

# **EXHIBIT SPACE AGREEMENT**

HEAVY MOVABLE STRUCTURES, INC.  
20th Biennial Movable Bridge Symposium  
October 7-10, 2024  
Sheraton New Orleans Hotel, New Orleans, LA

## **General Terms and Conditions**

1. HEAVY MOVABLE STRUCTURES, INC. (HMS) grants the Exhibitor (as listed on the Exhibit Application Form) the privilege of using the designated exhibit space in the host facilities specified on the Exhibit Application Form, subject to these rules and regulations for the period of the Symposium. Exhibitors' registration badges may be picked up at the Registration Desk during registration. Access to the Exhibit Area is by registration badge only. Exhibitor personnel must be registered separately according to rates shown on the Exhibit Application Form. Except as noted, exhibit space rental fees do not include registration fees for Exhibitor personnel.
2. The Exhibitor shall have full right to distribute public relations, advertising and/or promotional goods and materials within the confines of the Exhibitor's assigned Exhibit Space.
3. A Single Exhibit Space is defined as a 10 ft. deep x 10 ft. wide, pipe and drape enclosed space with 8' high draped backdrop, 3' high side dividers, a draped table, two padded chairs and a waste basket. A Double Exhibit Space will be two adjacent Single Spaces, with or without the divider, at Exhibitor's preference. Exhibitor's name will be displayed on a sign hung on top of the backdrop. A 20-amp electric receptacle will be provided as standard. Additional signs, equipment / facilities may be available on special request, but are not part of this Agreement.
4. Exhibit Space locations will be assigned according to expressed preferences in so far as practical, on a first-come, first-served basis, according to date Application is received. Application must include payment in full for processing.
5. Each Exhibit Space must have assigned to it at least one Exhibit Space Attendee authorized to represent the Exhibitor in matters pertaining to this Exhibit Space Agreement. The Attendee must be present at the Exhibit Space(s) prior to the beginning of the morning sessions, and immediately following the conclusion of the afternoon sessions.
6. Provisions for shipping, erection, maintenance, dismantling, crating, uncrating and crate storage, and all other affairs related to the Exhibitor's exhibit are the Exhibitor's responsibility. HMS has an exclusive contract with a convention/exhibit management firm, named elsewhere herein, which may be used by all exhibitors.

## **Limited Rights**

7. The Exhibit Space rental fee provides only the privilege of setting Exhibitor's exhibit in the Exhibit Space, and attendance/participation in the Symposium. No other rights or privileges are herein granted or implied.
8. HMS reserves the right to relocate Exhibitor's space assignment(s) if necessary for balance, for filling a specific portion of the Exhibit Area, or for security reasons. In such cases, the relocation will be negotiated with the Exhibitor for a mutually agreed upon adjustment.
9. Authorized representatives of HMS and/or the host facilities shall have full access rights to the Exhibit Space at all times.
10. The Exhibit space CANNOT be subleased or reassigned to any other parties by the Exhibitor without the expressed written consent of HMS. Sublease/reassignment will only be permitted at or below the standard HMS Exhibit Space rental rate.

## **Exhibit Restrictions**

11. All tables, exhibits, displays, and other paraphernalia of the Exhibitor must be contained within the assigned Exhibit Space. The Exhibitor shall confine business activities to the Exhibit Space, and NOT in the aisles or walkways.
12. No decorations, banners, signs, equipment, appliances, or any other items of the Exhibitor, shall be

placed or attached by any means to doors, walls, floors, woodwork, etc., or in or on any part of the host facilities, without proper consent of HMS and the host facility. Exhibit Space pipe and drape facilities CANNOT and SHALL NOT be used to support displays.

13. Operation of musical instruments, sound reproduction equipment, radios, video equipment, public address equipment, and/or any other noise making equipment, must be conducted or arranged so that the noise resulting from its use or demonstration will not annoy or disturb adjacent exhibitors or their patrons. Operators of noise-making exhibits must obtain permission of HMS prior to opening hours of the Exhibit Area. If complaints are received, the Exhibitor shall discontinue the source of the annoyance upon request of the HMS representative.

### **Liability**

15. The Exhibitor shall indemnify and hold harmless HMS and the host facilities, their agents and employees, and their officers for all claims, losses, liabilities or damages for injury, death, or property damage that may arise from activities of the Exhibitor, its employees, agents, Exhibit Attendees, invitees and licensees. The Exhibitor also accepts full responsibility for liabilities for damages to persons or property, public or private that may arise out of its use of the Exhibit Area.

16. The Exhibitor accepts full responsibility for compliance with any/all applicable city, county, state and federal regulations for safety and health as they may apply to Exhibitor's activities at this Symposium.

17. The Exhibitor agrees to reimburse the host facilities for any and all damages or repairs resulting from the installation and removal of materials and equipment utilized in the Exhibit Area.

18. Each Exhibitor is solely responsible for their own materials. HMS, Inc. will NOT be liable for Exhibitors' losses or damage. Fire, theft, liability and extended coverage insurance, if so desired, must be obtained by the Exhibitors at their own expense. Small and/or valuable materials should never be left unattended and should be removed each night to a secure location.

