

The Uniform Retailers Association  
**6<sup>th</sup> ANNUAL TRADE SHOW**

October 15-17, 2012

Hyatt Regency Miami – Miami, FL

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

**Exhibitor Contract & Registration Form**

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

NOTE - Information provided in this section will be published as submitted.

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

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

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

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

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

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

Brief description of products/services to be exhibited (100 characters or less). Information may be printed in show directory: \_\_\_\_\_

Completing this form serves 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. Additional staff may be brought to work at the 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] ..... \$ 2,650
- 2 – 10'x10' booth [allows four (4) staff] ..... \$ 4,650
- 3 – 10'x10' booth [allows six (6) staff]..... \$ 6,150
- 4 – 10'x10' booth [allows eight (8) staff] ..... \$ 7,650
- 6 – 10'x10' booth [allows twelve (12) staff] ..... \$10,650
- 8 – 10'x10' booth [allows sixteen (16) staff] ..... \$13,650
- 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> \_\_\_\_\_

**Booth Assignments**

Each exhibitor is asked to give three preferences for booth location. 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.

*Interested in hosting opportunities or sponsorships? Please call URA Headquarters for more information.*

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

Please list booth staff below and check all events that they will be attended. These events are included with the booth fee but will be ticketed events. Attach additional page listing staff if more space is needed.

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

**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 \_\_\_\_\_ Amount to be Charged \$ \_\_\_\_\_

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

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

Signature \_\_\_\_\_

**5 PLEASE READ AND SIGN**

On behalf of the exhibiting company listed in item 1 of this Contract, we have read and agree to abide by the EXHIBIT CONDITIONS, RULES & REGULATIONS as set forth by the Association. (Applications not accepted without signature.)

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

**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](mailto:URA@UniformRetailers.org)

Web: [www.UniformRetailers.org](http://www.UniformRetailers.org)

**FOR OFFICE USE ONLY**  
**Event Code: E19112**

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

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

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

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

## EXHIBIT CONDITIONS, RULES & REGULATIONS

Revised 10/10/2011

On behalf of the exhibiting Company in item 1 of the Contract (hereinafter referred to as the "Exhibitor"), we apply for booth space at the URA Trade Show (hereinafter referred to as the "Association") on the dates and location as inscribed on the Contract and any amendments thereafter, for the exhibition of the products and/or services designated and for no other purpose, subject to the Conditions, Rules & Regulations and any amendments hereinafter set forth.

**Booth Assignments** – Booth assignments are made in order of date received. All contracts must be accompanied by full payment in order to be considered. Contracts without payment will not be processed.

**Booth Equipment** – Each 10' x 10' booth will be set with 8' high back drape and 3' high side divider drape. No fully enclosed booths permitted; product line must be at least 80% visible from the aisle. Association reserves the right to prohibit or remove any exhibit, product, display or part thereof, or proposed exhibit display or device which in the opinion of the Association is not suitable to or in keeping with the product display policy or rules and regulations of the Association at the exhibitor's expense. Association reserves the right to rearrange floor plans and relocate any exhibit at any time.

Any portion of an exhibitor's display which extends or protrudes above or beyond that of the booth adjoining to the rear or side must, at the exhibitor's own expense, be completely smooth, flush-finished and painted, with no exposed framework. It must be finished in such a manner as not to be unsightly to exhibitors in adjoining booths or to the Association. Association reserves the right to make judgment as to whether a booth shall be finished on-site.

Spanning the aisle with booth carpet and signs is prohibited. No portion of an exhibit structure may extend beyond the assigned floor space.

Each exhibitor will also be provided with one 7" x 44" identification sign, one 6' draped table, two chairs and one wastebasket. Additional booth furnishings and equipment may be ordered through the official decorator. An Exhibitor Service Manual containing information and forms will be sent to all exhibitors and available on the Association web site approximately 60 days prior to the Trade Show.

**Booth Cancellation Policy** – Exhibitors who cancel prior to **June 1, 2012** will receive a refund of 75% of total monies paid. Cancellations after **June 1, 2012 and before August 3** will receive a refund of 50% of total monies paid. There are **NO REFUNDS** for cancellations after **August 3, 2012**. All cancellations must be submitted in writing to the Association in order to be considered.

**Conflicting Events During Trade Show** – In order to fully promote the activities of the URA Trade Show, the Association prohibits ANYONE from using hospitality suites and meeting rooms during events scheduled by the Association. Companies shall not extend invitations, call meetings, hold hospitality events or otherwise encourage absence of visitors/attendees from the Trade Show or any scheduled event. Exhibitors only may request function space before or after the Show at the headquarters hotel or another area venue for the purpose of non-selling hospitality suites/meetings which must be arranged and approved through the Association. If an exhibitor is found in violation of these rules, their booth will be shut down immediately.

**Show Directories** – Exhibitors are provided with one listing per 10'x10' booth. Additional company name listings are available for \$25 per additional listing. Complete and return Additional Directory Listing Form to add additional listings.

