



NATIONAL VETERANS  
**WHEELCHAIR  
GAMES**  
New Orleans, LA • July 25-30, 2024

Co-Presented by:



# EXPO REGISTRATION

NAME OF COMPANY: \_\_\_\_\_

*Please list the full and complete official corporate name to be used in print materials.*

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PERSON OF CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## BOOTH OPTIONS:\*\*

- ☐ 10' x 10' – \$1950\*\*    ☐ 20' x 10' – \$2950  
☐ 10' x 10' (Nonprofit Rate) – \$1000\*

To help us assign you the best possible booth space, please list names of competitors you do not wish to be near:

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

\* Please include a copy of your tax exempt status.

\*\* Save \$200 by reserving a booth for the Paralyzed Veterans of America Summit+Expo and the National Veterans Wheelchair Games.

## TYPES OF PAYMENT:

- ☐ Check Payable to Paralyzed Veterans of America  
☐ Visa    ☐ Mastercard    ☐ American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Amount: \_\_\_\_\_

If you prefer to pay by phone, call 202.416.7709.  
Full payment must be received by May 1, 2024.

## DELIVERABLES TO PVA:

Paralyzed Veterans of America (PVA) require high resolution full-color and one-color logos. In order to preserve the quality of these art materials, please upload them rather than emailing them. Logos for the website need to at least be .jpeg files. Please name your files to include the company name. **See the attached Arts Specification page for other accepted file types.**

In web browser, type:

<https://paralyzedveteransofamerica.box.com/s/0t3ax7ndo8m9abs7vf7d7k5hg8lb267u>



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## CONDITIONS OF REGISTRATION

### Space Location

To the fullest extent possible, assignment of booth location will be made in the order signed applications/conditions forms are received. Final layout of the exhibition area, depending on the number of exhibitors, will be at the sole discretion of exhibition management, which will act in the best interest of the exhibition.

### Payment

Exhibit space will be reserved upon receipt of application/conditions form and payment. Payment for reserved space must be made to the Paralyzed Veterans of America (PVA) in U.S. dollars. Payment must accompany the application/conditions form and must be received by **May 1, 2024**. Exhibit space for which payment has not been received in full by that date may be cancelled at the discretion of exhibit management.

### Exhibit Space Dimensions/Arrangements

Basic exhibit space is 10'x10'. In addition to the basic pipe and drape (10' back, 3' side rails), furnishings include one 6' skirted table, two chairs, and one space identification sign. Additional furnishings or electrical needs are the responsibility of the exhibitor. Display materials or equipment may not exceed length, depth, or height of the exhibit space. Additional space needs beyond the basic booth will be handled upon request. Paralyzed Veterans will provide each exhibitor an exhibitor kit approximately 6 weeks before the Expo.

### Booth Height & Line of Sight

Inline Booths also known as Linear Booths have neighboring exhibitors on their immediate right and left, leaving only the front exposed to the aisle.

- Inline booths are typically 10' deep and can be between 10' - 40' wide.
- Inline booths are set with 8' (2.44m) drape across the width of the backwall and 3' (.91m) side rail on each side of the booth.
- The maximum height of 8' (2.44m) is allowed only in the rear 5' (1.52m)/back half of the booth.
- The maximum height allowed in the front 5' (1.52m)/front half of the booth is 4' (1.22m).
- No hanging signs or other materials requiring the use of ceiling rigging are permitted.
- Display materials should be arranged in such a manner so as not to obstruct neighboring booths' line-of-sight. Be a good neighbor!
- Graphics and signage must display forward to the aisle (perpendicular from neighboring booths).
- Consult the IAEE Guidelines for more detail as well as guidelines for other booth types including perimeter and island booths.
- Any booth which deviates from the above guidelines must submit drawings for review to Marisa Ramos no later than 45 days prior to the event.



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### Display

No exhibitor will advertise or display the name, logo or support for any veterans service organization other than Paralyzed Veterans.

