

## NPE2021 Exhibit Space & Sponsorship Assignment Guidelines

Revised May 8, 2019; 3:00pm Eastern Time

- The Show:** NPE2021: The Plastics Show: [www.npe.org](http://www.npe.org)  
May 17 – 21, 2021; Orange County Convention Center, Orlando, FL USA
- Produced by:** Plastics Industry Association (PLASTICS): [www.plasticsindustry.org](http://www.plasticsindustry.org)  
1425 K Street, N.W., Suite 500, Washington, DC 20005-3686 USA
- NPE2021 Pre-Draw:** PLASTICS Members with Show History Designation of Member 29 through Member 15  
Online space selections: June 17, 2019 – June 28, 2019
- NPE2021 Space Draw:** All Show History Designations  
PLASTICS Member 29 through Member 0; Non-Member 29 through Non-Member 0  
Online space selections: January 21, 2020 – April 9, 2020

### Important Dates for NPE2021 – Mark Your Calendars:

- May 9, 2019** ▶ Pre-Draw Space Application/Contract Available – PLASTICS will accept Pre-Draw Space Applications/Contracts from eligible companies beginning on this date for PLASTICS Member 29 through Member 15
- May 24, 2019** ▶ Deadline to Challenge/Correct NPE Show History Designation for Pre-Draw Eligibility
- June 5, 2019** ▶ Pre-Draw Space Application/Contract Deadline for Inclusion in Pre-Draw Lottery (Eligible Companies – PLASTICS Member 29 through Member 15)  
▶ Deadline to Request Division Participation in Pre-Draw Category  
▶ Deadline for Non-Member 29 through Non-Member 15 to Join PLASTICS with dues paid in full for Pre-Draw Eligibility
- June 10, 2019** ▶ Pre-Draw Lottery at PLASTICS Office; Washington, DC
- June 11, 2019** ▶ Pre-Draw Lottery Results will be posted on [www.npe.org](http://www.npe.org)
- June 13, 2019** ▶ Companies will be notified of their Pre-Draw Space Selection Appointment
- June 17 – June 28, 2019** ▶ Online Pre-Draw Space Assignment Appointments  
(company applications/contracts received after the 6/5/2019 deadline will be placed based on the order received in the next position of their category, following companies that participated in the lottery)
- August 5, 2019** ▶ Space Draw Space Application/Contract Available – PLASTICS will accept Space Draw Space Applications/Contracts beginning on this date
- October 31, 2019** ▶ Space Application/Contract & Deposit Deadline for Inclusion in Space Draw Lottery  
▶ Deadline to Request Division Participation in Space Draw Category  
▶ Deadline to Join PLASTICS with dues paid in full for Member Category Eligibility in Space Draw Lottery
- November 1, 2019 – April 9, 2020** ▶ Space Draw Application/Contract Post-Lottery  
(company applications/contracts received after the 10/31/2019 lottery deadline will be placed based on the order received in the next position of their category following companies that participated in the lottery)
- November 5, 2019** ▶ Space Draw Lottery for Applications/Contracts received by October 31, 2019 at PLASTICS Office; Washington, DC

- November 8, 2019** ▶ Space Draw Lottery Results will be posted on [www.npe.org](http://www.npe.org)
- November 22, 2019** ▶ Space Draw Companies will be notified of their Space Selection Appointment
- January 21, 2020 – April 9, 2020**
  - ▶ Online NPE2021 Space Draw Assignment Appointments
  - ▶ First Right of Refusal Deadline to Renew NPE2018 Sponsorship for NPE2021 will be five days following a company’s space selection appointment with deposit due 30 days following appointment (see Section III for more details)
- April 10 – April 17, 2020** ▶ Floor Plan Locked for Space Audit
- April 20 – April 24, 2020** ▶ Booth Changes for Pre-Draw & Space Draw Exhibitors
- April 27, 2020** ▶ Floor Plan Opens for Post-Draw Space Assignments & Booth Sales
- May 17 – 21, 2021** ▶ NPE2021: The Plastics Show; Orange County Convention Center, Orlando, FL USA

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## I. NPE Show History Designation Policy

### A. Background

- 1) Since 1946, the NPE Space Draw has represented the initial assignment of exhibit space.
- 2) The NPE2006 Committee adopted the NPE Show History Designation Policy on November 4, 2003.
- 3) The Policy was created based on procedures followed since the inception of the NPE Space Draw, assignment of exhibit space and transfer of NPE show history designations.
- 4) Plastics Industry Association, hereafter referred to as PLASTICS, reserves the right to amend the NPE Show History Designation Policy as needed to ensure the continued consistent handling and integrity of future NPE space assignments.