**Distribution of Advertising Material and Canvassing** – 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 crowds or lines that popular activities may attract. 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** – The Association will provide perimeter guard service during the hours the exhibit area is closed; however, Exhibitor is solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody and control in transit to or from or within the confines of the exhibit hall. No one will be permitted to enter the exhibit hall at any time other than during set-up hours determined by the Association and when the hall is open to attendees. Exhibitor understands that neither the Association nor the venue maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Dismantle** – No exhibit shall be dismantled prior to the official close of the Show as determined by the Association. If observed dismantling early, Exhibitor may be fined \$1,000 violation fee, payable within 30 days from receipt of invoice. If observed dismantling early a second time, Exhibitor may be barred from exhibiting at future events. Association recognizes that emergencies or other unforeseen circumstances may arise. Should it be determined necessary to dismantle early, Exhibitor is required to contact the Association immediately. If excuse is deemed acceptable by the Association, written permission to dismantle early will be provided to Exhibitor and fines will be waived.

**Exhibitor Terms and Conditions** – This contract is subject to all terms and conditions of the lease agreement between the Association and the venue. 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) receipt date of signed Exhibitor Contract and 2) receipt date of full payment.

Dimensions and locations of each booth are believed to be accurate, but only warranted to be approximate. Association reserves the right to revise floor plan in the best interest of Show. Booths are assigned only to the company that signs the 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. Upon submission of Contract, Exhibitor agrees to abide by all rules and regulations as set forth by Association.

Upon submission of Exhibitor Contract, 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, 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. Exhibitor further 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.

Submission of the Exhibitor Contract constitutes an agreement 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/attendee, for himself and his employees, agrees to abide by the foregoing rules and by any amendments that may be put into effect by the Association. In the event an exhibitor/attendee is found to be in violation of any of these rules, the following actions will ensue: a) Whenever possible, the exhibitor/attendee will be orally advised, or given written notice, that he is in violation of one of the rules and asked to take immediate corrective action. b) In the event that the exhibitor/attendee fails to heed oral or written notice, the Association reserves the right to close the exhibit immediately and expel the exhibitor/attendee from the Show without refund of any monies paid by the exhibitor/attendee. Upon exercise of this authority, the exhibitor/attendee himself, his employees and his agents; hereby waive any right and claims for damages against the Association. c) The violation of any of the rules will constitute cause for not allowing an exhibitor/attendee to participate in subsequent shows. The Association shall have sole discretion in disciplining exhibitors/attendees who fail to comply with Association rules.

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www.UniformRetailers.org

**ADDITIONAL DIRECTORY LISTING FORM**

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

Company Name as Submitted On Exhibitor Contract \_\_\_\_\_

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 ADDITIONAL LISTING INFORMATION** *(Please Print/Type Clearly)*

Our company wishes to have the following additional listings added to all URA Trade Show Directories and web site listings. One company name listing per 10'x10' booth is provided at no cost. **Each additional listing is \$25.00 per listing.**

**Additional listings will incorporate address and contact information from original Exhibitor Contract.** For listings requiring address and/or contact information change, the cost is \$25 per listing regardless of the number of booths contracted.

Company Name

Web Site Address

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**3 METHOD OF PAYMENT** *(Payment due at time of order)*

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. Amt. to be charged \$ \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

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

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**FOR OFFICE USE ONLY**

**Event Code: E19112**

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

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

## 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)*

NOTE - Information provided in this section will be published as submitted.

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 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.

