



778 SW Chehalis Ave.
 Chehalis, WA 98532
 Phone: 971-267-5402
 TroyWilcox@nwmpa.com
 nwmpa.com

Application and Contract for Exhibit Space

NORTHWEST MEAT PROCESSORS ASSOCIATION (NWMPA) CONVENTION

Yakima Convention Center, Yakima, WA | March 27-29, 2025
 Northwest Meat Processors Association (NWMPA)
 (971) 267-5402 troywilcox@nwmpa.com

Please reserve space(s) for our company's use during the Northwest Meat Processors Association Annual Convention, March 27-29, 2025 as requested below. We understand the cost of this space is:

TOTAL AMOUNT OF 2025 EXHIBIT BOOTH PRICE(S)

You MUST be a current paid NWMPA member to exhibit

TOTAL Booth Cost: \$ 450 for first booth + \$150 for each additional booth. Booth fee pays for 1 attendee. \$55.00 for each additional attendee.

No Downpayment Required

Applications submitted after March 1, 2025, must be accompanied by payment in full of the space rental charge.

Amount Paid with application: \$ _____

BALANCE DUE: March 27, 2025: \$ _____

A printed listing in the Convention Program cannot be guaranteed for applications processed after March 1, 2025.

We further agree as follows:

- Balance of payment due under this contract shall be paid on or before March 27, 2025. Companies signing up after March 2, 2025, must pay the booth contract in full at the time of signing. The Association shall have the right at its option to cancel this agreement and release said space for reassignment.
- Exhibit booth reservations by phone: Contract must be received in the NWMPA office within 10 days from the date of request. For reservations after March 2, 2025, the contract and full amount must be received within 10 days from request.
- We understand that we may cancel this contract as long as written notice of such cancellation reaches the Association prior to March 1, 2025. In the event of cancellation, the deposit money paid herewith will not be returned to us but will be retained by the Association as liquidated damages for said cancellation.
- We understand that because of certain arrangements that are necessary for NWMPA to make, this contract may not be canceled after March 20, 2025, and in the event that subsequent to said date we change our plans or are unable to occupy said space, we are liable for and agree to pay the Association the entire balance due under this contract plus any costs involved in collection.
- We understand that we cannot pick our own booth space.** The Association reserves the right to allocate space in keeping with the proper and equitable management of the show and that such assignment by the Association shall be binding on the lessee.
- We agree to abide by the Rules and Regulations of the 2025 Northwest Meat Processors Association Convention which are attached, and we understand that acceptance of this application by the Northwest Meat Processors Association constitutes a contract.

I have read and understand the contract and all of the following pages in its entirety (including addendum, if applicable).

Signature _____

Your Name (Please Print) _____

Firm Name _____

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

Email Address _____ www _____

Please circle one . . . VISA/MasterCard/American Express/Discover Name on Card _____

_____ Exp. Date _____ Code on Card _____ Billing Zip Code _____

Date _____ Booth(s) Assigned _____

Signature _____

Do not write in this space, for NWMPA use only.

EXHIBIT AREA

- Exhibits will be located in Yakima Convention Center Ballroom D & E.
- The exhibit area is air-conditioned and booth space is carpeted.
- Aisles are 10' width unless otherwise indicated and will be carpeted.
- The ceiling has a clear span of 30 feet.

EXHIBITORS' SERVICE KIT

• Exhibitors will receive a service kit by March 2nd containing order forms and information covering all these services from the Executive Director. This will contain your booth assignment and other information about how to arrange for freight of your items to the Yakima Convention Center.

EXHIBIT BOOTH

• All booths measure 10' x 10' unless otherwise indicated. Dividers are 36" high. To maintain uniformity, displays must not be higher than eight (8) feet on the back wall and must be arranged so as to take into consideration the blocking of the view of adjoining booths. Booth sizes shown on the official convention exhibit floor plan are believed to be accurate but are warranted only to be approximate.

• The booth framework is of polished aluminum and the booth itself consists of fireproof grey draperies.

