

NSLGA EXHIBITOR INFORMATION



EXHIBITOR BOOTHS

Booth size will be 10' x 10'. All display material must be contained within the exhibit space. There will be no exceptions. **Plastic or carpet must be placed under machinery. Machinery or Trucks with gasoline must have 1/4 or less in the tank and will be checked before being brought into building. Any company wishing to hang banners will be charged an additional labor charge. All banners must be within the confines of your own booth.**

Booth set-up will be Monday, March 1st only. Set-up times will be assigned and must be adhered to.

The entrance doors for equipment is 21'w x 17'h.

Each firm exhibiting will be given one complimentary registration per booth. Additional passes may be purchased at the Trade Show Only price of \$25.00. Discount coupons will be available to vendors who wish to distribute them to their customers. Please notify office if interested.

Exhibitors may dismantle displays after 5:00 PM on Tuesday and will move out according to union directions. Any exhibitor dismantling early will not be invited to sign early registration for 2011.

Any exhibitor wishing to do a demonstration throughout the day

TERMS AND CONDITIONS

- 1) The official information guide for exhibitors is part of this contract.
- 2) NSLGA has the right to make all space assignments and to reassign space, when necessary, after the contract has been signed.
- 3) NSLGA has the right of interpretation and approval of all matters pertaining to the contract.
- 4) Exhibitors may cancel space in writing only and the following policy applies:
 - a) If space is cancelled prior to November 15, 2009, 50% of contracted space cost will be retained by NSLGA.
 - b) If space is cancelled after November 15, 2009 **No Refunds will be made.**
 - c) In the event the show is cancelled by NSLGA, space fees or deposits already made will be returned on a pro rata basis less all show and administrative expense incurred by the NSLGA. The NSLGA is not responsible for weather.
 - d) Any reservation forms sent in without payment will not be considered until payment is received.

MAGAZINE (PROGRAM) ADVERTISING

The Nassau/Suffolk Landscape Gardeners Association magazine "The Landscape Gardener," spring issue, has now become the official program and floor plan for the 42nd Professional Turf, Plant and Tree Conference. Advertisement prices include Conference issue and Fall issue.

In addition to the 2000 copies given out at the Conference, this magazine is published and distributed bi-annually to our 1500+ membership. Your camera-ready ad copy may be changed with each issue. If you would like to receive a copy of this magazine, please contact the NSLGA office. **You need not be in the Conference to have an ad in the magazine.**

Information and rates will be mailed under separate cover.



LIABILITY

Every care will be taken to protect property during the conference. NSLGA and the Nassau Veterans Memorial Coliseum shall not be responsible for any loss, theft, or damage that may occur to any person or property. House security will be provided Monday night at the Nassau Veterans Memorial Coliseum.



PROMOTION & DOOR PRIZES

The Nassau Suffolk Landscape Gardeners Association will provide each exhibitor with conference programs and pre-registration forms in advance of the conference and trade show for distribution to their customers. Please indicate how many you need on the contract. **ANY PROMOTIONS AT YOUR BOOTH MUST BE APPROVED BY THE NASSAU/SUFFOLK LANDSCAPE GARDENERS ASSOCIATION COMMITTEE PRIOR TO SHOW DATE.**

If you wish to participate in the Drop-A-Name drawing, fill out & return form. **(See enclosed for info)**

Door Prizes, as well as booth drawings will be done at the NSLGA booth at the end of the day. **Attendee must be present to accept prize.**



SALES

An exhibitor is free to write any orders or make any deals he chooses in the booth, however, merchandise may not be conveyed to buyer at the Nassau Veterans Memorial Coliseum until end of conference. **There will be no cash & carry permitted on trade show floor.**



SPONSORSHIPS

Door Prize – 36" Bobcat Mower w/ 15hp Kawasaki engine

Sponsored by: Bissett Equipment, Steven Willard

Morning Coffee:

Sponsors Name Banner\$1500

Nametag Lanyards

Half page ad in Magazine

Sponsors Name on each\$3500

Speaker Sponsorship

Sponsors name displayed

Multiple sponsorships available\$500

Contact NSLGA if interested in sponsoring

AUTHORIZED REPRESENTATIVES

One representative will be allowed per booth. Additional representatives cost \$25.00 each.

EXHIBIT REPRESENTATIVES:

1. _____
2. _____
3. _____
4. _____