

The Uniform Retailers Association  
**4<sup>th</sup> ANNUAL TRADE SHOW**  
 Buena Vista Palace Hotel & Spa - Orlando, FL

November 1-2-3, 2010  
 Exhibits – Nov 2-3  
 Education – Nov 1

Phone: (740) 452-4541  
 Fax: (740) 452-2552  
 www.UniformRetailers.org

**Exhibitor Contract & Registration Form**

**1 CONTACT INFORMATION** *(Please Print/Type Clearly)*

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_ Web \_\_\_\_\_

Completing this form serves URA Management notice that you agree to be contacted by mail/phone/fax and/or e-mail.

**2 BOOTH RESERVATION** *(Please Print/Type Clearly)*

*Each 10'x10' booth purchased will permit the exhibiting company a certain number of staff to attend at no charge. More staff may be brought to work show but if number of staff exceeds allowed number, an additional registration fee will apply.*

**Booth Space**

- (1) 10'x10' booth (allows two (2) staff) ..... \$ 2,500
- (2) 10'x10' booth (allows four (4) staff) ..... \$ 4,500
- (3) 10'x10' booth (allows six (6) staff)..... \$ 6,000
- (4) 10'x10' booth (allows eight (8) staff) ..... \$ 7,500
- (6) 10'x10' booth (allows twelve (12) staff) ..... \$10,500
- (8) 10'x10' booth (allows sixteen (16) staff) ..... \$13,500
  
- Table Top *(limit one (1) per company and cannot exhibit items for resale)* ..... \$ 600
- Additional Booth Staff \_\_\_\_\_ qty x \$150 \$ \_\_\_\_\_

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

Preferred Location *(See exhibit floor plan for booth numbers)* 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

\*\* Interested in Hosting Opportunities or Sponsorships - please call URA Headquarters for more information.

**Booth Assignments**

Each exhibitor is asked to give three preferences for booth location. Assignments will be made according to the number of booths requested and the order received. Requests for exhibit space are filled on a first-come, first-served basis. Please refer to the enclosed floor plan when stating your booth location preferences. All contracts must be accompanied by full payment in order to be considered for assignment. Please review show rules.

**3 EXHIBITOR REGISTRATION** *(Please Print/Type Clearly)*

Please list registrants below and please check all events that will be attended. These events are included with registration but will be ticketed events.

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

Name \_\_\_\_\_

Fashion Show  Welcome Reception

*If you are bringing more staff please list on a separate sheet of paper.*

**4 METHOD OF PAYMENT** *(payment due at time of order)*

All fees must accompany application form or processing will be delayed.

Check (Please make check payable to **URA**)

American Express  Discover  MasterCard  VISA

All payments in U.S. funds drawn on U.S. banks. \$25 fee charged for returned checks

Credit Card Number \_\_\_\_\_ Exp \_\_\_\_\_

3-digit Security Code \_\_\_\_\_ Amt. to be charged \$ \_\_\_\_\_

Name on Card (Print) \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

**5 PLEASE READ AND SIGN**

**I have read and agree to abide by the EXHIBIT CONDITIONS, RULES & REGULATIONS which were enclosed with my Exhibitor Contract & Registration Form.**

Signature \_\_\_\_\_

**6 SEND COMPLETED FORM WITH PAYMENT TO:**

**Uniform Retailers Association (URA)**

1100-H Brandywine Blvd  
Zanesville OH 43701-7303

Phone: (740) 452-4541 Fax: (740) 452-2552

E-mail: URA@UniformRetailers.org

Web: www.UniformRetailers.org

**FOR OFFICE USE ONLY**  
**Event Code: E19110**

Recd \_\_\_\_\_ Ck# \_\_\_\_\_

Amt \_\_\_\_\_ Ackd \_\_\_\_\_

## EXHIBIT CONDITIONS, RULES & REGULATIONS

### Booth Assignments

Each exhibitor is asked to give three preferences for booth location. Assignments will be made in date received order. Payment must be included with contract to have booths assigned. Contracts without payment will not be processed. Requests for exhibit space are filled on a first-come, first-served basis. Please refer to the floor plan when choosing your booth preferences. **All contracts must be accompanied by full payment in order to be considered.**

### Booth Equipment

Each 10' x 10' booth will be set with an 8' high back drape with 3' high side divider drape. No fully enclosed booths permitted. Each exhibitor will also be provided with one 7" x 44" identification sign, one 6' draped table, two chairs and one wastebasket. Booth furnishings and additional equipment may be ordered through the exhibit decorator. An Exhibitor Service Manual containing literature and rates for labor, services, furniture, audio/visual and other equipment will be sent to all exhibitors and will be available on the URA web site.