• The price of the booth includes, in addition to the space itself, a standard sign (7" x 44") showing the exhibitor's firm name and booth number placed on the back wall of the booth, and general maintenance of the exhibit aisles throughout the convention.

• No furniture, electrical service, plumbing, or special cleaning is included in the booth rental. Arrangements for this type of special service must be done by the exhibitor.

ATTENDEE REGISTRATION LIST

• Shortly after the convention, each exhibitor will be provided with a complete registration list of all operator/processors who attended the convention. This facilitates follow-up sales contacts with prospects.

LIGHT AND POWER

• Sufficient light is provided for adequate general illumination of the entire exhibit area, but no individual electrical outlet is included in the booth price. Standard electrical service is typically available in the exhibit hall: 120 volt, 208 volt single-phase, and 208 volt 3-phase service. For details, contact [location here] for electrical services or other services needed. Ordering info will be sent to exhibitors in the service kit. No helium or propane is permitted in the hall.

IDENTIFICATION

• The firm that rents exhibit space must be clearly and conspicuously identified as part of the display. As previously stated, a one-line identification sign (7" x 44") is provided free of charge.

SHIPMENT AND RECEIPT OF DISPLAY MATERIALS

• DO NOT SHIP EQUIPMENT OR DISPLAY DIRECTLY TO THE EXHIBITION HALL PRIOR TO THE DATE THAT WILL BE LISTED IN YOUR EXHIBITORS' SERVICE KIT. SHIPMENTS MUST BE SENT IN CARE OF THE EXECUTIVE DIRECTOR. All display material being shipped prior to that date should be addressed to the Executive Director's warehouse and should arrive seven days prior to the setup of the show. Complete shipping instructions & dates will be in the exhibitors' service kit.

• Charges will be made to each exhibitor for the following service or any fraction thereof: receiving, delivery to booth, empty carton/crate handling, and loading out of packed exhibit materials at the close of the show.

• Neither NWMPA nor the Executive Director shall be responsible for damage to uncrated materials, materials improperly packed, or for any concealed damage, loss, or damage to materials after delivery to the booth or before pickup on the outbound shipment. Exhibitors'

equipment will not be covered by the NWMPA's insurance. If insurance is desired, it must be obtained by the exhibitor.

INSTALLATION OF DISPLAYS

- Booths will be set up according to the following schedule:

MARCH 27TH, 9AM - 4PM

• All work should be completed by 4:00pm on March 27th, 2025, when the hall will close for one hour for cleaning; exhibits will open on March 28th, 2025 at 3:00pm..

• No exhibit may be erected during show hours (except by special permission). Violators of this rule will be subject to a \$500.00 fine.

• During the setup of exhibits, it is not possible to provide absolute security. The movement of decorator, drayage, exhibitor, and convention hall personnel throughout the exhibit area makes it impossible to protect the materials from theft and mysterious disappearance. Exhibitors are cautioned, therefore, to be especially careful during the setup period to protect their own materials.

DISMANTLING DISPLAYS

• All exhibits shall remain intact until 3:00pm, March 29th, 2025. All packing crates and boxes being stored by the Yakima Convention Center will be available to the booths at the close of the exhibits - beginning approximately 3:00pm, March 29th, 2025. The exhibit hall will be closed at 3:00pm to 6:00pm, March 29th, 2025. However, under no circumstances will any crates, boxes, or packing material be returned before approximately 3:00pm on March 29th, 2025. No exhibit, for any reason, may be dismantled during show hours. All dismantling must be finished and all exhibit material must be out of the exhibit area by 6:00pm, March 29th, 2025. Any material left will be removed and stored by NWMPA Staff. Handling costs will be billed to the exhibitor.

CRATE STORAGE

• All crates will be removed and stored. The convention center has limited provisions for storing display material and/or show merchandise. Charges for excessive trash removal by the NWMPA Staff may be incurred.

EXITS

- All exits, fire stations, and fire extinguishers must not be obstructed.

