



2022 EXHIBIT SPACE CONTRACT  
LRA SHOWCASE  
AUGUST 6-7, 2022

New Orleans Morial Convention Center | New Orleans, LA

First Class Mail or Email to:  
LRA EXPO, LLC d/b/a LRA SHOWCASE  
2700 N Arnoult Road, Metairie, LA 70002-5916  
PH: (504) 454-2277 | E:showcase@lra.org | WEB: www.LRASHOWCASE.org

Applications & Contracts  
received after  
July 1, 2022 must  
include payment in full.

Sold By: \_\_\_\_\_

INSTRUCTIONS:

1. Complete all sections (A-D)
2. All signed / completed contracts must be received by the LRA EXPO d/b/a LRA SHOWCASE ("Show Management"), accompanied full payment of exhibit space contract within 10 days of submitting completed contract.
3. Payments can be made via credit card with our online payment link (show management will email), by ACH, or by check payable to: LRA EXPO, LLC (Federal ID #45-4339613)
4. All balances are required to be paid in FULL by July 1, 2022.
5. Please review our Exhibitor Service Manual [www.LRASHOWCASE.org](http://www.LRASHOWCASE.org)

**A. COMPANY INFORMATION**

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**

In-Line booth 10 x 10 ft. \$2,149

Corner booth 10 x 10 ft. \$2,399

Other (please contact [showcase@lra.org](mailto:showcase@lra.org) for availability not indicated above)

**BOOTH # PREFERENCE**

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_

Will you be serving alcohol in your booth?

YES

NO

**C. PAYMENT SCHEDULE**

Along with the signed contract, full payment of your exhibit space contract is required to be paid upon 10 days of signed contract. An Exhibitor failing to make full payment for such exhibit space on or before July 1, 2022 shall forfeit its rights to such exhibit space and will be held responsible for the full amount of the contract.

Exhibit space reserved after July 1, 2022 must be accompanied by signed contract and payment in full. All cancellations of exhibit space or downsizing requests must be received in writing on or before May 1, 2022. In any event, Exhibit space shall be considered cancelled as of the date written notice is received in the LRA office. No refunds will be given on cancellations of exhibit space or downsizing requests received after May 1, 2022.

**D. PLEASE READ AND SIGN BELOW**

WE AGREE TO ABIDE BY ALL TERMS AND CONDITIONS GOVERNING THE SHOWCASE SPACE CONTRACT AS PRINTED ON PAGE 2 HEREIN AND WHICH ARE PART OF THIS CONTRACT. ACCEPTANCE OF THIS CONTRACT CONSTITUTES A CONTRACTUAL AGREEMENT BETWEEN THE LRA EXPO, 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:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONTRACTS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/ OR PAYMENT WILL NOT BE PROCESSED.**

**PLEASE EMAIL COMPLETED ELECTRONIC AGREEMENT WITH SIGNATURE TO:  
Showcase@lra.org**

# Terms and Conditions

The LRA SHOWCASE is an industry-only trade show designed to provide a marketplace for goods and services either specifically designed for, or customarily used by all aspects of the food service industry. As such, the aesthetics and other standards governing the SHOWCASE must be uniform and of a high level. To that end, the LRA EXPO, LLC d/b/a LRA SHOWCASE, its authorized representatives and assignees (hereafter sometimes referred to as "Show Management") reserve the right to refuse exhibit space to, and to close the exhibit of, any Exhibitor whose products, displays, or conduct are not, in the sole opinion of Show Management, compatible with the general character and objectives of the SHOWCASE. By submitting a contract, Exhibitor agrees to be governed by the decisions and directions of Show Management, relative to the character and conduct of the SHOWCASE.

