

# GRAPHICS | PRO | EXPO

Formerly THE NBM SHOW

## TRAINING BY EXHIBITORS CONTRACT INITIAL INVOICE

FAX: (303) 465-3424 | MAIL: GRAPHICS PRO EXPO, PO BOX 1416, Broomfield, CO 80038 | ONLINE: graphics-pro-expo.com

### COMPANY INFORMATION

COMPANY NAME				DATE
MAILING ADDRESS				
CITY	STATE	ZIP CODE	COUNTRY	
PHONE			FAX	
EMAIL ADDRESS			WEBSITE	
CONTACT NAME			SIGNATURE	

By signing this Training By Exhibitors Contract, I hereby agree that I have read and understand the **Terms and Conditions** on page 2 of this agreement, along with GRAPHICS PRO EXPO Rules & Regulations found in the *exhibitor services manual*.

*\*All rights remain with GRAPHICS PRO EXPO until receipt and acceptance of written contract and full payment.*

CHOOSE YOUR LOCATION(S) AND TRAINING OPTION(S) FOR THE GRAPHICS PRO EXPO HERE					
2022	Contract Deadline	Class Topic	Number of Classes and Pricing	Materials Due	Per Show Total
<b>Irving, TX</b> March 10-12, 2022	September 10, 2021		90 Minutes - \$1000 All Day Class - \$2800	November 10, 2021	= \$
<b>Denver, CO</b> April 14-15, 2022	September 14, 2021		90 Minutes - \$1000 All Day Class - \$2800	December 14, 2021	= \$
<b>Indianapolis, IN</b> June 2-4, 2022	November 2, 2021		90 Minutes - \$1000 All Day Class - \$2800	February 2, 2022	= \$
<b>Meadowlands, NJ</b> July 21-22, 2022	December 21, 2021		90 Minutes - \$1000 All Day Class - \$2800	March 21, 2022	= \$
<b>Long Beach, CA</b> August 4-6, 2022	January 4, 2022		90 Minutes - \$1000 All Day Class - \$2800	April 4, 2022	= \$
<b>Charlotte, NC</b> September 16-17, 2022	February 16, 2022		90 Minutes - \$1000 All Day Class - \$2800	May 16, 2022	= \$
<b>TOTAL \$</b>					

Preference(s) on day:

Education Day    Show Day 1    Show Day 2    Show Day 3

(Choices cannot be guaranteed)

Notes:

All class slot choices are first-come, first-served after a signed, valid contract has been received. GRAPHICS PRO EXPO Management reserves the right to place classes to best serve both exhibitors and buyers.

### PAYMENT TERMS

This contract allows you to make plans for 2022, but with flexibility and time to adjust if needed. **Invoices will be mailed approximately 120 days prior to each event, with exhibit space payments due in full 90 days before the event.**

**PLEASE NOTE:**

Modification to this agreement, late payments or cancellations may result in forfeiture of amounts paid and/or benefits.

**Classroom training is only available to exhibiting companies  
Payment, contract and material deadlines must be met in order to participate**

## TRAINING BY EXHIBITORS TERMS & CONDITIONS

### Commitment to Participate:

The agreement to participate in the Training by Exhibitors program is between the exhibiting company and GRAPHICS PRO EXPO. A signed contract for the specific city must be on file.

### Class Fee:

Each 90-minute time slot is \$1000. Each All-Day Session is \$2,800. Based on availability, up to two time slots may be purchased for two-day shows and up to three time slots for three-day events.

### Travel & Expenses:

The exhibiting company will be responsible for all travel costs (including hotel, airfare, local transportation, etc) for each presenter. Agreements made to present are between the exhibiting company and the presenter.

### Class Schedules:

To provide buyers the best possible experience, it is imperative that all classes begin and end on time. There will be a limited 15-minute window for set up and tear down. Exhibitors will be required to work within these time frames to accommodate the needs of all participants. All preferences are honored first-come/first-served based on the date the classroom contract and payment has been received and all exhibiting requirements are met. All schedules will be confirmed prior to publishing.

### Logistics:

GRAPHICS PRO EXPO will schedule and coordinate room setup (tables/chairs if possible) for each class. Room layout/setup cannot be moved or changed without the express permission of GRAPHICS PRO EXPO. If the exhibitor would like to have equipment and/or supplies available during their class time, all expenses for shipping, material handling, power and labor will be at the expense of the exhibitor. The exhibitor **MUST** order power from the convention center for ANY equipment brought into the classroom. We do not recommend moving equipment into the classrooms; it has been proven to be more effective to provide samples and then invite class attendees/buyers to the exhibiting company's booth to finish the project.

### Audio-Visual:

GRAPHICS PRO EXPO will provide a standard Audio-Visual setup which includes: projector (brand may change from city-to-city), screen, one wireless microphone and powered speakers – please check in advance to ensure that this equipment works with your computers and/or connections; additional Audio-Visual equipment will be at the expense of the exhibitor. It is the responsibility of the exhibitor to provide their own laptop or tablet, which is required to connect a presentation to the projector.

### Food and Beverage:

Should the exhibitor want to bring food and beverage into their class for attendees, it must be ordered through the convention center catering facilities. All expenses incurred will be the responsibility of the exhibitor.

### Program Content/Code of Conduct:

GRAPHICS PRO EXPO management team recommends that the content presented in training classes teaches, educates or provides technical tips, expertise and/or business technique. In-class sales presentations will most likely cause a drop in attendance/leads from that class, and a negative review of the presenter. The Training by Exhibitors program strictly forbids the criticizing, slandering or negative promotion of products, companies and/or people. We expect presenters to have professional respect and courtesy always. Views expressed by exhibitors are their own and should be disclosed as such. Each presenting company will be responsible for the content in their materials. Presenting exhibitors violating this code of conduct will not be invited to return.

### Contract & Materials Due (class title, description) deadlines for participation:

<i>Show</i>	<i>Contract Due</i>	<i>Materials Due</i>
<b>Irving, TX</b> • March 10-12, 2022.....	September 10, 2021 .....	November 10, 2021
<b>Denver, CO</b> • April 14-15, 2022.....	September 14, 2021 .....	December 14, 2021
<b>Indianapolis, IN</b> • June 2-4, 2022.....	November 2, 2021 .....	February 2, 2022
<b>Meadowlands, NJ</b> • July 21-22, 2022 .....	December 21, 2021 .....	March 21, 2022
<b>Long Beach, CA</b> • August 4-6, 2022 .....	January 4, 2022 .....	April 4, 2022
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