### B. NPE Show History Designation

- 1) PLASTICS designates the exhibiting company as the official corporate "Holder" of the NPE Show History Designation, with the Holder earning one show history towards their designation for each NPE in which they exhibit and fulfill all contractual obligations.
- 2) A Holder with an outstanding balance due, that does not exhibit at the show (referred to as a no-show) and/or that fails to fulfill all contractual obligations to PLASTICS for NPE will not earn the one show history for that NPE show towards their NPE show history designation.
- 3) A Holder with an outstanding balance due will not be permitted to exhibit in future NPE shows until the balance owed and due to PLASTICS is paid in full.
- 4) PLASTICS reserves the right to revoke a Holder's show history designation should the Holder fail to fulfill contractual obligations.
- 5) PLASTICS will notify Holders exhibiting in at least one of the previous three NPE shows of their show history designation prior to the first lottery drawing for the assignment of space and/or upon request.
- 6) NPE show history designation is not divisible and cannot be split between companies and/or partially sold.
- 7) Multiple company divisions eligible to select space under the umbrella of a higher show history designation may elect to:
  - a) Select one booth space and exhibit under the same application/contract. In this case, only the Holder of the higher show history designation will earn one show history toward their show history designation. Company divisions may earn one show history if the primary exhibiting company applies and pays appropriate fees for an affiliate listing for the division. Affiliate listings require approval of show management. Or,
  - b) Select individual booths and exhibit under separate applications/contracts. In this case, each Holder would earn one show history toward their individual show history designation.
- 8) The Pre-Draw and Space Draw are conducted by PLASTICS via a lottery based on NPE applications/contracts received from eligible companies by the designated deadline, with a random drawing for each show history designation category.
- 9) PLASTICS members select space prior to non-members descending from members with the highest show history designation to the lowest, followed by non-members with the highest show history designation to the lowest.

### C. Challenging a Show History Designation

- 1) A company must contact PLASTICS by **May 24, 2019** to challenge their show history designation for NPE2021 Pre-Draw eligibility. A decision on the challenge will be completed within 10 days of PLASTICS receiving all required documentation for the challenge review process.
- 2) If a show history designation challenge is not raised by the **May 24, 2019** deadline, the Holder forfeits any challenge claim for eligibility in the NPE2021 Pre-Draw.
- 3) PLASTICS reserves the right to resolve any show history designation challenges raised after the **May 24, 2019** deadline following the close of the NPE2021 Pre-Draw.
- 4) Show history designation challenges received after the **May 24, 2019** deadline will be considered following the completion of the NPE2021 Pre-Draw space assignments. A decision on the challenge will be completed within 30 days of PLASTICS receiving all required documentation for the challenge review process. If the challenge is approved by **October 31, 2019**, the Holder will be eligible for the NPE2021 Space Draw lottery in the show history designation category awarded. If the challenge is approved after **October 31, 2019**, the Holder will be assigned to the next position available in the show history designation category awarded for selecting space during the NPE2021 Space Draw. If the NPE2021 Space Draw is past the assigned category awarded, the company would be assigned a space selection position in the next "Booth Change" time slot based on their show history designation.
- 5) PLASTICS serves as the final arbiter on all show history designation challenges.

#### D. Transferring a Show History Designation

- 1) PLASTICS must receive written authorization from the Holder to transfer a show history designation.
- 2) The show history designation is connected to the Holder's plastics-related business and cannot be sold or transferred independent of other plastics-related assets.
- 3) A disputed transfer remains with the Holder on record until documentary evidence of the transfer is provided to PLASTICS, with PLASTICS serving as the final arbiter.
- 4) PLASTICS serves as the final arbiter on all show history designation transfers.