- |  |   |  |  |
|--|---|--|--|
| <p><b><u>Tops</u></b><br/><input type="checkbox"/> Chef<br/><input type="checkbox"/> Cook<br/><input type="checkbox"/> Maternity<br/><input type="checkbox"/> Men's Zip<br/><input type="checkbox"/> Polo<br/><input type="checkbox"/> Snap<br/><input type="checkbox"/> Student<br/><input type="checkbox"/> T-Shirt<br/><input type="checkbox"/> Unisex<br/><input type="checkbox"/> V-Neck</p> <p><b><u>Pants - Drawstring</u></b><br/><input type="checkbox"/> Chef<br/><input type="checkbox"/> Cuff<br/><input type="checkbox"/> Maternity<br/><input type="checkbox"/> Men's<br/><input type="checkbox"/> Petite<br/><input type="checkbox"/> Straight<br/><input type="checkbox"/> Tall<br/><input type="checkbox"/> Unisex</p> <p><b><u>Pants - Elastic</u></b><br/><input type="checkbox"/> Chef<br/><input type="checkbox"/> Cuff<br/><input type="checkbox"/> Maternity<br/><input type="checkbox"/> Men's<br/><input type="checkbox"/> Petite<br/><input type="checkbox"/> Straight<br/><input type="checkbox"/> Tall<br/><input type="checkbox"/> Unisex</p> | <p><b><u>School</u></b><br/><input type="checkbox"/> School Uniforms<br/><input type="checkbox"/> Graduation Caps &amp; Gowns</p> <p><b><u>Skirt</u></b><br/><input type="checkbox"/> Student<br/><input type="checkbox"/> Regular</p> <p><b><u>Vest</u></b><br/><input type="checkbox"/> Student<br/><input type="checkbox"/> Regular</p> <p><b><u>Dress</u></b><br/><input type="checkbox"/> Student<br/><input type="checkbox"/> Regular</p> <p><b><u>Labs</u></b><br/><input type="checkbox"/> Cardigan<br/><input type="checkbox"/> Men's<br/><input type="checkbox"/> Student<br/><input type="checkbox"/> Warm-Up<br/><input type="checkbox"/> Professional<br/><input type="checkbox"/> Unisex</p> <p><b><u>Shoes</u></b><br/><input type="checkbox"/> Athletic<br/><input type="checkbox"/> Clog<br/><input type="checkbox"/> Duty<br/><input type="checkbox"/> Hosiery<br/><input type="checkbox"/> Socks</p> | <p><b><u>Robes/Gowns</u></b><br/><input type="checkbox"/> Clergy Apparel<br/><input type="checkbox"/> Usher's Dresses</p> <p><b><u>Stethoscopes</u></b><br/><input type="checkbox"/> Cardiology III<br/><input type="checkbox"/> Classic II<br/><input type="checkbox"/> Dual<br/><input type="checkbox"/> Dual Kit<br/><input type="checkbox"/> Lightweight<br/><input type="checkbox"/> Master Cardiology<br/><input type="checkbox"/> Master Classic<br/><input type="checkbox"/> Sprague<br/><input type="checkbox"/> Sprague Kit<br/><input type="checkbox"/> Time Scope</p> <p><b><u>Accessories</u></b><br/><input type="checkbox"/> Badge Holder<br/><input type="checkbox"/> Lanyard<br/><input type="checkbox"/> Cap<br/><input type="checkbox"/> Cap Case<br/><input type="checkbox"/> Chef Hat<br/><input type="checkbox"/> Clip-eze<br/><input type="checkbox"/> Earrings<br/><input type="checkbox"/> Gifts<br/><input type="checkbox"/> Key Ring<br/><input type="checkbox"/> Lanyard<br/><input type="checkbox"/> Name Badge<br/><input type="checkbox"/> Patch<br/><input type="checkbox"/> Scrunchie<br/><input type="checkbox"/> Sport Bottle<br/><input type="checkbox"/> Stethoscope Cover<br/><input type="checkbox"/> Tac</p> | <p><input type="checkbox"/> Tie<br/><input type="checkbox"/> Tote Bag<br/><input type="checkbox"/> Watch Band<br/><input type="checkbox"/> Watches</p> <p><b><u>Apron</u></b><br/><input type="checkbox"/> Cobbler<br/><input type="checkbox"/> Full<br/><input type="checkbox"/> Waist</p> <p><b><u>Medical Accessories</u></b><br/><input type="checkbox"/> BP Cuff<br/><input type="checkbox"/> Caliper<br/><input type="checkbox"/> CPR Mask<br/><input type="checkbox"/> Diaphragm<br/><input type="checkbox"/> Eartip<br/><input type="checkbox"/> Gait Belt<br/><input type="checkbox"/> Hemostat<br/><input type="checkbox"/> Organizer<br/><input type="checkbox"/> Otoscope<br/><input type="checkbox"/> Pen<br/><input type="checkbox"/> Penlight<br/><input type="checkbox"/> Safety Glasses<br/><input type="checkbox"/> Scissor<br/><input type="checkbox"/> Stethoscope ID Tag</p> <p><b><u>Miscellaneous</u></b><br/><input type="checkbox"/> Consulting<br/><input type="checkbox"/> Credit Card Processing<br/><input type="checkbox"/> Medical Reference Guides<br/><input type="checkbox"/> Print Design<br/><input type="checkbox"/> Software</p> |
|--|---|--|--|

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www.UniformRetailers.org

**FASHION SHOW REGISTRATION FORM**

The URA is staging a runway fashion show for Tuesday, October 16, 2012. Your participation is optional and at no charge. **Deadline for submission is September 1, 2012.**

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 provide \_\_\_\_\_ (qty.) garments/accessories/shoes for the Fashion Show.

**A minimum of 3 and a maximum of 9 garments may be submitted.  
The committee will select up to 3 garments/outfits for the Fashion Show.**

**Please briefly describe garments/items below. (PLEASE PRINT)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important –**

- Garment samples must be in size extra small or small (XS-S)
- Recommended shoe size 7, 8 or 9 – send multiple sizes in same style to accommodate chosen outfit and model
- Garments must be pressed before shipping
- Submit high resolution logo to [URA@UniformRetailers.org](mailto:URA@UniformRetailers.org) in advance for screen projection during Fashion Show
- **Shipping Instructions will be provided prior to the event**
- **DO NOT SHIP GARMENTS WITH EXHIBIT FREIGHT**

**Remit Form to Uniform Retailers Association, 1100-H Brandywine Blvd, Zanesville OH 43701-7303**  
Phone: (740) 452-4541 • Fax: (740) 452-2552 • E-mail: [URA@UniformRetailers.org](mailto:URA@UniformRetailers.org)