*Additionally, sales are prohibited at the Expo.*

### Showcase Policy/No Suitcasing

Please note that while all meeting attendees are invited to the showcase, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to Show Management. Show Management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show Management must be informed of any hospitality suites, and expressed consent must be received prior to the event. Exhibition Policy must be observed at all times. Violation of the Exhibition Policy could result in any or all of the following actions at the discretion of Show Management: Closure of your booth, Exclusion from future Shows.

### Failure to Occupy Space

Any space not occupied two hours prior to the official opening of the exhibition at 9 a.m., **July 25, 2024** may be forfeited by the exhibitor and this space may be resold, repositioned, or used by exhibition management without refund, unless arrangements for delayed occupancy have been made with prior approval by exhibition management.

### Storage and Handling

Exhibitors must arrange for their own storage and handling of any material. All shipping expenses are the responsibility of the exhibitor.

### National Veterans Wheelchair Games & Trademark

The National Veterans Wheelchair Games logo is a trademark of the Department of Veterans Affairs and may only be used by authorized corporate sponsors. Exhibitor status does not include rights to the National Veterans Wheelchair Games logo, Paralyzed Veterans of America logo, or Department of Veterans Affairs logo. Unauthorized use of the logos is prohibited, and this prohibition will be enforced. Additionally, sales are prohibited at the Expo.

### Limitation of Liability & Indemnification

Although Paralyzed Veterans of America and the venue shall maintain reasonable security measures during the period of the Event (installation, overnight, and dismantling of the exhibits), each Exhibitor is responsible for the care and safety of their own materials, displays and staff or guests. Paralyzed Veterans of America's maximum liability for a claim related to or arising out of this Event Agreement, regardless of the cause, shall be limited to refunding the price paid by the Exhibitor for their Exhibit space. Each Exhibitor is responsible for complying with all applicable federal, state, and local fire, health, and building statutes and codes ("Applicable Law") during the period of the Event. Exhibitors are advised not to leave unattended valuables in their exhibits.

To the maximum extent permitted by Applicable Law Exhibitor will indemnify and hold harmless Paralyzed Veterans of America (and the venue if required) and its respective officers, directors, employees and agents, from and against any and all claims, causes of action, suits, investigations, and administrative or other proceedings, and



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all related demands, damages, liabilities, fines, penalties, assessments, costs, expenses (including attorney's fees) of every kind and nature, related to or arising out of: (1) any actual or alleged illness or death of or injury to any person, any actual or alleged damage to or destruction of any property, or any other actual or alleged damage or loss whatsoever, resulting or alleged to result in whole or in part from any actual or alleged defect in any goods or services provided by Exhibitor during this Event; and (2) any act or omission of Exhibitor or its agents or employees.

### Dismantling

No display will be dismantled or packing begun before 4 p.m., the official closing time, on **July 25, 2024**. Exhibitors must ensure that all materials are removed from the exhibit area no later than 9 p.m. on **July 25, 2024**.

**Early Teardown:** All exhibits of Exhibitor must remain intact and staffed until the exposition closes and may not be dismantled or removed before that time. Early teardown will result in a \$200 penalty.

### Insurance

A. Exhibitor agrees to procure and maintain during the term of the Event (Expo or Summit) insurance coverage which shall include:

1. Commercial General Liability, or the equivalent, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, combined single limit for bodily injury, personal injury and property damage liability coverage, including the following: all premises and operations, products/completed operations (for a minimum of two (2) years following Event completion), explosion, collapse, independent contractors, separation of insureds, defense and contractual liability; and,

### 2. Workers' Compensation & Employers Liability Insurance (as required by the state):

Workers' Compensation: Statutory

#### Employers' Liability:

Bodily Injury by Accident:

\$1,000,000 each accident

#### Bodily Injury by Disease:

\$1,000,000 each employee

\$1,000,000 policy limit; and,

3. Automobile Liability, when any motor vehicle (whether owned, non-owned or hired) is used in connection with the Event, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

- B. The insurance obligations shall be: (1) all the insurance coverage and/or limits carried by or available to the Exhibitor; or (2) the minimum insurance coverage requirements and/or limits shown in this Event Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to Paralyzed Veterans of America. The limits set forth above are minimum limits and shall not be construed to limit Exhibitor's liability.