#### E. Divestitures

- 1) If a Holder sells all its plastics-related assets, the show history designation transfers to the new owner of the plastics-related assets.
- 2) If a Holder sells a part but not all its plastics-related assets, the show history designation remains with the original Holder unless the plastics-related assets were in the form of separate divisions or companies within a corporate structure. If this is the case, each division/company will be issued a show history designation commensurate with the number of shows that division/company participated in and earned show history credit for prior to the sale.
- 3) If a sale/division includes the transfer of the show history designation, it must be expressly addressed in the documents relating to the sale, and the Holder on record must notify PLASTICS in writing of the show history designation transfer.
- 4) PLASTICS serves as the final arbiter on all show history designation divestitures.

#### F. Mergers/Acquisitions

- 1) If a company holding a show history designation acquires a company holding a show history designation:
  - a) The companies may elect to jointly participate in the Pre-Draw/Space Draw in the higher show history designation category with each company retaining its original show history designation; or,
  - b) The acquired company may transfer its show history designation to the acquiring company as referenced in Section I-D **Transferring a Show History Designation**. In this case, the acquired company's show history designation would then revert to zero.
- 2) PLASTICS serves as the final arbiter on all show history designation mergers/acquisitions.

#### G. Bankruptcy

- 1) If Holder declares bankruptcy and is liquidated, the show history designation is extinguished unless:
  - a) The plastics-related assets of the bankrupt estate are purchased substantially intact with the intent to continue the business under new ownership and management;
  - b) The purchaser contacts PLASTICS and requests permission to assume the show history designation of the bankrupt company as its successor in interest; and
  - c) PLASTICS approves transfer of show history designation based on its determination that the purchaser is operating a substantial portion of the plastics-related business of the bankrupt company.

## II. NPE2021 Space Assignment Procedures

### A. Phase I: NPE2021 Pre-Draw Online Space Assignments

- 1) For NPE2021, PLASTICS member companies with a 15-show history and higher are eligible to participate in the NPE2021 Pre-Draw space assignment process.
- 2) The company's 2019 PLASTICS membership must be current and paid in order for the company to participate in the Pre-Draw.
- 3) A company with an outstanding balance due for a previous NPE show will not be eligible to participate in the Pre-Draw space assignment until the outstanding balance is paid in full to PLASTICS.
- 4) NPE2021 Pre-Draw Exhibit Space applications/contracts from eligible companies must be received by **June 5, 2019** to qualify to participate in the Pre-Draw lottery.
- 5) If multiple company divisions are drawing under a higher show history designation in the PLASTICS Member category, all divisions must be included in and/or associated with a parent company's PLASTICS membership, and the Holder of the highest show history designation must submit a written request by **June 5, 2019** that includes its application/contract along with an application/contract for each division participating.
- 6) The Pre-Draw lottery is scheduled for **June 10, 2019** at the PLASTICS Office in Washington, D.C.
- 7) Eligible companies will be entered into the lottery for their designated category, beginning with the PLASTICS Member 29 category descending to the PLASTICS Member 15 category.

- 8) Pre-Draw space selections will be made via individual webinars and/or phone appointments, with the individual companies participating in the Pre-Draw in the order based on the lottery results that will be posted at [www.npe.org](http://www.npe.org) by **June 11, 2019**.
- 9) Should a company fail to keep its space selection appointment, the company may forfeit its draw position. PLASTICS will make every effort to reschedule the company in its current position, however, the schedule may require the company to forfeit its position for the first available time slot at the end of its category.
- 10) Once a company has selected space, the company is committed financially to the square footage of the space assigned/selected.
- 11) The company may change/move its booth by requesting a "booth change" appointment. These appointments will be scheduled during the times allotted following the completion of each category, and will be posted on the Pre-Draw schedule. If the change involves a reduction of the square footage, the company is required to relocate the booth to space available at the time of its booth change appointment and will remain financially committed to the square footage assigned at the time of its initial space selection.
- 12) Following the space selection, a 5% deposit on the company's exhibit space will be required and payable to PLASTICS within 30 days of the company's space assignment.
- 13) If exhibit space payments are not received by PLASTICS per the Payment Terms listed in Section II-G, PLASTICS reserves the right to cancel the company's exhibit space and the company shall remain liable for full payment of its contracted space.
- 14) Eligible companies that do not participate in the Pre-Draw may select space in their appropriate category during the NPE2021 Space Draw scheduled for **January 21, 2020 through April 9, 2020**.
- 15) Management reserves the right to relocate a company's space should its PLASTICS membership be terminated or suspended for non-payment of 2020 and/or 2021 dues, and company agrees the non-member exhibit space rate will be applied to its exhibit space fee should their PLASTICS membership be terminated or suspended for non-payment of dues.

