TO: NRLA Associate Members

FROM: Scott C. Temple
Director of Conventions & Meetings

RE: LBM Expo Co-exhibitor Policy

DATE: October 29, 2015

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The NRLA Convention Committee held their fall meeting, in conjunction with NRLA's Annual Meeting on October 16, 2015. The committee discussed concerns with regards to co-exhibitors in LBM Expo booths. Co-exhibitors are companies that are displaying within a primary exhibitor's booth.

It was decided that the time has come to formalize a policy regarding co-exhibitors at the show specifically regarding how they are identified and listed in LBM Expo collateral. Registered co-exhibitors will be listed independently in all official exhibitor listings, and have access to exhibitor promotional opportunities. In addition, registered co-exhibitors may receive badges under the company's name, either from the primary exhibitor's allotment or by purchasing them directly.

Should you have co-exhibitor(s) in your booth and you would like them to be listed on the interactive online show map, the LBM Expo App and the LBM Expo Show Guide, you must complete a co-exhibitor contract (available online). Only contracted co-exhibitors will be recognized as official co-exhibitors at LBM Expo.

Please note that you are under no requirement to register any participating vendors but only contracted co-exhibitors will be listed.

In the event that a registered co-exhibitor utilizes the General Service Contractor (Shepard Convention Services) to move in exhibit materials and/or is setting-up its own booth materials, it is subject to the exhibitor insurance provision: All property of the exhibitor is understood to remain under its custody and control, in transit to or from or within the confines of the Rhode Island Convention Center, subject to the rules and regulations of the exposition. Exhibitor agrees to carry liability insurance against injury to the person and property of others in the amount of at least $2,000,000 and shall name the NRLA and the Rhode Island Convention Center as additional insureds on such insurance policy(ies). Exhibitor shall provide NRLA with certificates evidencing such insurance coverage. **Non-registered co-exhibitors may not utilize the General Service Contractor; all General Service Contractor requests must go through the Primary Exhibitor.**