LIABILITY AND INSURANCE

• Neither the Northwest Meat Processors Association, any of its officers, staff members, or convention committee, nor the owners, employees, or representatives of the Executive Director will be responsible for any injury, loss, or damage that may occur to the exhibitor, or the exhibitor's employees or any other person, or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the negligence or willful act of one or more of the aforementioned parties. The Executive Director and the Northwest Meat Processors Association will exercise reasonable care for the protection of exhibitors, materials, and displays. However, the exhibitor, on signing the contract, expressly releases the foregoing named association, individuals, committee, and firms from and agrees to indemnify same against any and all claims for such loss, damage, or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

HOLD HARMLESS CLAUSE

• The exhibitor assumes the entire responsibility and liability for losses, damages, and/or claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Yakima Convention Center and shall indemnify and hold harmless the Yakima Convention Center, agents, servants, and employees from any and all such losses, damages, and claims except when negligence is established.

SUBLETTING SPACE

- No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or firm to exhibit therein, any other goods than those manufactured or distributed by the exhibitor in the regular course of his business, without the approval by the Northwest Meat Processors Association.
- If an exhibitor would like to share the space with another exhibitor, the person who is under the exhibitor will pay an additional \$90.00 per person for this space.

CHARACTER OF EXHIBIT

- The Association reserves the right to decline or prohibit any exhibit which, in its opinion, is not in keeping with the character of the general exhibits; this also applies to the conduct of persons, clothing or costume, in addition to printed matter, souvenirs, or anything which may be classified as undesirable.

EXHIBIT SCHEDULE

- The convention exhibit area will be opened to conventioners at specified times as published in the convention program. It will be closed and inaccessible the remainder of the time. Convention hours will be decided during the Convention Committee meeting. Exhibit hours have been set as follows:
March 28th, 3:00pm to 6:00pm
March 29th, 12:00pm to 3:00pm
These hours are subject to change by Convention Management.

EXHIBITOR ACCESS TO THE HALL

- Exhibitors will be admitted to the exhibit hall one hour prior to the opening of the hall.

REGISTRATION OF EXHIBIT PERSONNEL

- One (1) complimentary registration is included in the first booth taken. All additional representatives or company attendees must register at a rate determined and set by the NWMPA Board of Directors. Detailed rules and information governing the registration of exhibitor personnel will be issued prior to the opening of the convention.
- All exhibitor personnel must be registered as exhibitors and shall be required to wear official badges issued by the Association at all times while in the exhibition or meeting area. Other means of identification may be worn by exhibitors as long as the official Association badge is also worn unobscured at all times. Security personnel have been instructed to escort anyone not complying with this directive from the activity area. Just before the convention, exhibitors will be asked to supply the names of all persons who will be representing them at the convention (including spouses and children). From this information, badges will be prepared in advance. NWMPA registration personnel ask ONE representative per each exhibiting firm to pick up badges and be responsible for distributing all booth personnel badges.
- Meat processing operator personnel are expressly prohibited from registering as exhibitor personnel unless they also register as operator personnel. Exhibitors are requested to cooperate fully with the Association in the matter of registration by refraining from registering people as exhibitors who are not actually exhibitor personnel. Exhibitors who wish to bring in any operator personnel as guests of the exhibitor may do so by registering such person(s) with NWMPA and paying the appropriate operator registration fee(s).

ADMISSION OF NON-EXHIBITING SUPPLIERS

- An NWMPA member supplier firm will be permitted to attend the convention and trade show without a booth for a charge of \$225; there will be an additional charge of \$55 per person registered under the name of that company. A non-member supplier firm will be permitted to attend the convention and trade show without a booth for a charge of \$350 and \$55 for each additional person. Suppliers attending under this option will receive a badge admitting them to the exhibit hall during exhibit hours (3:00pm – 6:00pm, March 28th and 12:00pm – 3:00pm, March 29th) with the understanding that they will restrict their activity to an evaluation of the show and will not engage in selling or promotion of any kind.

Conducting business within the aisles of the exhibit hall is strictly prohibited.

