



# Application & Contract for Exhibit Space

## Instructions for Submitting Application

1. Please read Terms and Conditions before signing.
2. Fill in all sections of the Application & Contract for Exhibit Space.
3. Make a copy of the Application & Contract for Exhibit Space for your records.
4. See Section VII of the Application & Contract for Exhibit Space for payment options.
5. Mail Application & Contract for Exhibit Space, and payment to:

National Mining Association  
Dept. 20-1091  
P.O. Box 5940  
Carol Stream, IL 60197 (USA)

**NOTE:** Do not send your application via overnight carrier, i.e. Federal Express, UPS, Airborne, etc. to the above address. These carriers do not deliver to a P.O. Box address and your application will be returned, delaying the processing of your application. Please send by first class mail only to the above address.

## For Exhibitors Outside the United States and Overnight Delivery

If you are sending your application and payment from outside the U.S., or wish to expedite the delivery, you may send it via overnight carrier to Hall-Erickson, Inc. (Show Management) at the following address:

MINE expo INTERNATIONAL® 2012  
c/o Hall-Erickson, Inc.  
98 E. Chicago Avenue  
Westmont, IL 60559-1559

Hall-Erickson will forward your payment to the bank lock box address for processing.

## Credit Card Payment

If paying by credit card, you may fax your application to: (630) 434-1216.

## Sales Assistance & General Correspondence

Contact MINE expo Sales Department  
c/o Hall-Erickson, Inc.  
98 E. Chicago Avenue  
Westmont, IL 60559  
Tel: (630) 434-7779  
(866) 717-6463  
Fax: (630) 434-1216  
e-mail: [minexpo@heiexpo.com](mailto:minexpo@heiexpo.com)

## Exhibit Space Assignment Procedure

All exhibitors who submit their 25 percent deposit and application by July 26, 2010, will be eligible to participate in the first round of space assignments.

All remaining space will be made available at the conclusion of the first round. Whenever possible, all exhibitor space assignments will be made based on preferences indicated on the Application & Contract for Exhibit Space. However, in all space assignments, Show Management will make final determination in the best interest of the Exhibition.

## Cancellation Policy

All cancellations must be in writing. The 25 percent initial deposit is nonrefundable under any circumstances. Companies canceling after space has been assigned will receive a refund of the amount paid in excess of the 25 percent initial deposit provided written notice is postmarked on or before February 1, 2012. No refunds will be made on cancellations postmarked after February 1, 2012.

## Show Dates & Hours

Monday, September 24	9 a.m. – 5 p.m.
Tuesday, September 25	9 a.m. – 5 p.m.
Wednesday, September 26	9 a.m. – 5 p.m.

A complete schedule of events is listed in your exhibitor prospectus.



# Application & Contract for Exhibit Space

Please fill out the application completing all sections. Retain a copy for your files.

The undersigned, hereinafter called the "Exhibitor," hereby applies for space in MINEXPO INTERNATIONAL® 2012, sponsored by the National Mining Association (NMA), hereinafter called "NMA." Hall-Erickson, Inc. (hei) is NMA's designated Exhibition Management Agent. The terms "Show Management" and "Management" refer to Hall-Erickson, Inc.

## I. Company Information

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_  
 Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Web Site \_\_\_\_\_

## II. Contact Information

**Exhibit Space Contact:** Individual to receive show logistical information

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Fax \_\_\_\_\_  
 e-mail \_\_\_\_\_

**Promotion Contact:** Individual to receive promotion/sponsorship information

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Fax \_\_\_\_\_  
 e-mail \_\_\_\_\_

## III. Product Description

Description of products/services to be exhibited:

\_\_\_\_\_

Description of any equipment over 1 million pounds:

\_\_\_\_\_

## IV. Booth Selection

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

Please indicate six (6) booth preferences; minimum 10' X 10'

Check One: Corner  In-line  Island  Peninsula

We do *not* want to be near the following companies:

\_\_\_\_\_

*Show Management will make every effort to avoid conflicting space assignments with competitors where known conflicts exist. However, due to the nature of the exhibits and space constraints, conflicts may be unavoidable.*

## V. Booth Rates (U.S. Funds)

Square Feet	Indoor Rate	Outdoor Rate
100-399	\$35.00	N/A
400-999	\$34.00	\$23.00
1000-4999	\$33.00	\$23.00
5000 & above	\$31.50	\$23.00

- Outdoor space is intended for equipment displays and is not available for less than 600 sq.ft.
- Corner Charge: \$400 per corner (applies to in-line booths only)
- Metric Conversion: 1 sq.ft. = .09 sq. m.; 100 sq.ft. = 9.29 sq. m.

## VI. Exhibit Cost (Member and Non-Member)

x  +  = \$   
 Total sq. ft. sq. ft. Rate \$400/Corner Non-Member Cost  
 (if applicable)

If you were an NMA member as of January 1, 2009, deduct 40 percent:  = \$   
 Enter Discount Member Cost

Membership must be in good standing to qualify for discount. For membership information, contact NMA: (202) 463-2600 or e-mail Moya Phelleps at mphelleps@nma.org

## VII. Payment & Deposit Schedule (U.S. Funds Only)

First deposit: 25 percent due with contract  
 Second payment: 50 percent of total due by September 1, 2011  
 Third payment: 100 percent of total cost due by February 1, 2012  
 Applications received after August 1, 2012, must be paid by credit card or certified check.

By Check (Make check payable to: National Mining Association)

VISA  MasterCard  AMEX Exp. Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

## VIII. Cancellation Policy

All cancellations must be in writing. The 25 percent initial deposit is nonrefundable under any circumstances. Companies canceling after space has been assigned will receive a refund of the amount paid in excess of the 25 percent initial deposit provided written notice is postmarked on or before February 1, 2012. No refunds will be made for cancellation postmarked after February 1, 2012.

## IX. Acceptance

Upon acceptance, if any, of this Application by Show Management (in its sole discretion), Exhibitor and Management agree to be bound by all Terms & Conditions and rules set forth, indicating those in this Application & Contract for Exhibit Space, the Exhibit Construction Guidelines, the Exhibitor Guide & Services Manual, the floor plan, the Building Users Manual and the Fire & Safety Regulations, and in any correspondence outlining revised booth location, all of which are incorporated herein and made a part of this contract. This contract shall not be deemed accepted and become a contract until signed by hei. An electronic confirmation of the exhibitor's assigned exhibit space constitutes acceptance of the contract by hei. I understand that by providing the email address and/or fax number(s) above, on behalf of the company/organization specified above, I am authorized to and hereby consent for the company/organization to receive MINEXPO related faxes and emails from NMA, hei and the officially appointed contractors of MINEXPO INTERNATIONAL© 2012.

Application must be dated and include exhibitor signature:

Print Name \_\_\_\_\_

x \_\_\_\_\_ / \_\_\_\_\_

Exhibitor's Authorized Signature Date

## X. For MINEXPO Office Use Only

Acceptance by Show Management Constitutes a Contract

x \_\_\_\_\_ Date \_\_\_\_\_

Booth Assignment \_\_\_\_\_ Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_

Mail original with payment to:

**National Mining Association**  
 Dept. 20-1091  
 P.O. Box 5940  
 Carol Stream, IL 60197 (USA)