### Booth Cancellation Policy

Exhibitors who cancel prior to **June 1, 2010** will receive a refund of 75% of total monies paid. Cancellations after **June 1, 2010** will receive a refund of 50% of total monies paid. There are **NO REFUNDS** for cancellations after **August 2, 2010**. All cancellations must be received in writing to the URA office in order to be considered for a refund.

### Conflicting Events during Trade Show

In order to fully promote the activities of the URA Trade Show, the URA prohibits the use of hospitality suites and meeting rooms during the week of the Trade Show. The exhibitor shall not extend invitations, call meetings, hold hospitality events or otherwise encourage absence of visitors/attendees from the Exhibit Hall and meeting rooms. Requests for all function space at the headquarters hotel must be arranged and approved through URA. If an exhibitor is found in violation of these rules, their booth will be shut down immediately.

### Booth/Promotional Activity

Booth/promotional activities, such as demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow nor infringe on neighboring exhibits. Booth/promotional activities will not be permitted outside of the exhibitor's assigned booth space. Exhibitors should reserve a reasonable portion of their exhibit space for the crowds or lines that popular activities may attract.

### Distribution of Advertising Material and Canvassing by Industry

Canvassing or distribution of advertising material by an exhibitor or anyone representing a non-exhibiting firm is strictly prohibited outside of the exhibitor's booth space or in any part of the exhibit hall, meeting rooms or public areas.

### Security Policy

No one will be permitted to enter the exhibit hall at any time other than during set-up hours and when the hall is open to the attendees.

### Exhibitor Terms and Conditions

The UNDERSIGNED (hereinafter referred to as the "Exhibitor") hereby applies for booth space at the URA Trade Show (hereinafter referred to as the "Association") to be held at Buena Vista Palace Hotel & Spa, FL, for the period of November 1 – 3, 2010, for the exhibition of the products and/or services designated and for no other purpose, subject to the conditions, rules, regulations and requirements hereinafter set forth. This contract is subject to all terms and conditions of the lease agreement between the Association and Buena Vista Palace. Booth space will be assigned at the discretion of the Association in accordance with the stated priority of preferences in consideration of the following criteria: 1) date of Application for Exhibit Space, and 2) payment.

Rental Charges are \$2500.00 per single booth (see previous page for multiple-booth pricing). The Exhibit Hall floor plan is shown in the enclosed packet as well as the rules and regulations for exhibiting. Dimensions and locations of each booth are believed to be accurate, but only warranted to be approximate. Association reserves the right to revise Exhibit Hall floor plan based on number of booths sold. Booths will be assigned only to the company that signs this application. No subsidiaries, distributors, manufacturers, etc., will be permitted to share, advertise, distribute literature or in any way occupy any booth or part of any booth assigned to that Exhibitor.

All financial obligations to the Association must be paid in full before the Application will be accepted. If any Exhibitor fails to pay, when due, any sum required under the terms of this application, or if any Exhibitor shall fail to comply with any other term or condition of the application, the Association reserves the right to refuse to process this application any further. Any money therefore paid by the Exhibitor to the Association may be retained by the Association. The Association shall have the right to make such rules and regulations in connection with the Trade Show as it may deem proper and may amend them at any time, and the Association shall have the full power in the manner of interpretation and enforcement thereof. The Exhibitor agrees to abide by these rules and regulations if a contract is entered into.

The undersigned Exhibitor hereby expressly agrees to fully indemnify and hold forever harmless URA, additional sponsors, Offinger Management Co., and their respective officers, agents, and employees for any and all claims, losses, damages or injuries of any kind whatsoever; arising out of or in any way related to this Agreement or the subject matter of this Agreement, specifically including but not limited to claims, losses, damages or injuries resulting from or alleged to have resulted from the negligence of URA, additional sponsors, Offinger Management Co., and their respective officers, agents and employees. In the event of claim, suit, loss, damage or injury to which this indemnification agreement applies, the undersigned Exhibitor agrees to pay for the defense of URA, additional sponsors, Offinger Management Co., and its officers, agents and employees against such claim, suit, loss, damage or injury, such defense to be provided by counsel of URA.

This document will constitute a contract between the Association and the Exhibitor at such time as it is accepted and executed by the Association. Once a contract is entered into, the Association may permit oral modifications to this contract which seek to enlarge the amount of booth space contracted for. Any such oral modification to the original application will be accepted and considered binding on both the exhibitor and on the Association only if and when payment for the additional space is received and processed by the Association. Exhibitor assumes responsibility and agrees to indemnify and defend the Association and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

**The Exhibitor understands that neither the Association nor the Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.**

## The Uniform Retailers Association

# Resource Guide

1100-H Brandywine Blvd, Zanesville, OH 43701-7303  
Phone: (740) 452-4541 Fax: (740) 452-2552 www.UniformRetailers.org

### 1 CONTACT INFORMATION *(Please Print/Type Clearly)*

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_ Web \_\_\_\_\_

Completing this form serves URA Management notice that you agree to be contacted by mail/phone/fax and/or e-mail.

