

## ONSITE SPACE APPLICATION AND CONTRACT

① Type or print clearly ② Fill in all sections of this application ③ Make checks payable to: UMA Motorcoach EXPO or provide credit card below  
④ Sign this application ⑤ Make a copy (both sides) of this application for your records  
**SEND CONTRACT WITH PAYMENT TO:** Motorcoach EXPO Show Management, 1430 Spring Hill Road, 6th floor, McLean VA 22102 or fax to 703.934.4899  
Federal Tax ID #: 23-7124152

**1. CONTACT INFORMATION:** The information provided will be used for your company listing in the official Show Guide and on the online floorplan. The person listed as the exhibit contact will receive all mailings/billings related to exhibiting. It is the responsibility of the exhibiting company to notify UMA Show Management of any changes that impact the accuracy of this information.

Company Name: \_\_\_\_\_ Directory Reference (i.e. A-Z) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Company Telephone: \_\_\_\_\_ Company Fax: \_\_\_\_\_  
Company Website: \_\_\_\_\_ Company Email: \_\_\_\_\_  
Exhibit Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Contact Phone/Ext.: \_\_\_\_\_  
Contact Cell (for on-site purposes): \_\_\_\_\_ Contact Fax: \_\_\_\_\_

**2. SPACE REQUIREMENTS:** Minimum booth size: 10' x 10' = 100 sq. ft. Exhibitors in 10' x 10' booths may not share space under any circumstance.

Our desired exhibit size: \_\_\_\_\_ ft. (depth) x \_\_\_\_\_ ft. (frontage) = a total of \_\_\_\_\_ sq. ft.  
Booth Preference: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**3. ASSIGNMENT INFORMATION:** To assist in the assignment of exhibit space, please list those companies who have product lines competitive with yours:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**4. DIRECTORY LISTINGS:** Please refer to the UMA Motorcoach EXPO Product Category List and enter up to six (6) category numbers that describe your products/services:

Category Number 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**5. ACCEPTANCE AS BINDING CONTRACT FOR EXHIBITOR:** Please read Exhibit Rules & Regulations regarding payment for space.

BOOTH SIZE (IN SQ. FT.)	UMA MEMBER RATE PER SQ. FT.	UMA NON-MEMBER RATE PER SQ. FT.
4,801 or larger	\$22 <b>\$21</b>	\$27 <b>\$26</b>
3,401 - 4,800	\$23 <b>\$22</b>	\$28 <b>\$27</b>
2,401 - 3,400	\$24 <b>\$23</b>	\$29 <b>\$28</b>
901 - 2,400	\$25 <b>\$24</b>	\$30 <b>\$29</b>
401 - 900	\$26 <b>\$25</b>	\$31 <b>\$30</b>
100 - 400	\$32 <b>\$31</b>	\$37 <b>\$36</b>

**DISCOUNTED  
RATES ONLY  
AVAILABLE  
ONSITE!**

### FOR SHOW MANAGEMENT USE ONLY:

DATE RECEIVED \_\_\_\_\_  
MIS NUMBER \_\_\_\_\_  
ORDER NUMBER \_\_\_\_\_

Cost Calculation: \_\_\_\_\_ sq. ft. x \$ \_\_\_\_\_ per sq. ft. = \$ \_\_\_\_\_ plus \$200 for 10' x 10' corner booth = \$ \_\_\_\_\_ BOOTH COST

**Rate includes hospitality fees. 100-400 sq. ft. booths include black carpet. Exhibitors displaying coaches are restricted to perimeter booths.**

**50% DEPOSIT IS DUE BY MARCH 6, 2020, TO MAINTAIN THE DISCOUNTED ONSITE RATE.** Full payment is required by August 28, 2020. Payment for exhibit space must be enclosed in U.S. funds payable to UMA Motorcoach EXPO.

We agree to abide by all of the Rules & Regulations governing the Exposition as stated on the back of this application.

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please sign electronically or you may print, sign, and fax to: 703.934.4899*

### 6. PAYMENT INFORMATION:

Date: \_\_\_\_\_ Charge to my:  AMEX  Mastercard  Visa  Check Enclosed  Wire Transfer\*

Card Number: \_\_\_\_\_ CSV code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount Authorized: \$ \_\_\_\_\_

Name on Account: \_\_\_\_\_

Signature: \_\_\_\_\_

*Please sign electronically or you may print, sign, and fax to: 703.934.4899*

\*For Wire Transfer instructions, please contact UMA Show Management (additional bank fees apply).