#### **B. Phase II: NPE2021 Space Draw Online Space Assignments**

- 1) Space Draw space selections/assignments will be made via individual webinars and/or phone appointments.
- 2) A company with an outstanding balance due for an NPE show will not be eligible to participate in the Space Draw space assignments until the balance is paid to PLASTICS in full.
- 3) NPE2021 Exhibit Space applications/contracts and 20% deposit must be received by **October 31, 2019** in order for the company to participate in the Space Draw lottery.
- 4) PLASTICS member companies select space prior to non-member companies – a company's membership in PLASTICS must be current and paid for 2019 in order for the company to participate in the Member category lottery.
- 5) If multiple company divisions are drawing under a higher show history designation in the PLASTICS Member category, all divisions must be included in and/or associated with a parent company's PLASTICS membership, and the Holder of the highest show history designation must submit a written request by **October 31, 2019** that includes its application/contract, along with an application/contract for each division participating.
- 6) If multiple company divisions are drawing under a show history designation in the Non-Member category, the Holder of the highest show history designation must submit a written request by **October 31, 2019** that includes its application/contract, along with an application/contract for each division participating.
- 7) The Space Draw lottery will be held **November 5, 2019** beginning with the Member 29 category for companies that did not participate in the Pre-Draw, descending through the Member 0 category, followed by the Non-Member 29 category descending through the Non-Member 0 category. The Space Draw lottery results for the space selection order will be posted on [www.npe.org](http://www.npe.org) within ten business days of the lottery.
- 8) Companies submitting their application/contract and 20% deposit after **October 31, 2019**, will be placed at the end of their appropriate category in the order their application/contract was received by PLASTICS, following the companies participating in the lottery. They will then be added to the space selection order posted on [www.npe.org](http://www.npe.org).
- 9) If a company submits its application/contract and 20% deposit after its designated category's assigned date/time for the NPE2021 Space Draw, the company will be assigned a space selection position in the next "Booth Change" time slot and will select during this time based on its show history designation and the order in which its application/contract was received by PLASTICS.
- 10) The Space Draw will begin with space assignment booth changes for any company that participated in the Pre-Draw and submitted a booth change request to PLASTICS prior to **January 21, 2020**. The order for these Pre-Draw booth changes will follow the same order in which the company was positioned for the Pre-Draw.

- 11) Space assignments will then follow the Space Draw order for the Member 29 category (for those eligible companies that did not participate in the Pre-Draw) descending through the Member 0 category, followed by the Non-Member 29 category descending through the Non-Member 0 category.
- 12) A company's PLASTICS membership must be current and paid for 2020 in order for the company to participate in the Member category space assignments.
- 13) NO BOOTH SPACE will be divided/split during the Space Draw.
- 14) Companies will be permitted to select spaces in combination and to purchase aisles between spaces not designated as "no cross-aisles" to form larger blocks of space, upon Management approval.
- 15) If selecting multiple spaces with aisle space separating two or more booths with a plan to install archways or entrance units over said aisles, the company must purchase the aisles.
- 16) Spaces selected in combination with aisle space must form square or rectangular blocks of space – no space will be assigned to an L-shaped booth configuration.
- 17) Should a company fail to keep its space selection online/phone appointment, Show Management will select space for the company during its assigned time, based on information provided on its application/contract.
- 18) Once a company has selected and/or been assigned space, the company is committed financially to the square footage of the space selected and/or assigned.
- 19) If a company is interested in relocating or changing its booth selection following its space assignment, the company must submit an NPE2021 Booth Change Request Form available from Show Management. These appointments will be scheduled during the times allotted following the completion of each category and posted on the Space Draw schedule. If the change involves a reduction of the square footage, the company is required to relocate its booth to space available at the time of the booth change appointment and will remain financially committed to the square footage assigned at the time of its initial space selection.
- 20) Management reserves the right to relocate a member company's space should its PLASTICS membership be terminated or suspended for non-payment of 2020 and/or 2021 dues, and company agrees the non-member exhibit space rate will be applied to its exhibit space fees should its PLASTICS membership be terminated or suspended for non-payment of dues.
- 21) If payments are not received by PLASTICS per the Payment Terms listed in Section II-G, PLASTICS reserves the right to cancel the company's exhibit space, and company remains liable for full payment of its forfeited/contracted space.