BOOTH ASSIGNMENTS

- Exhibit space is assigned based on what the supplier does and supplies. Booth assignments are assigned by the NWMPA Staff. Requests for booth space can be made when registration is turned in but ultimately, booth assignments are made to allow everyone equal space to conduct their business. More favorable booth assignments will be given to companies who are either Convention Sponsor or Happy Hour sponsor. Booth assignments are as follows.
- Any contract received after March 1st will be date stamped and booth space will be assigned based on a first-come, first-serve basis. Further information on this policy is available from NWMPA upon request.

ALCOHOLIC BEVERAGES

- Alcoholic beverages are not allowed to be served at any booth. The Yakima Convention Center will not allow it. Alcoholic beverages that were sold from the catering service at the convention center are allowed in the booths. Outside alcohol being served by any supplier booth is not allowed. Smoking in the hall is prohibited.

PRIZES

- Exhibitors are permitted to award prizes of merchandise, equipment, or appliances in connection with their exhibit at the convention. All exhibitor drawings and contests must be held in exhibit booths and be completed prior to the closing session. Exhibitors holding drawings will be required to provide their own drawing cards and other equipment necessary for staging the contest and to see to it that the winners are notified.
- NOTE – There will be a drawing during the Supplier Trade Show on March 29th, from 12:00pm to 3:00pm. The prizes that are commonly given are products that you normally supply that are of value, sporting event tickets, coolers, bottles of alcohol, etc. Suppliers are asked to inform the NWMPA staff when checking in to the convention that you have a prize to give away. It is not important to state what the prize is at that time. That can be announced when the prize is drawn at your booth on Saturday afternoon.

CANCELLATIONS

- Booth space may not be canceled by an exhibitor later than March 21, 2025. All cancellations must be in writing. In the event of cancellation after March 21, 2025, the money paid herewith will not be returned but will be retained by the Association as liquidated damages for said cancellation. Any cancellation notice received later than said date shall in no way relieve the exhibitor from the responsibility of paying the full amount as set forth in the contract, in addition to all costs involved in collection. If cancellation is due to a national or global issue, NWMPA will determine an appropriate refund structure. An exhibitor who has paid for booth space but fails to set up a display will be subject to the following: When the display booth materials are on hand at the convention site, NWMPA reserves the right to arrange for these display booth materials to be set up and bill the exhibitor accordingly.

PHOTOGRAPHY

- Taking pictures and/or video of any booth, other than your own, is strictly prohibited.

GENERAL RULES

- Exhibitors are prohibited from sponsoring tours, open houses, or any other functions that compete with scheduled convention activities; permission shall be obtained from NWMPA in writing before any such activity is planned. Exhibitors are prohibited from setting up tables or service desks or displays of merchandise, supplies, equipment, literature, samples, or signs of any kind anywhere on the premises outside of the exhibit booth(s) for which they have contracted without the express permission, in writing, of the Northwest Meat Processors Association. Solicitation or demonstration by exhibitors must be confined to their own respective booths. Printed advertising may be distributed by exhibitors from within their own space only. Aisles in front of the booths must be kept completely clear.

Operation of any objectionable sound devices will not be allowed. Engines or any kind of equipment may be operated only with the consent of the Association. No nails, screws, tapes, or bracing wires may be used in attaching displays or signs to the walls or floors of the building, the booths, or the equipment of the booths without the consent of the owners of the property. All property damaged or destroyed by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

OTHER RULES

- It is agreed that the exhibitor will abide by the regulations cited above, before, during, and after the exhibit, and by any other rules considered necessary by the Northwest Meat Processors Association, or the convention facility, provided these do not materially alter the exhibitor's contractual rights.

- If the convention is interrupted or postponed due to circumstances beyond the control of the exhibit management, or other dangers believed likely or imminent, with such circumstances including but not limited to war, civil commotion, weather, strikes, tornadoes, hurricanes, storms, floods, pestilence or health hazards, NWMPPA reserves the right to retain all exhibit cost payments and apply them toward convention activities scheduled at another date and/or location.

- The Board of Directors of NWMPPA, or its agent, shall have full power to interpret, extend, or amend these regulations at any time as conditions may arise which may warrant changes for the good of the exposition. Such changes, if/and as made, shall apply to all exhibitors.