It is understood and agreed that Show Management's primary objective is to provide a trade show which best serves the needs of Exhibitors and attendees. All decisions concerning categories of Exhibitors, allocation of exhibit space among such categories, the nature and mix of Exhibitors, and the acceptance or non-acceptance of any contract are within the sole discretion of Show Management. It is understood and agreed that no person, company or entity has any continuing right to be an Exhibitor at any future SHOWCASE presented by Show Management whether by reason of the fact such person or entity was an Exhibitor at any prior SHOWCASE or otherwise. Show Management reserves the right to define and determine any Exhibitor's qualification based solely upon Show Management's own policies and considerations.

## 1. Payment and Refunds

Contracts submitted before March 1, 2022, must be accompanied by a 50% non-refundable deposit. Contracts received without such payment will not be processed and no space will be assigned. Exhibit space assigned after July 1, 2022 must be accompanied by a signed contract and payment in full. In the event of cancellation of exhibit space or downsizing by Exhibitor, the cancellation policy contained on Page 1 of this contract shall apply. All cancellation or downsizing requests must be submitted in writing on or before May 1, 2022, with the understanding that the cancellation policy contained on page 1 shall apply.

## 2. Exhibit Space Rental and Assignment of Location

Show Management reserves the right to refuse rental of exhibit space to any prospective exhibitor whose display of goods or services is not, in its opinion, consistent with the general character and objectives of the SHOWCASE. Whenever possible, exhibit space assignments will be made with the preferences as to location requested by the Exhibitor. In assigning exhibit space, Show Management takes into consideration the number of booths at past shows and your longevity with the SHOWCASE. If none of your choices are available, the next best space option will be assigned. Show Management, however, reserves the right to make the final determination as to all exhibit space assignments to ensure what is in the best interests of the SHOWCASE.

## 3. Use of Exhibit Space

No Exhibitor shall assign, sublet, or share the exhibit space allotted with another person, company, party or entity, unless prior written approval has been obtained from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the exhibit space except for products sold by a subsidiary company of Exhibitor.

Exhibitor may display only goods manufactured, distributed or used by Exhibitor in the regular course of business. Distribution of said goods shall be from assigned space only, unless prior authorization from Show Management is given for distribution at any other area locations. No distribution is allowed in Show aisles, from another exhibitor's booth or in public areas of the New Orleans Morial Convention Center or area hotels. Show Management reserves the right to determine eligibility of any product and/or exhibit for inclusion in the Show. Any person, firm or company not contracting for exhibit space is prohibited from soliciting business during the SHOWCASE and will be removed by security and its credentials revoked.

Space behind booths is for electrical, plumbing and other necessary utility connections. It is not to be used by Exhibitors for storage of any property of the Exhibitors.

## 4. Installation and Removal

Show Management reserves the right to schedule the time for installation of each exhibit prior to the SHOWCASE's opening and for removal at the SHOWCASE's conclusion. All exhibits must be fully installed at least two hours prior to commencement of the SHOWCASE. Any space not utilized and occupied by such time, may be reassigned by Show Management without any refund.

Exhibits are to remain intact for the entire SHOWCASE and may not be dismantled prior to the Show closing at 5 p.m. on Sunday, August 7, 2022. Exhibits are to be removed no later than 12 p.m. on Monday, August 8, 2022. Show Management is hereby authorized to remove, at Exhibitor's expense, and without liability for loss or damage, any material occupying exhibit space after such time. **Please note: Showcase Management reserves the right to change the dates of the Showcase for 2022.**

## Laws Applicable

Each Exhibitor shall comply with applicable laws, ordinances and regulations including, but not limited to, health, fire prevention and public safety laws, ordinances and regulations while exhibiting in the SHOWCASE. Show Management has no responsibility with respect to Exhibitor's compliance with such laws.

## 5. Age Requirement

No one under 18 years of age will be permitted on the SHOWCASE floor at any time regardless of affiliation or circumstances. Show Management reserves the right to request photo identification and proof of age. No children, infants, strollers, back pack carriers are allowed on the SHOWCASE show floor. No exceptions. This rule applies to all Exhibitors and attendees.