### 2 COMPANY PRODUCT DESCRIPTION *(please pick all that apply)*

Retailers will be able to search by Company Name, City, State and Product types. Please select the products below which best represents what you have available to retailers.

#### Tops

- Chef
- Cook
- Maternity
- Men's Zip
- Polo
- Snap
- Student
- T-Shirt
- Unisex
- V-Neck

#### Pants - Drawstring

- Chef
- Cuff
- Maternity
- Men's
- Petite
- Straight
- Tall

#### Pants - Elastic

- Chef
- Cuff
- Maternity
- Men's
- Petite
- Straight
- Tall

#### Skirt

- Student
- Regular

#### Vest

- Student
- Regular

#### Dress

- Student
- Regular

#### Labs

- Cardigan
- Men's
- Student
- Warm-Up
- Professional

#### Shoes

- Athletic
- Clog
- Duty
- Hosiery
- Socks

#### Stethoscopes

- Cardiology III
- Classic II
- Dual
- Dual Kit
- Lightweight
- Master Cardiology
- Master Classic
- Sprague
- Sprague Kit
- Time Scope

#### Accessories

- Badge Holder
- Cap
- Cap Case
- Chef Hat
- Clip-eze
- Earrings
- Gifts
- Key Ring
- Lanyard
- Name badge
- Patch
- Scrunchie
- Sport Bottle
- Steth Cover
- Tac
- Tie
- Tote Bag
- Watch Band
- Watches

#### Apron

- Cobbler
- Full
- Waist

#### Medical Accessories

- BP Cuff
- Caliper
- CPR Mask
- Diaphragm
- Eartip
- Gait Belt
- Hemostat
- Organizer
- Otoscope
- Pen
- Penlight
- Safety Glasses
- Scissor
- Steth ID Tag

**3 RESOURCE GUIDE LISTING CHARGE**

- 2010 Trade Show Exhibitor – FREE for one year
- I am not a current Exhibitor but would like to be listed in the Resource Guide online for one year for the fee of \$250.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**4 METHOD OF PAYMENT (*payment due at time of order*)**

- Check (Make check payable to **URA**)
  - American Express       Discover       MasterCard       VISA
- All payments in U.S. funds drawn on U.S. banks. \$25 fee charged for returned checks.      Amt. to be charged \$ \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

Name on Card (Print) \_\_\_\_\_ 3-digit security code \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

The Uniform Retailers Association

# 4<sup>rd</sup> ANNUAL TRADE SHOW

Buena Vista Palace Hotel & Spa - Orlando, FL

November 1-2-3, 2010

## FASHION SHOW REGISTRATION FORM

**Fashion Show items must arrive at hotel by Fri. Oct 29, 2010. Ship to: Uniform Retailers Assoc Buena Vista Palace Attn: Guest Melanie Imlay 1900 Buena Vista Dr Lake Buena Vista, FL 32830**

The URA is staging a runway fashion show Monday, November 1, 2010. Your participation is optional and at no charge. **Deadline for submission is September 1, 2010.**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_ Web \_\_\_\_\_

Completing this form serves Management notice that you agree to be contacted by mail/phone/fax and/or e-mail.

## 2 GARMENT INFORMATION *(Please Print/Type Clearly)*

Our company will be providing \_\_\_\_\_ (qty.) garment(s) for the Fashion Show. *(i.e. Apparel, Shoes and/or Accessories. Limit 3 outfits per company.)*

**Please provide one line of copy per outfit, shoe style or item for the printed sheet in space provided below. (PRINT)**  
*(i.e.: Princess Top 16308 in Lily White and Flare Pant 16309 in Lilac)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Important –

- **Deadline for submission of Product Description is September 1, 2010.**
- Garment samples need to be in size small (models will be dress size 6 – 8, hips 35 – 38", waist 24 – 27").
- Recommended shoe size 9 or 10
- Garments must be pressed before shipping.
- **Garments need to be shipped to Buena Vista Palace TO ARRIVE ON FRI, OCT 29, 2010. DO NOT SHIP WITH YOUR EXHIBIT FREIGHT.**
- **SHIP TO:**

**Uniform Retailers Assoc  
Buena Vista Palace  
Attn: Guest Melanie Imlay  
1900 Buena Vista Dr  
Lake Buena Vista, FL 32830**

Remit Form to:

**Uniform Retailers Association (URA)**

1100-H Brandywine Blvd, Zanesville OH 43701-7303

Phone: (740) 452-4541 Fax: (740) 452-2552 E-mail: URA@UniformRetailers.org Web site: www.UniformRetailers.org

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WEB