### **Cancellation**

19. This Agreement is NOT subject to cancellation by the Exhibitor. In the event the Exhibitor cannot mount a display in the Exhibit Space, the Exhibitor has the right to sublet/sublease its Space to a sub-exhibitor, with prior approval of HMS, and subject to all of the other conditions and provisions of this Agreement.

20. In the event the Symposium is postponed or canceled due to fire, strike, weather, or other uncontrollable circumstances, this Agreement will be re-scheduled or a refund negotiated. In such a situation, HMS will not be responsible for refund of any costs for exhibit shipping, handling, crating, storage, etc.

### **Drayage Services**

21. All drayage services will be provided exclusively by GES. Drayage services include: erecting all pipe/drape exhibit spaces; shipping, handling, and storage of exhibits; delivery of exhibits from storage warehouses to host facility; removal, storage, and return of shipping crates and cartons; transport (optional) of all materials to carriers, and loading of materials on outbound carriers. All costs of drayage services, except erection of pipe/drape spaces, will be paid by the Exhibitor directly to GES. An Exhibitor Kit will be sent to each registered exhibitor at a later date directly from GES. For immediate information contact:

Floyd Genova  
GES  
5735 Powell St, Suite B  
New Orleans, La 70123  
504-648-2830

[fgenova@GES.com](mailto:fgenova@GES.com)

## **Schedule**

22. The Exhibitor shall conform to the following hours in the Exhibit Area, and/or any other hours as may be subsequently determined by HMS:

Monday, Oct. 7	1:00 P.M. - 5:30 P.M.	Set up exhibits
Monday, Oct. 7	6:30 P.M. - 8:30 P.M.	Opening reception
Tuesday, Oct. 8	7:30 A.M. - 5:30 P.M.	Exhibit Area open
Tuesday, Oct. 8	5:30 P.M. - 7:30 P.M.	Reception
Wednesday, Oct. 9	7:30 A.M.- 5:30 P.M.	Exhibit Area open
Wednesday, Oct. 9	6:30 P.M. - 9:00 P.M.	Off-site Dinner Event
Thursday, Oct. 10	7:30A.M. - Noon	Exhibit Area open
Thursday, Oct. 10	1:00 P.M – 4:00 P.M.	Remove exhibits

## **Applying for Exhibit Space**

23. Forward a completed EXHIBIT SPACE APPLICATION FORM with payment (check made payable to Heavy Movable Structures, Inc.) directly to the HMS Treasurer.

*[or purchase via the HMS website at <https://heavymovablestructures.org/hms-store/>]*

HMS Treasurer: HMS Treasurer  
c/o HNTB Corporation  
Mr. Daniel Appelbaum  
[dappelbaum@HNTB.com](mailto:dappelbaum@HNTB.com)  
715 Kirk Drive  
Kansas City, MO 64105  
Phone: (816) 527-2876

Exhibit Coordinator: HMS President  
Mr. Frank Marzella  
c/o Hardesty & Hanover  
[fmarzella@hardestyhanover.com](mailto:fmarzella@hardestyhanover.com)  
8640 Martin Way East, Suite B,  
Lacey, WA 98516  
Phone: (360) 943-4139

## **Membership and Symposium Registration**

24. All Membership Applications and Symposium Registrations (other than for exhibitors) should be sent to the normal HMS Registrar's address:

*[or purchase via the HMS website at <https://heavymovablestructures.org/hms-store/>]*

HMS Registrar: HMS Registrar  
c/o HDR Inc.  
Jonathan Kohler  
[Jonathan.Kohler@hdrinc.com](mailto:Jonathan.Kohler@hdrinc.com)  
701 Xenia Avenue South  
Suite 600  
Minneapolis, MN 55416-3636  
Phone: (763)278-5967

**EXHIBIT SPACE APPLICATION FORM**  
**Heavy Movable Structures, Inc.**  
**20<sup>TH</sup> BIENNIAL MOVABLE BRIDGE SYMPOSIUM**  
 October 7-10, 2024  
 Sheraton New Orleans Hotel, New Orleans, LA

**EXHIBITOR:** (Full Company/Agency Name) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**EXHIBIT SPACE SELECTION:** (Check One)

\_\_\_ Single Space @ \$5,800.00 \_\_\_ Double Space @ \$9,950.00 \_\_\_ with or \_\_\_ without divider

Exhibit Space Number(s): \_\_\_\_\_

(See attached Exhibit Space Layout; please list several alternatives in order of preference)

**EXHIBIT SPACE ATTENDEES:**

Maximum of 3 per Single Space, 4 per Double Space at no additional charge. Up to 3 additional attendees (for either a single or double booth) may attend at a reduced rate of \$450.00 per attendee. All Exhibit Space Attendees will receive a complimentary HMS Membership.

Any attendees beyond this limit are charged the going rate for a regular attendee (See Conference Registration Form for Details). Please note that attendee on line 1, below, shall be in charge of and responsible for the exhibit.

1. (In Charge of Exhibit)	
2.	5.
3.	6.
4.	7.