- C. Unless prohibited by Applicable Law, all insurance required above shall name Paralyzed Veterans of America as an additional insured on a primary, non-contributory basis for claims or liability relating to, arising directly or indirectly from, this Agreement, Exhibitors' products and/or Exhibitors' work. All insurance coverages shall be written through carriers possessing an A.M. Best rating of A (VII) or better. For any



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claims related to this Agreement, Exhibitor's insurance coverage shall be primary insurance coverage, and any insurance maintained by Paralyzed Veterans of America (and the venue, if required by the venue) shall be excess of Exhibitor's insurance and shall not contribute with it.

- D. Copies of the Certificate of Insurance evidencing such coverage(s) shall be furnished to Marisa Ramos no later than **May 1, 2024**. Paralyzed Veterans of America reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, in the event of a claim.
- E. If Exhibitor's insurance is terminated, cancelled, suspended, reduced, or revoked, Exhibitor must immediately (and in any event, within five calendar days) notify Paralyzed Veterans of America. Additionally, if Exhibitor's insurance is materially changed during the term of the Event Agreement, Exhibitor shall notify Paralyzed Veterans of America no later than fifteen (15) calendar days prior to the date the material change is to take effect. If the insurance coverage does expire or is otherwise materially changed during the term of the Event Agreement, Exhibitor warrants that it shall send a renewal Certificate of the required coverage to Paralyzed Veterans of America no later than fifteen (15) calendar days prior to the date the material change is to take effect.
- F. Exhibitor hereby grants to Paralyzed Veterans of America a waiver of any right to subrogation which any insurer may acquire against Paralyzed Veterans of America by virtue of the payment of any loss under such insurance. Exhibitor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Exhibitor has received a waiver of subrogation endorsement from the insurer.

## Cancellation

Upon cancellation by exhibitor prior to **July 23, 2024**, Paralyzed Veterans of America reserves the right to determine the amount of exhibit fees, if any, to be refunded. Cancellation notice received on or after **July 24, 2024**, will result in forfeit of all exhibit fees.

Upon cancellation by an exhibitor or sponsor PVA will (1) offer you the opportunity to transfer your booking to the next year of the event at the same rate; OR (2) provide refunds to exhibitors and sponsors on the basis of any sums remaining to us after satisfying all of our obligations for the event. Bookings canceled more than 90 days prior to the event: up to 75% refund, 30 days prior: up to 50% refund, less than 30 days prior: up to 25% refund.

## Force Majeure

Neither party shall be liable for unforeseeable events beyond its control and not due to its fault or negligence including, but not limited to, acts of God, war, government regulation (applicable federal, state or local), disaster, fire, health or medical event [including, but not limited, to epidemic or disease rendering warnings and advisories by the World Health Organization (WHO) or the Center for Disease Control (CDC)], strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, curtailment of transportation, or effects of the weather, any one or more of which make it illegal, impossible, inadvisable, or commercially impracticable for the affected party to fully perform as originally contracted under this Agreement. The Party seeking the protection of this paragraph shall promptly notify the other Party at the commencement of the Force Majeure event. If good faith negotiations cannot resolve the problem allowing the affected Party to perform, the Agreement may be canceled without additional liability. In the event of cancellation of the entire exhibition due to Force Majeure, Paralyzed Veterans of America shall not be held liable for failure to





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hold the Exhibition as scheduled. Upon cancellation of the Exhibition, PVA will (1) offer you the opportunity to transfer your booking to the next year of the event at the same rate; OR (2) provide pro rata refunds to exhibitors and sponsors on the basis of any sums remaining to us after satisfying all of our obligations for the event.

## Authority

Each person executing this Event Agreement warrants that s/he is authorized to enter into this Agreement on behalf of the party for which s/he has signed, has all the necessary power and authority to bind such party, and that such party has complied with applicable laws and regulations. Each person executing this Agreement further warrants that the party for which s/he has signed has all the necessary power and authority to perform its obligations under this Event Agreement. Each person executing this Event Agreement further warrants that this Event Agreement is binding and enforceable against such party in accordance with its terms.

**I/We have read and understood "Exhibit Space Registration," as well as "Conditions of Registration."**  
**I/We agree to abide and conform thereto.**

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_