **SECURITY:** The Montana Nursery & Landscape Association and the trade show vendor will not be responsible for any loss or damage suffered by an exhibitor, their employees, any trade show attendees, or persons unknown, from any act of theft, vandalism, accidental injury, or arson. Exhibitors should ascertain that their insurance coverage is adequate. All doors to the Trade Show area will be kept locked during the hours when the show is not officially open.
11. **HAZARDOUS MATERIALS IN DISPLAYS:** The Montana Nursery & Landscape Association prohibits the use of any hazardous materials for display purpose in their Trade Show.
 - a. No exhibitor will be allowed to bring hazardous materials into the Trade Show hall at any time, for any purpose.
 - b. Hazardous materials are defined as follows:
 - i. Any materials packaged in a container that has the words: "CAUTION", "DANGER", "WARNING", or "POISON" on it, accompanied by a phrase such as, but not limited to, "DO NOT GET ON SKIN", "DO NOT GET IN EYES", "DO NOT BREATHE DUST", etc.
 - ii. Live aerosol spray cans
 - iii. Exhibitors who intend to exhibit such material must contact the manufacturer to obtain containers that have never been filled. Only containers that are void of hazardous materials will be allowed in the Trade Show hall.
12. **CANCELLATION OF CONTRACT:** A cancellation fee of \$100 per booth will be charged for booth cancellations received prior to October 1. Cancellation must be received in writing. No refunds will be granted after October 1. No exceptions. Due to the unpredictable nature of COVID-19, if the Montana Nursery & Landscape Association is unable to host the Trade Show due to federal, state, or local ordinance, exhibitors will not hold the Association liable for any expenses incurred in preparing for the Trade Show, or responsible for any perceived loss of revenue from said Trade Show. In the event the Montana Nursery & Landscape Association cancels the Trade Show, exhibitors will have the option to have their booth rental fees refunded, or use them as a credit toward exhibiting at the 2024 Trade Show.
13. **FAILURE TO OCCUPY SPACE:** Unless previously arranged, booth space not occupied during the first open segment of the trade show will be forfeited without refund to the exhibitor and the space may be resold or used by MNLA.
14. **SHARED-SPACE PAYMENTS:** will be the responsibility of the 1st Firm signer on Booth Contract Form. MNLA does not act as an agent in collecting shared-space fees from the additional exhibitor(s).
15. **SUBLETTING OF SPACE:** Exhibitors may not assign, sublet or apportion the whole or any part of the space allocated for their exhibit to another company or individual not listed on the booth contract as sharing the space.
16. **PAYMENT:** Priority exhibitors (previous year exhibitors who reserve space before March 1) are entitled to split their booth fee into two equal payments. The first payment is due July 1st and the final payment for the booth fee and all other balances is due November 1. All other exhibitors must pay the full amount due within 15 days of the contract issue date. MNLA may cancel unpaid reservations without additional notice. This contract serves as your invoice.