

THE NATIONAL NEEDLEARTS ASSOCIATION

NASHVILLE MARKET

FEBRUARY 20-21, 2010

Education FEBRUARY 19, 2010

EMBASSY SUITES HOTEL
NASHVILLE SOUTH / COOL SPRINGS
NASHVILLE, TN

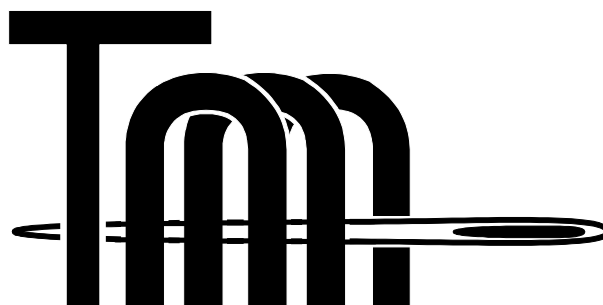


EXHIBIT KIT

Dated Materials Enclosed

Please take a few moments to examine the contents and forms inside. If you are not the person responsible for setting up your exhibit, please forward this to the appropriate person. Thank you!

1100-H Brandywine Boulevard • Zanesville, OH USA 43701-7303
Phone: 740-455-6773 • Toll Free: 800-889-8662 • Fax: 740-452-2552

**TNNA NASHVILLE MARKET
 FEBRUARY 20-21, 2010
 Embassy Suites Hotel
 Nashville South / Cool Springs
 Nashville, TN**



CHECKLIST & DEADLINE DATES

Dear Exhibitor:

We are pleased to welcome you as an exhibitor in The National NeedleArts Association Nashville Market. This Exhibit Kit includes service forms and general information to help you prepare for the show. Please note the DEADLINE DATES.

SECTION/PAGE	DEADLINE DATE	COMPLETED
Section A: FORMS		
1..... Directory Advertising	December 3	<input type="checkbox"/>
2..... Meet and Greet	December 3	<input type="checkbox"/>
3..... Exhibitor Badge Order	January 11	<input type="checkbox"/>
4..... Pre-Reg/Post Show Lists	January 22	<input type="checkbox"/>
5..... Table Order Form Additional Display	January 11	<input type="checkbox"/>
6..... Shop Drawing for Final Show Day	January 11	<input type="checkbox"/>
7..... Special Events Directory Listings	January 11	<input type="checkbox"/>
SECTION B: GENERAL INFORMATION		
1..... General Information	Read ASAP	<input type="checkbox"/>
2..... Floor Plan	Read ASAP	<input type="checkbox"/>
3..... Maps/Directions/Parking	Read ASAP	<input type="checkbox"/>
4..... Emergency Procedures	Read ASAP	<input type="checkbox"/>
5..... Show Rules, Regulations & Conditions	Read ASAP	<input type="checkbox"/>
DECORATOR & SERVICE ORDER FORMS	Visit our Web site and/or Freeman's site At www.Freemanco.com	<input type="checkbox"/>

Again, welcome. If you have any questions, please call TNNA at 800-889-8662.

Sincerely,

Risë Fulmer
 TNNA Event Manager

Melanie Denton
 Administrative Coordinator

Jane Miller
 Administrative Coordinator

Patty Parrish
 Executive Director

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**TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN**

SECTION A: FORMS

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



DIRECTORY ADVERTISING SPACE RESERVATION

We hope you have taken the opportunity to advertise in the Show Directory, however, if you have not reserved an ad space on your Exhibit Contract and wish to advertise in the Directory, please contact Marsha at Full Circle Graphics at 740-498-5692.

**DEADLINE DATE: December 3, 2009
FOR AD MATERIALS**

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

Please indicate if requested on exhibit contract.

