

CONTRACT FOR EXHIBIT SPACE

Office Use Only

**USTFA 2017 Fall Conference
September 21-23, 2017
Red Lion Hotel Canyon Springs, Twin Falls, ID**

Booth #

PLEASE PRINT – All information is required except cell number

Company/Organization _____
(as it should be printed on program, etc.)

Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Cell** _____

Fax _____ **Email** _____

Registration for each booth includes: booth area of approximately 10' wide by 8' deep, skirted table, and 2 chairs. Total payment, independent of the number of booths, includes two full registrations per exhibiting company (sessions, all meals, breaks, and reception).

Number of booths _____

Products and/or services to be exhibited:

Please advise us of any special needs. Plan to bring an extension cord if you need electricity.

Exhibitor Set-up	Thursday, September 21	8 – 11 am
Trade show	Thursday, September 21	12:00 - 5 pm
	Friday, September 22	8 am – 4 pm
Breakdown	Friday, September 22	4-6 pm

Deadline for early reservation of booth space is July 26. Final deadline for booth space reservations is August 30; no refunds after that date. Reservations accepted on a first-come, first-serve basis. Exhibits are to be installed and removed at the expense of the exhibitor. All exhibits must remain in place until after 4:00 PM Friday, September 22, 2017, and must be removed from the trade show area by 6:00 PM, September 22, 2017. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save US Trout Farmers Association and Red Lion Hotel Canyon Springs and its employees and agents from all claims, losses, and damages to persons and property, governmental charges or fines, and attorney fees arising out of or caused by exhibitor's installation, removal, or maintenance of exhibits.



USTFA 2017 Fall Conference
September 21-23, 2017
Booth Reservation/Registration Form
 (Please Print)

		Early	7/26-8/30	Number	Total
Exhibitor Booth	Includes 2 registrations	\$550	\$600		\$
Additional Reps	Each	\$150	\$175		\$
Material Display Only	Printed materials will be displayed for absent exhibitor	\$225	\$250		\$
Extra Dinner Ticket		\$55	\$55		\$
Tour (not included in registration)	Includes lunch	\$55	\$55		\$
				Total Enclosed	\$

Please list names of booth reps, and indicate (X) if they plan to attend the listed events):

Name	Tour	President's Reception	Friday Breakfast	Friday Lunch	Friday Dinner

Do you wish to donate an item or items for the fundraising raffle? Yes _____ No _____

Item(s) to be donated: _____

<p>Would you like to be a sponsor?</p> <p>Call the USTFA office Tel: 814-515-2570</p>		\$600
	PM break day 1	
	Breakfast day 2	\$900
	AM break day 2	\$450
	Lunch	\$2000
	PM break day 2	\$600
	Reception day 1	\$2500
	Banquet day 2	\$3000
	Tour Bus	\$750

**Send contract, registration form, and payment to:
USTFA, 1165 Riggles Gap Road, Altoona PA 16601**

All payments should be in USD. Checks not drawn on a US bank should add \$35 for bank processing fees.

Please email your logo and a description of your company/products to <https://ustfa.org/>

Exhibitor Information Sheet

1. Exhibit materials may be shipped to arrive at the **Red Lion Hotel Canyon Springs**, no earlier than September 1, 2017. Please note the following:

The shipper acknowledges and agrees that arrangements by the Red Lion Hotel Canyon Springs Hotel for receipt and storage of any shipment are done solely as an accommodation and convenience to shipper. The Red Lion Hotel Canyon Springs Hotel is not an insurer of shipper's property and any such arrangement does not create a bailment either expressed or implied. The Red Lion Hotel Canyon Springs Hotel shall not be responsible for any loss, theft, damage or destruction to any personal property shipped to or stored at the Red Lion Hotel Canyon Springs Hotel premises by shipper. All risk to be borne by the shipper.

2. Instructions for shipping booth materials:

Have all boxes from all sources uniformly addressed. The requested format is as follows:

GUEST NAME: (name of person holding hotel reservation)
GUEST ARRIVAL DATE:

**Red Lion Hotel Canyon Springs
1357 Blue Lakes Blvd., N
Twin Falls, ID 83301**

Hotel Tel: 208-734-5000
RE: USTFA Conference
2017

PROGRAM DATE: September 21-23,

*Please Note: Do NOT use the Hotel Event Manager as the "on-site contact."

- Multiple packages within a single shipment should be numbered in sequence (e.g. 1 of 3, 2 of 3, 3 of 3). It may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Heavy boxes should be identified so that staff (either yours or ours) can avoid injury while lifting them. Preferred shipping time is one week prior to the event start date.

3. Set-up will be Thursday, September 21, 8am-11am. Trade show opens Thursday, September 21, 12pm. Take down is Friday, September 22, 4-6 PM. Please leave your exhibit in place until 4 PM that day, if possible.
4. Deadline for early reservation of booth space is July 26, 2017. Final deadline for booth space reservations is August 30, 2017; no refunds after that date. Reservations will be accepted on a first-come, first-serve basis.
5. Questions? Please contact the USTFA office at 814-515-2570 or <https://ustfa.org/>