### **C. Phase III: NPE2021 Post-Draw Space Assignments**

- 1) Following completion of the Space Draw space assignments, the NPE2021 floor plan will be locked until **April 17, 2020**, to allow Show Management to conduct an audit of space assignments made during the Space Draw.
- 2) **April 20 through April 24, 2020** is the booth relocation/change period for companies that participated in the Pre-Draw and Space Draw and submitted a Booth Change Request Form.
- 3) **April 27, 2020:** The NPE2021 floor plan will open for space assignments to companies submitting an application/contract following the Space Draw, based on the order the applications/contracts were received by PLASTICS, followed by assignment of space to new space sales.
- 4) A company with an outstanding balance due for a previous NPE show will not be eligible for space assignment until the outstanding balance is paid in full to PLASTICS.
- 5) Once a company has selected and/or been assigned space, the company is committed financially to the square footage of the space selected and/or assigned. The company may change/move its booth by submitting a Booth Change Request Form. If the change involves a reduction of the square footage, the company will remain financially committed to the square footage assigned at the time of its initial space selection/assignment.
- 6) If a member company's PLASTICS membership is terminated or suspended for non-payment of 2020 and/or 2021 dues, company agrees the non-member exhibit space rate will be applied to its exhibit space fees.
- 7) If payments are not received by PLASTICS per the Payment Terms listed in Section II-G, PLASTICS reserves the right to cancel the company's exhibit space, and company remains liable for full payment of its forfeited/contracted space.

### **D. Pavilion Space Selection**

- 1) Pavilion organizers authorized by PLASTICS as organizers of an official NPE2021 pavilion will select space in their show history designation category and must select a connected block of space.
- 2) Pavilion organizers must provide their space layout, booth design and a complete list of their pavilion exhibitors to show management by February 26, 2021.

**E. Agent, Broker, Organizer & Representative Space Selections**

- 1) A company may authorize an agent, broker, organizer or other representative to select its exhibit space by notifying Show Management in writing prior to the company's space selection appointment in the company's assigned show history category.
- 2) Space selected by an agent, broker, organizer and/or representative may not be transferred and/or assigned to a company other than the company initially assigned the space.
- 3) Space selected on behalf of companies not yet identified at the time of the Space Draw and which will later be assigned to a company other than the agent, broker, organizer and/or representative, may not be selected by said agent, broker, organizer and/or representative under a show history designation other than Non-Member 0.

**F. NPE2021 Exhibit Space Rates**

- 1) The exhibit space rates for NPE2021 are:

**PLASTICS Full/Associate Member Discount Space Rates**

Up to 400 sq. ft. = \$26.50 per sq. ft.

401 – 1,000 sq. ft. = \$25.50 per sq. ft.

1,001 – 4,000 sq. ft. = \$24.50 per sq. ft.

4,001 or more sq. ft. = \$23.25 per sq. ft.

**PLASTICS Service Providers Member Discount Space Rate = \$34.00 per sq. ft.**

**Non-Member Space Rate = \$43.00 per sq. ft.**

**G. NPE2021 Exhibit Space Payment Terms**

- 1) NPE2021 Pre-Draw Payment Terms:
  - a) 5% non-refundable deposit due within 30 days of space assignment.
  - b) October 31, 2019: 20% non-refundable payment due on total space fees, less deposit already paid.
  - c) May 5, 2020: 50% non-refundable payment due on total space fees, less payments already paid.
  - d) October 23, 2020: Non-refundable payment of 100% full balance due.
- 2) NPE2021 Space Draw Payment Terms:
  - a) Due with Application: 20% of total space fees ("Deposit") payment due, non-refundable once exhibit space is assigned. Due by October 31, 2019 for inclusion in the Space Draw lottery.
  - b) May 5, 2020: 50% non-refundable payment due on total space fees, less payments already paid.
  - c) October 23, 2020: Non-refundable payment of 100% full balance due.
- 3) NPE2021 Post-Draw Payment Terms:
  - a) Due with Application submitted prior to August 31, 2020: 50% payment due of total space fees, non-refundable once space is assigned.
  - b) October 23, 2020: Non-refundable payment of 100% full balance due.
  - c) Applications submitted after August 31, 2020 require full payment of total space fees prior to space assignment.
- 4) **Default in Payment:** Any company failing to pay exhibit space fees called for in the NPE2021 Exhibit Space Application & Contract on or before the due date(s) for such payment(s) shall be deemed to be in default and shall be deemed to have cancelled its participation. In such event, and without further notice to company, Show Management shall have the right to use the space assigned to company to suit its own convenience, including assigning all or a portion of such space to another company. Show Management assumes no responsibility for inclusion of the cancelled company or descriptions of its products on [www.npe.org](http://www.npe.org), in the show directory, brochures, news releases, or other materials. The company remains liable for any and all balance payments due on the defaulted/ cancelled space contracted/assigned.

