

# 2023 Exhibit Space Contract

## NOLA Coffee Festival

September 15-16, 2023

Morial Convention Center, New Orleans, LA



### INSTRUCTIONS:

1. Complete all sections (A-D)
2. All signed / completed contracts and your initial payment for exhibit space must be received by the NOLA Coffee Festival, LLC d/b/a NOLA Coffee Festival. Your contract acceptance will be confirmed by NCF ("Show Management"), within 10 days of submitting completed contract and payment.
3. Payments can be made via credit card with our online payment link (show management will email), by ACH, or by check payable to: NOLA Coffee Festival, LLC (Federal ID #45-4339613)
4. All balances are required to be paid in FULL by July 1, 2023.
5. Please review our Exhibitor Service Manual [www.NOLACoffeeFestival.com](http://www.NOLACoffeeFestival.com)

### A. IDENTIFICATION / CONTACTS

Exhibiting Company:

Mailing Address:

City:

State:

Zip:

Website:

#### 1. Main Point of Contact:

Email:

Mobile phone:

#### 2. Accounts Receivable Contact:

Email:

Mobile phone:

#### 3. Onsite Show Contact:

Email:

Mobile phone:

### B. PREFERRED BOOTH LOCATIONS

Show Management will make every effort to fulfill your first booth location request. However, if none of your choices are available, Show Management will assign the next best option available.

BOOTH SIZE OPTIONS	by 3/15/23	after 3/15/23
<input type="checkbox"/> In-Line booth 10 x 10 ft.	\$2,750	\$3,150
<input type="checkbox"/> Corner booth 10 x 10 ft.	\$3,000	\$3,500

Will you be serving samples in your booth?

Coffee samples  YES  NO

Alcohol samples  YES  NO

NOTE: All samples are limited to 1oz servings. A licensed LA bartender will be required to sample alcohol at NOLA Coffee Festival.

BOOTH # PREFERENCE: Option 1:           Option 2:           Option 3:

If you are interested in larger booth space, customized exhibit options or have other contract questions, please contact Show Management at [exhibitors@NOLACoffeeFestival.com](mailto:exhibitors@NOLACoffeeFestival.com) for availability not indicated above. Pricing will be valid for the 2024 NOLA Coffee Festival through October 15, 2023.

PLEASE EMAIL COMPLETED ELECTRONIC AGREEMENT WITH SIGNATURE TO:

[Exhibitor@NOLACoffeeFestival.com](mailto:Exhibitor@NOLACoffeeFestival.com)

### C. PAYMENT SCHEDULE

An exhibitor shall submit an electronically signed contract to our office with an initial payment of 50% of their fee due within 30 days of signing and submitting the contract. Exhibitor shall pay the 100% of balance due by July 1, 2023, in order to exhibit in the NOLA Coffee Festival. There will be no refunds on cancellations of exhibits or downsizing requests received after May 1, 2023.

Exhibit space reserved after July 1, 2023 must be accompanied by a signed agreement and payment in full. Any request for cancelation of exhibit space or downsizing exhibit space shall require written notice and will only be considered valid as of the date received in the NOLA Coffee Festival office.

### Booth Details

- Each 10' x 10' booth will be set up with 8' high back black and white drape, 3' high black side dividers, 6' skirted table and two chairs. Booths 300 sq ft or less will receive a 7" x 44" identification sign.
- The exhibit area is not carpeted, some aisles will be carpeted. Flooring is recommended, however, it is not required.

### D. PLEASE READ AND SIGN BELOW

I/WE AGREE TO ABIDE BY ALL TERMS AND CONDITIONS GOVERNING THE NOLA COFFEE FESTIVAL SPACE CONTRACT AS PRINTED ON PAGE 3 HEREIN AND WHICH ARE PART OF THIS CONTRACT. ACCEPTANCE OF THIS CONTRACT CONSTITUTES A CONTRACTUAL AGREEMENT BETWEEN THE NOLA COFFEE FESTIVAL, LLC AND THE EXHIBITOR. THIS CONTRACT SHALL BIND PARTIES, THEIR SUCCESSORS AND ASSIGNEES AND IT SHALL BE GOVERNED, CONSTRUED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF LOUISIANA.

Authorized Signature:

Print Name:

Title:

Date:

CONTRACTS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED. You will receive confirmation of your booth reservation within ten (10) business days.

PLEASE EMAIL COMPLETED ELECTRONIC AGREEMENT WITH SIGNATURE TO:

[exhibitor@NOLACoffeeFestival.com](mailto:exhibitor@NOLACoffeeFestival.com)

[insert Terms & Conditions]