**OFFSITE EVENT:** Each Exhibitor can purchase up to 3 tickets to the offsite event at the reduced price of \$75. The offsite event is a Mississippi River dinner cruise aboard the City of New Orleans Riverboat on Wednesday October 9, 2024. Full price tickets for this event are \$130.

COSTS:	A.	Exhibit Space Cost:	\$ _____
	B.	Additional Attendees                      QTY _____ x    \$450    =	\$ _____
	C.	Reduced Price Offsite Event Ticket      QTY _____ x    \$75      =	\$ _____
	D.	TOTAL COST {A + B + C}	\$ _____

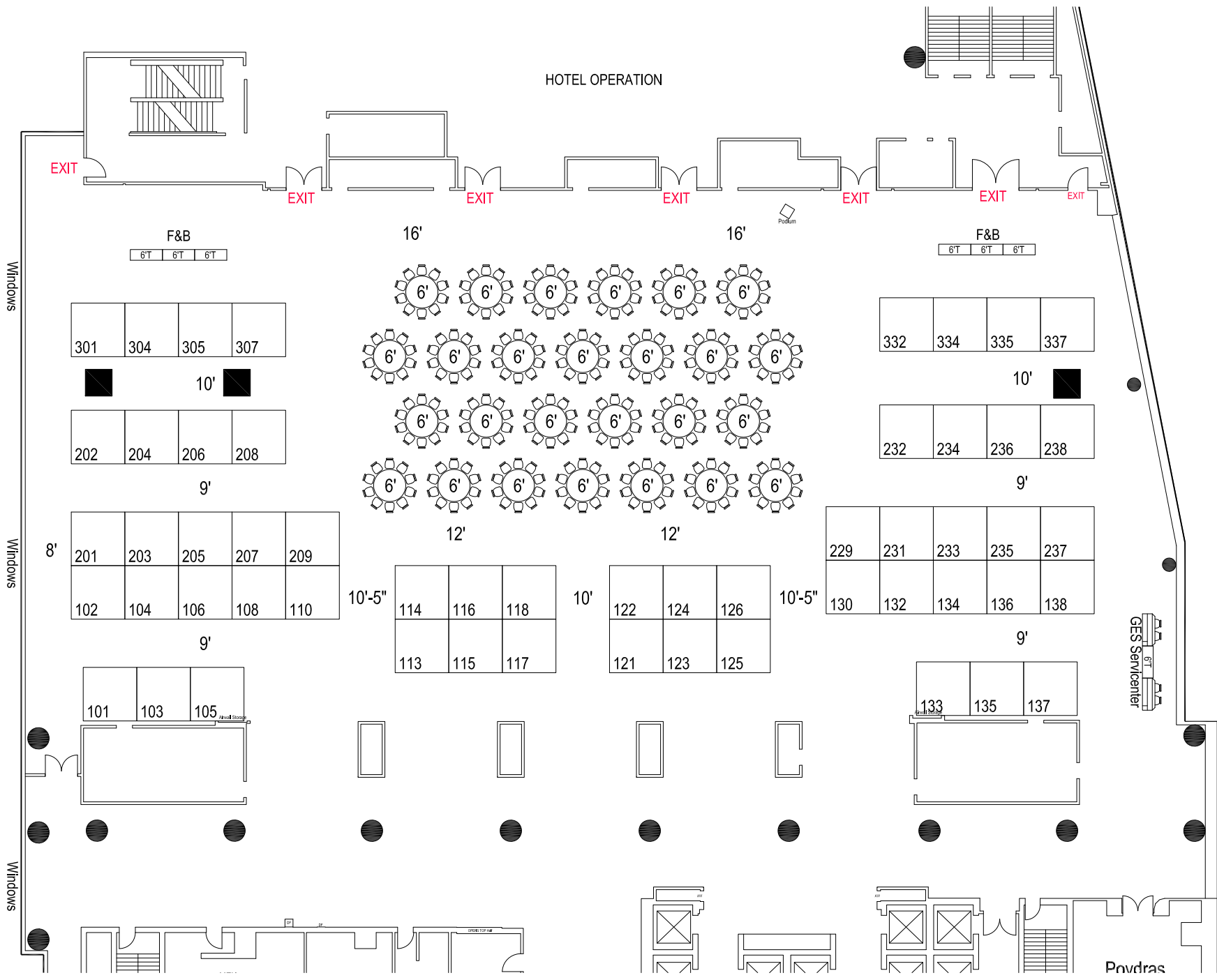
Credit Card:    [ ] VISA [ ] MC [ ] Discover [ ] AMEX    Amount Authorized \$ \_\_\_\_\_

Acct.# \_\_\_\_\_    Exp. Date:                      \_\_\_\_ / \_\_\_\_

Security Code \_\_\_\_\_ (last three digits in signature box / 4 digits on front of AMEX)

Authorized Signature: \_\_\_\_\_

Or please pay by company check, payable to: Heavy Movable Structures, Inc.  
 Applications will NOT be processed without Full Remittance attached.  
 NO cash, please.  
 Mail directly to the Treasurer as listed in Agreement para. 23



**HMS Biennial Movable Bridge Symposium**  
 October 8-10, 2024  
 Sheraton New Orleans - Napoleon Ballroom