**H. Exhibit Space Subleasing**

- 1) A company may not sublet its space, nor any part thereof, nor exhibit, offer for sale, give as premium, or advertise articles not manufactured or sold in its Company's name, except where such articles are required for proper demonstration or operation of Company's display, in which case identification shall be limited to the nameplate, imprint, or other identification which in standard practice appears normally on them.
- 2) A company may not permit non-exhibiting company representatives to occupy or sell non-exhibiting company services or products in its booth.
- 3) Rulings of Show Management shall, in all instances, be final with regard to use of exhibit space.

### **I. Booth Change Requests**

- 1) Exhibitors have the option to relocate their exhibit space by submitting a Booth Change Request to Show Management.
- 2) Relocation of exhibit space shall be accommodated based on availability as determined by Show Management.
- 3) Once exhibit space is selected and/or assigned, a company interested in relocating its space may submit a request to Show Management detailing the maximum and minimum square footage requirements and location preference(s).
- 4) Available space fulfilling requests of Exhibitors on the booth change list will be offered to those Exhibitors on the booth change list based on their NPE show history designation status (Members with highest show history designation to lowest prior to Non-Members with highest show history designation to lowest).
- 5) If the space is not taken after being offered to Exhibitors on the booth change list, the space will be assigned to new exhibitors on a first-come, first-served basis.
- 6) Exhibitors that relocate to larger space will be financially obligated for the total space fees applicable to the new total square footage.
- 7) Exhibitors that relocate to reduced space are required to relocate their space based on inventory available at the time the space is being reduced and shall remain financially obligated for the full payment of the originally contracted/assigned space (also see Section II-J).

### **J. Cancellation of Participation & Space Reduction**

- 1) Both PLASTICS and company acknowledge that in the event of company's cancellation of participation, PLASTICS will sustain substantial monetary losses that cannot precisely be determined. Due to the difficulty of determining and detailing said losses, company agrees to pay a cancellation fee as liquidated damages (and not a penalty) if company cancels participation in the show and/or fails to occupy the exhibit space contracted/assigned. All payments made by company to PLASTICS are non-refundable and the full balance payment for the space originally contracted/assigned is required and is immediately due and owing to PLASTICS.
- 2) Company has the option to relocate/change its exhibit space by submitting a request for booth changes to Show Management. If company is reducing its contracted/assigned exhibit space, the company is required to relocate its space based on inventory available at the time the space is being reduced and the company remains financially obligated for the originally contracted/assigned space.
- 3) If payments are not received by date(s) due, Show Management reserves the right to relocate the space contracted/assigned to the company, and the company remains financially obligated for the originally contracted/assigned space.
- 4) Notwithstanding anything herein to the contrary, in the event a company cancels its exhibit participation in the show and subsequently purchases exhibit space through a PLASTICS authorized agent, such company will remain liable to PLASTICS for all deposits and payments due for contracted/assigned exhibit space assigned to the company's PLASTICS/NPE2021 contract, in addition to any deposits and payments company is contracted for to the PLASTICS' authorized agent.
- 5) To be effective, all company cancellations of participation in the show must be received by Show Management, in writing (return receipt requested). The date of cancellation shall be the date Show Management received the written cancellation. All cancellation fee(s) are payable immediately upon cancellation. The cancellation fee(s) terms shall apply regardless of the execution date of the company's NPE2021 Exhibit Space Application & Contract.