- Exhibitor agrees to pay when due all royalties, license fees, or other charges accruing or becoming due to any firm, person, or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, its agents, employees, or subtenants within the premises covered by this license agreement including, but not limited to, royalties or licensing fees due to BMI, ASCAP, or SESAC. Exhibitor agrees to hold harmless NWMPPA, its agents, and employees against any and all such claims and charges, and to defend, at its own expense, any and all such claims and charges. Exhibitor shall have the right, however, to protest and if desired, to litigate and adjudicate any and all such claims under the laws of the state of Washington.

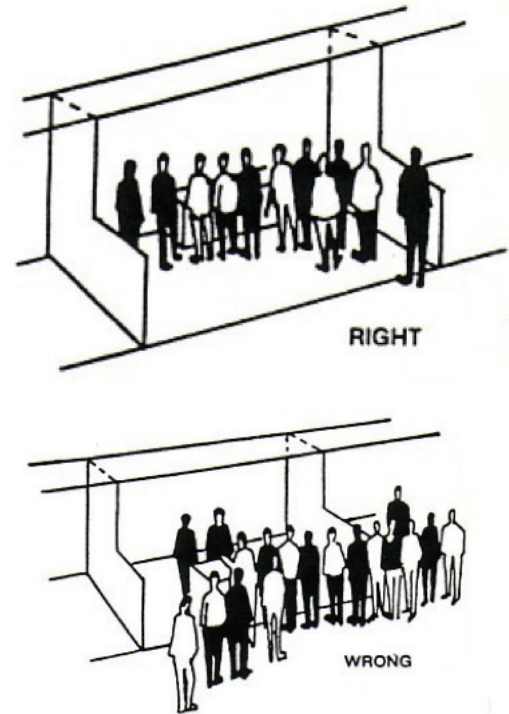
GUIDELINES TO EXHIBITING *BEING A GOOD NEIGHBOR*

- A successful trade show involves a lot of exhibitors working together for the good of all involved. The tenet on which successful trade show management is based is that all exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products and services in the most effective manner possible. We believe that each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of their exhibit. Also, we believe that exhibitors with large space (30 lineal feet or more) should be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. In order to implement these objectives, show management has established the rules and guidelines which follow. The basic concepts embodied in these rules have been developed in cooperation with the Exhibit Designers and Producers Association and the National Association of Exhibit Managers; these rules are accepted in the trade show management profession.

DEMONSTRATIONS AND SAMPLING

- Since the aisles are the property of all exhibitors, each exhibitor has the responsibility of assuring proper flow of traffic through the entire show. When crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic in aisles or create excessive crowds in neighboring booths, this is an infringement on the right of other exhibitors. Therefore, exhibitors shall not place demonstration areas on the aisle lines of their exhibits if many people are expected to congregate at one time. Leave space within your own exhibit to absorb the majority of the crowd. Should spectators interfere with the normal traffic flow in the aisle or overflow into the exhibits of your neighbors on each side or across the aisle, show management will have no alternative but to request that you limit or eliminate the presentation. Be conscious of the need to keep the sound level of any demonstration or entertainment to an acceptable level. Police your own booth to make sure the noise level from any demonstration or sound system is kept to a minimum and does not

interfere with others. Remember, the use of sound systems or equipment producing sound is a privilege and not a right. Show management reserves the right to determine when sound constitutes interference with others and must be discontinued.



STANDARD BACK-TO-BACK EXHIBIT

- A standard back-to-back exhibit is one or more booths, each measuring 10 feet deep and 10 feet long, located in a straight line, positioned back-to-back with booths facing the opposite direction. Booth displays shall not exceed 8 feet in height. Exhibitors who wish to display items which exceed the 8 feet height limitation are directed to select perimeter booths which normally can be built to a height of 12 feet. All display fixtures over 4 feet in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5 feet in from the front aisle line. Exhibitors using canopies or false ceilings over their exhibit may use vertical supports up to 3 inches in width in the corners of their space. Vertical supports which are strictly decorative will not be permitted. This will provide a reasonable sight line from the aisle to the neighboring exhibit.