## UMA MOTORCOACH EXPO SHOW MANAGEMENT

1430 Spring Hill Road, 6th floor, McLean VA 22102  
tel 703.259.6136 | fax 703.934.4899 | email [uma@naylor.com](mailto:uma@naylor.com) | [motorcoachexpo.com](http://motorcoachexpo.com)



## EXHIBIT RULES & REGULATIONS

**PART OF CONTRACT:** These rules and regulations are incorporated into the Space Application and Contract for space. United Motorcoach Association, hereinafter referred to as "UMA" reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. UMA's decisions and interpretations shall be final in all cases.

**1. SPACE ASSIGNMENT:** Wherever possible, space assignments will be made by UMA in keeping with the preferences as to location requested by the exhibitor. Exhibitors may identify the names of competitors from whom they wish to have their exhibit booth separated. However, UMA reserves the right to make the final determination of all space assignments in the best interest of the show. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.

**2. PAYMENT FOR SPACE:** A 50% deposit is due by March 6, 2020, to maintain the discounted onsite rate. Full balance will be due August 28, 2020. Government agencies must provide properly executed purchase orders. Full refunds will be issued by UMA to any applicant who is unsuccessful in being placed in exhibit space.

**3. CANCELLATION:** All cancellations or space changes, in whole or in part, must be submitted in writing to show management. Any company cancelling their contracted exhibit space, in whole or in part, prior to 08/28/2020 will forfeit 50% of the total booth cost. No refunds or transfer of funds will be made for any company cancelling exhibit space, in whole or in part, after 08/28/2020, even if that booth is resold. Cancellation policy applies to all exhibiting firms including Federal and State Agencies. Failure to appear at the EXPO does not release the exhibitor from responsibility for payment in full for space rented. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract. Show Management reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit all space rental fees paid if, (a) the exhibitor fails to pay all space rental charges by February 27, 2021, or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions.

**4. SUBLETTING SPACE:** No exhibitor may assign, sublet, apportion or share his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in this space. No exhibitor can feature non-exhibiting supplier products without prior written approval from Show Management.

**5. EXHIBIT CONTRACTOR:** Prior to 11/2/2020, UMA or its show management general service contractor, Freeman Companies, will furnish each paid in full participating exhibitor with an Exhibitor Service kit, which will contain exhibit construction guidelines, shipping labels and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall. All participating exhibitors and contractors must abide by any union jurisdiction in force at the time of the exposition. Exhibitors shipping by express, railroad or truck freight are requested to ship direct to the freight contractor designated in the Exhibitor Service kit in ample time prior to the exposition.

**6. ARRANGEMENT OF EXHIBITS:** UMA will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary.

**7. INSTALLATION AND DISMANTLING:** Exhibitors may not move in prior to 8:00 am, Monday, March 2, 2021. Displays must not be dismantled or packed in preparation for removal prior to the official closing time of 12:00 pm, Saturday, 03/06/2021. Every exhibit must be fully staffed and operational during the entire Show. **Any exhibitor dismantling prior to the official closing time will be fined \$500.** Exhibitors must complete tear down by 12:00

pm, Sunday, 03/07/2021 at which point, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of UMA Show Mgmt., and all charges will be applied to the exhibitor.

**8. EXHIBITOR BADGES:** UMA will provide each exhibitor with complimentary badges based on the size of the booth purchased.

BOOTH SIZE (IN SQ. FT.)	MEMBER QUANTITY	NON-MEMBER QUANTITY
4,801 or larger	16	14
3,401 - 4,800	12	10
2,401 - 3,400	10	8
901 - 2,400	8	6
401 - 900	5	4
400	4	2
100 - 399	2	2

**9. ADMISSION CREDENTIALS:** Exhibitors will be admitted onto the exhibit hall one half hour prior to the opening of the EXPO. Power and lights will be turned on at the same time. Any special arrangements must be made with UMA. UMA will have sole control over admissions to the exhibit hall of all persons including exhibitor personnel and/or registrants. All persons visiting the exhibit hall will be admitted according to the Rules & Regulations of the EXPO. UMA makes every effort to attract the maximum number of attendees to its exhibit, but does not guarantee specific volumes or levels of attendance.