## **III. NPE2021 Sponsorship Assignment Procedures**

### **A. NPE2021 Sponsorship Sales – Right of First Refusal**

- 1) Sponsorships that were contracted by exhibitors for NPE2018 will be held for those companies on a *Right of First Refusal* basis for NPE2021 with a signed Sponsorship Contract received within 30 days of the company's space selection.
- 2) The company must submit an exhibit space application/contract and appropriate space deposit payment prior to the lottery deadlines for the Pre-Draw and/or Space Draw to be eligible for its *Right of First Refusal* sponsorship opportunity.
- 3) The *Right of First Refusal* sponsorship opportunities will be classified as *Pending* until the Sponsorship Contract and appropriate deposit are received by PLASTICS.
- 4) Companies participating in the Pre-Draw must submit a signed Sponsorship Contract within 30 days of the company's space assignment and the required 50% sponsorship deposit payment to PLASTICS by January 31, 2020 with the full balance payment due to PLASTICS by June 30, 2020. Companies participating in the



Space Draw must submit a signed Sponsorship Contract and the required 50% sponsorship deposit payment to PLASTICS within 30 days of the company's space assignment with the full balance payment due to PLASTICS by June 30, 2020.

- 5) If a *Right of First Refusal* Sponsorship Contract and appropriate deposit as outlined in Section III-A-4 above, is not received, the opportunity will be placed into available sponsorship inventory.
- 6) Exhibitors interested in a pending *Right of First Refusal* sponsorship will be permitted to place their company on a wait-list for the sponsorship. The sponsorship wait-list will follow the space assignment order.
- 7) Should a *Right of First Refusal* sponsorship become available, exhibitors will be contacted based on their wait-list position for said sponsorship and must submit a signed Sponsorship Contract within five business days of the Sponsorship Contract email date to hold the sponsorship, with a 50% deposit due in net 30 days of the Sponsorship Contract email date to secure the sponsorship.
- 8) If a Sponsorship Contract and appropriate deposit as outlined in Section III-A-7 above, is not received, the opportunity will be offered to the next exhibitor on the wait-list, until the opportunity is secured.
- 9) If the *Right of First Refusal* sponsorship is not secured following contact with all exhibitors on the wait-list, the sponsorship will be placed into available inventory for sale on a first-come, first-served basis.

#### **B. NPE2021 Sponsorship Sales – non-Right of First Refusal**

- 1) NPE2021 sponsorship opportunities not held on a *Right of First Refusal* will be available to exhibitors on a first-come, first-served basis in the order of their space selection designation during the NPE2021 Pre-Draw and Space Draw.
- 2) Exhibitors must submit a signed Sponsorship Contract to hold the sponsorship, with a 50% deposit due in net 30 days to secure the sponsorship opportunity. If the 50% deposit is not received, that sponsorship opportunity may be made available to other exhibitors, at the discretion of show management.
- 3) At the conclusion of the NPE2021 Space Draw, remaining sponsorship inventory will be available to all NPE2021 exhibitors on a first-come, first-served basis.

#### **C. NPE2021 Sponsorship Cancellation**

- 1) Sponsor agrees to pay the full amount due, in the event Sponsor cancels sponsorship.
- 2) In the event of a company's cancellation of exhibit participation in the show, PLASTICS will sustain substantial monetary losses that cannot precisely be determined. As only contracted NPE2021 exhibitors are permitted to participate in sponsorship opportunities, a company cancelling its exhibit participation in the show agrees that all NPE2021 sponsorship opportunities secured by the company will also be cancelled. Due to the difficulty of determining and detailing said losses, PLASTICS will retain sponsorship payments received as liquidated damages (and not a penalty) if a company cancels its participation in the show and/or fails to occupy the exhibit space contracted/assigned. All payments made by company to PLASTICS are non-refundable and the full balance payment for the sponsorship contracted/assigned is required and is immediately due and owing to PLASTICS.
- 3) PLASTICS reserves the right to cancel any order and/or terminate the Sponsorship Contract in the event of a default by Sponsor, in which event all amounts payable under the Sponsorship Contract shall become immediately due and payable by Sponsor to PLASTICS. A default occurs when Sponsor fails to pay any amounts when due, becomes insolvent, makes an assignment for the benefits of creditors, is adjudged bankrupt, files a petition seeking relief as a debtor under the federal bankruptcy act or if a petition is filed against Sponsor for reorganization, or breaches any term or condition of the Sponsorship Contract.
- 4) Company understands and agrees that PLASTICS reserves the right to reject and/or cancel any sponsorship order for any reason at any time.

