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**NPE2024 SPACE DRAW CONCIERGE SERVICES AGREEMENT**

*Hereinafter referred to as “Agreement”*

***Definition of “Concierge”*** – A representative of the Plastics Industry Association (hereinafter referred to as “PLASTICS/NPE”) working in conjunction with an assigned Company representative to facilitate your Company’s booth selection at the NPE2024 Space Draw scheduled for February 27 – March 3, 2023, in Orlando, Florida.

**Concierge Services Scope of Work:**

- PLASTICS/NPE representative will assist Company representative (as identified below) with the Company’s booth selection during the NPE2024 Space Draw event.
- PLASTICS/NPE representative will host an initial 20-minute consultative meeting with the Company representative to review the NPE2024 floor plan, locations of show services, and the OCCC campus.
- PLASTICS/NPE representative will survey the Company representative on booth specifications, show floor location, and preferred method of contact for selection of their booth during the NPE2024 Space Draw event.
- PLASTICS/NPE representative will provide personal contact via the Company representative’s preferred method of contact during the NPE2024 Space Draw event for selection of the Company’s booth.
- PLASTICS/NPE representative will confirm Company’s booth assignment following their booth selection.
- If needed and requested, PLASTICS/NPE representative will process Company’s booth relocation request during times assigned for booth moves in the NPE2024 Space Draw program or through submission of the NPE2024 Booth Relocation Request Form.
- PLASTICS/NPE representative will provide post-NPE2024 Space Draw follow-up as reasonably needed and/or requested by Company.

**Concierge Services Pricing** (hereinafter referred to as “Fee”):

- Early Bird Fee (received by December 2, 2022): \$1,000 per booth selection.
- Standard Fee (subject to availability after December 2, 2022): \$1,500 per booth selection.
- A Company selecting multiple booths for their Company will receive a \$250 discount on the fee for each additional booth selected.

PLASTICS/NPE representative will assist Company representative (as identified below) with the Company’s booth selection during the NPE2024 Space Draw event.

**To Apply:** Complete and submit this Agreement to: [spacedraw@npe.org](mailto:spacedraw@npe.org)

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Title: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **NPE2024 Space Draw Concierge Services Agreement Terms and Conditions**

Company agrees to the following terms and conditions in fulfilling this NPE2024 Space Draw Concierge Services Agreement:

1. Company will designate a Company representative to serve as the primary contact for Company's NPE2024 Space Draw booth selection.
2. Company authorizes designated Company representative to provide details for booth requirements.
3. The designated Company representative will be available for the initial consultative meeting to be scheduled for a time between January 9, 2023, and February 22, 2023, by the PLASTICS/NPE representative.
4. The designated Company representative will be available for communication during the Company's Space Draw assigned time block. If, after best efforts have been made, the designated Company representative is unavailable, the Concierge team has authorization to make a booth selection at Company's scheduled time, based on current available options, as per the previously communicated preferences.
5. Company agrees that the authorized signatory for the NPE2024 Exhibit Space Application and Contract will be available to sign the contract addendum following the assignment of their Company's booth for NPE2024, within 2 business days.
6. **Payment Terms:** 100% payment is due to PLASTICS by December 2, 2022 to qualify for Early Bird pricing.
7. **Cancellation:** A full refund of the Fee will be issued if this Agreement is cancelled by December 2, 2022. A 50% refund of the Fee will be issued if cancelled between December 3, 2022, and January 6, 2023. The Fee is non-refundable if cancelled after January 6, 2023.

Nothing in this Agreement is intended to create any form of express or implied partnership or joint venture relationship between Company and PLASTICS, who expressly deny that any such relationship exists. Upon acceptance by PLASTICS, Company shall be bound by this Agreement, the Agreement Terms and Conditions set forth herein, and NPE2024 Show Rules & Regulations (collectively, "Rules"), which are incorporated herein and made a part of this Agreement. Without limitation, Company agrees to be bound by the Payment and Cancellation terms and Fees set forth in this Agreement and its Terms and Conditions.

The undersigned party confirms they have authority to enter into Agreement. Company has read and shall abide by the Rules. Company further agrees that upon acceptance of this Agreement by PLASTICS, with or without appropriate or timely payment of any and all Fees, this Agreement shall become binding and enforceable in accordance with its terms. Signature on this Agreement by the authorized Company representative, whose name is printed below, constitutes the entire NPE2024 Space Draw Concierge Services Agreement between PLASTICS and Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Company Representative

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Company Representative

*\*By signing this Agreement, Company agrees to join the Plastics Industry Association (PLASTICS) mailing list to receive electronic marketing and promotional communications from PLASTICS. You can unsubscribe at any time by clicking the unsubscribe link included in all email communications.*