**10. CONSTRUCTION GUIDELINES:** In fairness to all exhibitors, UMA's exhibit construction guidelines as provided must be observed.

**11. BOOTH CARPET:** UMA requires all exhibit booths to be fully carpeted. Carpet for exhibitors with a 100 - 400 sq. ft. booth is included in the booth cost. The booth carpet is black. The aisle carpet is a black and gray mix.

**12. GENERAL REGULATIONS:** Cost for repairing any damages to the Convention Center will be billed to the responsible exhibitor. No part of the exhibit building shall be defaced in any manner. Nothing shall be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the hall.

**13. FIRE SAFETY:** To ensure the safety of all participants, fire regulations must be observed. Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. All vehicles must have battery cables disconnected and fuel supplies not exceeding 1/4 tank or 5 gal., whichever is less. Vehicles or equipment may not be fueled or defueled within the building and fuel systems must be inspected for leaks. Fuel-tank openings must be locked and sealed to prevent escape of vapors. Vehicles to be displayed must have steering and drive shaft apparatus firmly attached and operable during move-in and move-out. Cloth and other decorating materials must pass any flame-proofing and fire codes and ordinances prevailing in the host municipality. All packing containers, wadding, wrappings and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Convention Center during installation and dismantling.

**14. ADA:** All booths must be constructed in compliance with the disabilities act and accessible to persons with physical disabilities.

**15. NOISE AND SOUND:** Exhibitors will be permitted to have sound emanating from their booths so long as the sound is not obtrusive to neighboring exhibitors. Sound levels will be permitted to a maximum of 85db or 20db above the average ambient room sound level at the time, whichever is less. No smoke or excessive light, heat, smell or other pollutant shall be permitted. Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors. Exhibitors wishing to have either live or recorded music must submit to UMA either evidence of ownership of such music or copyright license agreements permitting the use of such music. In the absence of such agreements, the performance of live or recorded music is prohibited.

Exhibitor agrees to indemnify UMA for any liability arising from the unlicensed performance of such music.

**16. NON-LIABILITY:** It is expressly understood and agreed by each and every contracting exhibitor, his agents and his guests that neither the UMA, its directors, officers, members, sponsors, agents or employees, NaylorCMG, nor its contractors, shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. By signing the Space Application, the exhibitor releases and agrees to indemnify UMA, its directors, officers, members, sponsors, staff and representatives of NaylorCMG, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the EXPO, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities. Exhibitors represent and warrant that they will maintain in force adequate property and liability insurance to protect against property damage, theft or other loss and liability for personal injury or property damage resulting from Exhibitor's participation in the EXPO. Exhibitors shall be responsible for the collection and payment of any applicable state and local taxes. It is agreed that all disputes from this agreement or participation in the show described by this agreement shall be adjudicated under the laws of the Commonwealth of Virginia without regard to the principles of conflict of laws. In the event of the postponement of the show for any cause it is agreed that UMA shall have a period of 90 days from the postponement date to reschedule and reproduce the show. If the show is rescheduled and reproduced within this period, it is agreed that all aspects of this agreement remain and that exhibitor is obligated to reschedule his exhibit in order to participate in this rescheduled exposition. UMA reserves the right to cancel the EXPO in the event of war, civil disorder, natural disaster, mass transportation break-down, labor strike or the like.

**17. SECURITY:** UMA will provide general perimeter security. Exhibiting companies are responsible for the security of the booth and all materials related to the booth. Any company wishing to employ additional security may do so through the official convention security company.

**18. RESTRICTION OF ROOM RESERVATIONS; ASSIGNMENTS AND USE OF HOSPITALITY SUITES:** Exhibitor agrees that UMA has sole control over the reservations of sleeping rooms, and the assignment and use of hospitality suites at the Official Hotel(s) during the period of MOTORCOACH EXPO. No Exhibitor shall assign, sublet, or, share the whole or any part of any accommodation without receipt of written consent in advance by UMA. Violation of any regulation of UMA shall be construed as breach of contract and cause for the immediate removal of Exhibitor's display without further compensation to Exhibitor and/or their distributors, dealers or personnel.

**19. AMENDMENTS:** The UMA reserves the right to make such additional conditions, rules and regulations as it deems necessary to enhance the success of the exposition, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.

**20. ONSITE SHOW GUIDE:** To be listed in the printed 2021 Onsite Show Guide, UMA Show Management must receive the completed space application and payment in full by 12/01/2020.