### **IV. Plastics Industry Association (PLASTICS) Member Benefits & Membership Status Policy**

#### **A. PLASTICS Member Benefits**

- 1) PLASTICS Members are entitled to NPE benefits including a discount on exhibit space rates and selection of exhibit space prior to non-member companies.
- 2) Exhibit space is assigned in order of PLASTICS members with the highest show history designation to PLASTICS members with the lowest show history designation, followed by non-members with the highest show history designation to non-members with the lowest show history designation.
- 3) To be eligible for NPE benefits, PLASTICS members must maintain ***continuous membership in good standing*** and all membership dues must be paid in full in a timely manner by the membership payment due date(s).
- 4) If a company resigns membership or has membership suspended at any point between NPE shows, the company is only eligible for NPE benefits if its membership is reinstated and all past dues are paid.

- 5) Since the adoption of this policy on November 4, 2003, if a company has not received NPE member benefits it must join PLASTICS as a “new” member by the NPE2021 established guidelines in order to become eligible for NPE benefits.

#### **B. Continuous PLASTICS Membership**

- 1) PLASTICS members must maintain continuous membership in good standing through 2021, and all dues must be paid in full by payment due date for company to be eligible for NPE member benefits.
- 2) Members who resign their membership or allow their membership to be suspended for non-payment of membership dues will forfeit all NPE member benefits; the former member would retain their NPE show history designation in the non-member category.
- 3) PLASTICS membership renewal forms are released annually by November 15 and membership dues are to be paid in full by January 1 of the following year. Any company that fails to submit their dues payment by January 1 will be considered as pending membership suspension and will no longer be considered a member in good standing.
- 4) The company will be notified of its pending membership suspension status and will be assessed exhibit space at the non-member rate, and Show Management reserves the right to relocate a company’s space that was assigned in a member category at the Pre-Draw and/or Space Draw.

#### **C. Current PLASTICS Members**

- 1) Any company that has paid 2019 PLASTICS membership dues and maintains their membership through 2021 is eligible for NPE2021 benefits.

#### **D. Former PLASTICS Members**

- 1) PLASTICS membership must be reinstated, and past dues received by **June 5, 2019** for member companies with a 15-show history and higher to participate in the NPE2021 Pre-Draw and membership must be maintained through 2021 to be eligible for NPE2021 benefits.
- 2) PLASTICS membership must be reinstated, and past dues received by **October 31, 2019** to participate in the Member categories for the NPE2021 Space Draw lottery and membership must be maintained through 2021 to be eligible for NPE2021 benefits.
- 3) PLASTICS membership must be reinstated, and past dues paid through 2020 to participate in the Member categories during the NPE2021 Space Draw and membership must be maintained through 2021 to be eligible for NPE2021 benefits.

#### **E. New PLASTICS Members**

- 1) New members with 15-show history or higher must join PLASTICS by **June 5, 2019** with dues paid in full to participate in the Pre-Draw and must maintain membership through 2021 to be eligible for NPE2021 benefits.
- 2) New members must join PLASTICS by **October 31, 2019** with dues paid in full to participate in the Member category for the Space Draw lottery and must maintain membership through 2021 to be eligible for NPE2021 benefits.
- 3) New members must join PLASTICS by **October 31, 2019** with dues paid in full to participate in the Member category during the Space Draw and must maintain membership through 2021 to be eligible for NPE2021 benefits.
- 4) After the Pre-Draw and Space Draw, a non-member company that is not currently assigned space for NPE2021, may join PLASTICS to receive the member discount space rate, provided they join retroactively to cover three consecutive membership year cycles (2019, 2020 and 2021).

#### **F. PLASTICS Membership Suspension/Termination**

- 1) Show Management reserves the right to relocate a company’s space selected in a Member category at the Pre-Draw and/or Space Draw should their PLASTICS membership be terminated or suspended or suspended for non-payment of 2019, 2020 and/or 2021 dues.
- 2) Company agrees that the non-member exhibit space rate will be applied to its space fees should their PLASTICS membership be terminated or suspended for non-payment of dues.

**FOR MORE INFORMATION, PLEASE CONTACT:** [spacedraw@npe.org](mailto:spacedraw@npe.org)

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