PENINSULA EXHIBIT

- A peninsula exhibit is one that occupies both corners at the end of a row of back-to-back booths and has an aisle on three sides. The back wall must be on the non-aisle side and must not exceed 12 feet or the allowable height as indicated on the floor plan. The back wall shall be centered on and not exceed in width one half the dimension of this side. Exhibitors using peninsula exhibits may utilize display fixtures that stand 12 feet high right up to the aisle line (where ceiling height permits) in the front booths. However, in the booths that adjoin neighboring exhibit booths, all display fixtures over 4 feet in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5 feet from the front aisle line. That portion of the exhibit wall that adjoins the adjacent booth and extends above it must be finished and must contain no copy, logo or design in order not to detract from the adjacent booth. Exhibitors using canopies or false ceilings over that portion of their exhibit that is within 10 lineal feet of an adjoining exhibit may use vertical supports which are up to 3 inches in width in the corners of their space; vertical supports which are strictly decorative will not be permitted. This will enable exhibitors adjoining peninsula exhibits to enjoy the same reasonable sight line from the aisle they would expect if they were adjacent to an exhibitor with a standard "in line" booth.

ADDITIONAL INFORMATION

• If any further information is desired concerning the renting and use of space in the Northwest Meat Processors Association Annual Convention, send requests to:

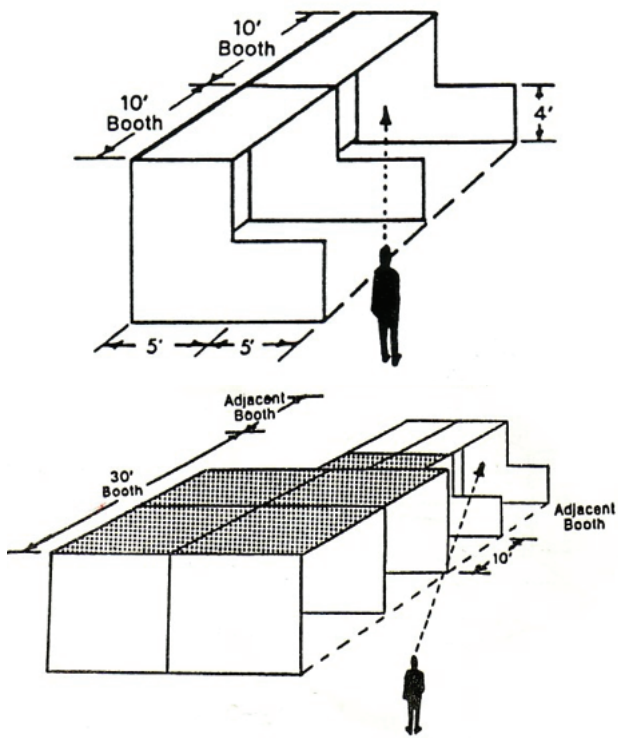
Northwest Meat Processors Association

778 SW Chehalis Ave

Chehalis, WA 98532

Troy Wilcox

(971)-267-5402



ISLAND EXHIBIT

• An island exhibit is made up of one or more standard booths surrounded on four sides by aisles. Exhibitors using island booths may build their displays to a height of 12 feet and may use display fixtures that stand higher than 4 feet tall right up to the aisle line on all four sides.

PERIMETER EXHIBIT

• Exhibit booths that are located on outer perimeter walls of the exhibit area are known as "perimeter" booths. Exhibits in perimeter booths may be built to a height of 12 feet. All display fixtures over 4 feet in height and within 10 lineal feet of an adjoining booth must be confined to that area of the exhibitor's space which is at least 5 feet from the front aisle line. Exhibitors using ceilings or canopies over their exhibit may use a single vertical support not to exceed 3 inches in diameter on the corners of their space. Vertical supports that are strictly decorative will not be permitted. This will provide a reasonable sight line from the aisle to the neighboring exhibit.