## 6. Operation of Displays

The Exhibitor shall be solely responsible for ensuring that an Exhibitor representative is in its booth at all times during official SHOWCASE hours, and said representative shall be responsible for maintaining the exhibit in proper order, manned and operational at all times.

Exhibitors will arrange their exhibit to preserve uniformity and to not obstruct the viewing of other booths. Exhibitors shall abide by Show Management's requests and limit the use of loudspeakers, microphones, or any other device to amplify sound in their booth space.

This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, or display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the Show as a whole.

All demonstrations or other promotional trade show activities, including attendees attending these activities, must be confined within the limits of exhibitor's space and must not block the aisles. No sales activity, demonstrations, sampling, giveaways, soliciting, literature distribution, etc. will be permitted in the aisles of the Show floor or the public areas of the building.

## 7. Liability and Insurance

It is expressly understood and agreed that any and all property of the Exhibitor shall remain under its care, custody and control while in transit to and from the Show and while it is in the confines of the New Orleans Morial Convention Center. Neither Show Management, the Official Show Contractor, the management of the New Orleans Morial Convention Center nor any of the officers, staff members or directors of any of the same are responsible for the property of Exhibitors from any loss, theft, or damage to Exhibitor's property caused by fire, accident, vandalism, or other cause, and the Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor.

Any expense related to an Exhibitor's displays, booth, samples, signs, or other property during the SHOWCASE (Move in/out, exhibit times, after SHOWCASE hours) are at its sole costs. Exhibitor shall be liable for all damage which Exhibitor may cause to the New Orleans Morial Convention Center in connection with Exhibitor's exhibit. Exhibitor shall maintain such insurance as will fully protect Show Management from any and all claims of any nature, including claims under Worker's Compensation Act, and claims for damages for property damage and personal injury, including death which may arise from the operations of exhibit at the SHOWCASE.

Although security personnel will be provided by Show Management, Show Management shall have no liability whatsoever for theft, loss or damage to property belonging to any Exhibitor, the Exhibitor's agent, employees, business invitees, visitors or guests.

It is mutually agreed that in the event said premises for the SHOWCASE shall be rendered unavailable by fire, civil unrest, acts of government, acts of god, unavoidable or inevitable accident, or for any other cause, or in case of any other circumstances beyond its control which make it impossible for the said premises to be occupied by said Exhibitor for the uses herein specified, then and thereupon this lease shall terminate and the said Exhibitor shall and does hereby waive any claim for damage or compensation, or accept the return to the Exhibitor by the Show Management of the pro-rated amount paid for said demised premises.

If for any reason, such as due to an act of God or government, a change of date by the New Orleans Morial Convention Center, or otherwise, Show Management should be prevented from holding SHOWCASE on the scheduled dates, Show Management reserves the right to reschedule at a later date and this contract shall remain in full force and effect.

## 8. Indemnification

Unless otherwise specifically prohibited by applicable law, Exhibitor agrees to protect, defend, indemnify and hold Show Management forever harmless from any claims, demands, lawsuits, losses, damages, losses, judgments, costs and/or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of Exhibitor or its agents as well as to strictly comply with the applicable terms and conditions contained in the agreement between New Orleans Morial Convention Center and Show Management regarding the exhibition premises; and further Exhibitor shall at all times protect, defend, indemnify and hold harmless Show Management and New Orleans Morial Convention Center against and from any and all loss, costs, damages, liability, or expense arising from or out of any accident or other occurrence to anyone, including Exhibitors, their agents, employees and business invitees, which arise from or out of Exhibitor's occupancy and use of the exhibition premises or any part thereof. By exhibiting, Exhibitor for and on behalf of itself, its employees, agents, representatives, guests, assigns and invitees, releases and waives any and all claims, suits, demands or actions against Show Management and New Orleans Morial Convention Center and their respective officers, directors, employees, representatives and agents resulting from any act or omission of Exhibitor, its employees, agents and invitees.