- | | | | |
|--------------------------|--|---------------------|-----------|
| <input type="checkbox"/> | Full page outside back cover (color) ad | 4 3/4" W x 7 3/4" L | \$ 500.00 |
| <input type="checkbox"/> | Full page inside front or back cover (color) ad | 4 3/4" W x 7 3/4" L | \$ 250.00 |
| <input type="checkbox"/> | Full page general inside placement (b/white) ad | 4 3/4" W x 7 3/4" L | \$ 150.00 |
| <input type="checkbox"/> | Half page general inside placement (b/white) ad | 4 3/4" W x 3 7/8" L | \$ 75.00 |
| <input type="checkbox"/> | Company logo with listing (b/white) | | \$ 50.00 |

OFFICE USE ONLY
Event Code: **E07410**

Rcvd. _____

Amt. _____

Ck # _____

Ackd. _____

**PLEASE MAKE A COPY
FOR YOUR RECORDS:**

Payment: Order cannot be processed without payment.

METHOD OF PAYMENT

- Check/Money Order (make check payable to TNNA)
 Debit Card Credit Card
 American Express Discover MasterCard VISA

Credit Card Account # _____

Exp. Date _____ 3-Digit Security Code _____ Amt. to be charged \$ _____

Cardholder's Name (Print) _____

Billing Address _____ City _____ State _____ Zip _____

Authorized Signature _____

A \$25 fee will be charged for returned checks. All payments in U.S. funds drawn on U.S. banks.
Please return completed form with payment to TNNA headquarters.

1-A
RETURN THIS FORM TO:
TNNA Nashville Market

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



MEET AND GREET

DEADLINE DATE: December 3, 2009

Take advantage of the Nashville Market's Meet & Greet! This opportunity allows Attendees and Exhibitors to meet in a one-on-one setting. This event will be on Friday, February 19, 2010 from 7 – 9 pm.

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

Each participating exhibitor will be provided a 4 ft. display table and a listing, **if Meet & Greet form is returned by deadline date**, under Meet & Greet in the Show Directory. New Exhibitors – we encourage you to participate!

Meet & Greet table space is limited and has sold out in past years. Meet & Greet Table assignments will be completed later and all participants will receive a confirmation letter.

Yes, I will participate in the Nashville 2010 Friday Evening Meet & Greet!

Table Rental \$80.00 per table.

Chair Rental per chair \$6.00 x _____ chairs.

OFFICE USE ONLY
Event Code: **E07410**

Rcvd. _____

Amt. _____

Ck # _____

Ackd. _____

Payment: Order cannot be processed without payment.

METHOD OF PAYMENT

Check/Money Order (make check payable to TNNA)

Debit Card Credit Card

American Express Discover MasterCard VISA

Credit Card Account # _____

Exp. Date _____ 3-Digit Security Code _____ Amt. to be charged \$ _____

Cardholder's Name (Print) _____

Billing Address _____ City _____ State _____ Zip _____

Authorized Signature _____

A \$25 fee will be charged for returned checks. All payments in U.S. funds drawn on U.S. banks.

Please return completed form with payment to TNNA headquarters.

PLEASE MAKE A COPY FOR YOUR RECORDS:

2-A

RETURN THIS FORM TO:
TNNA Nashville Market

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



EXHIBITOR BADGE ORDER FORM

DEADLINE DATE: January 11, 2010

Exhibitor badges may be requested in advance for you and your personnel who will be in attendance.

Exhibitor Badges are to be picked up on site at the Exhibitor Registration Desk.

Exhibitor badges are required and are nontransferable.

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

Please fax this form to TNNA (740-452-2552).

FREE BADGES: List those who will be working in your room.

(Please print clearly - first and last name)

1 _____

8 _____

2 _____

9 _____

3 _____

10 _____

4 _____

11 _____

5 _____

12 _____

6 _____

13 _____

7 _____

14 _____

PLEASE MAKE A COPY FOR YOUR RECORDS:

3-A

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



PRE-REG LIST/ POST SHOW LIST REQUEST

TNNA is offering the names and addresses of those companies who have pre-registered to attend the 2010 Nashville Market. This provides you with the opportunity to channel your promotional mailings to those particular companies prior to the show. This excel file will be sent to the email address listed in the yellow contact box under #3 on the exhibit contract.

Requests will be e-mailed in an Excel format spreadsheet on January 29.

Please send me the following:

PRE-REGISTRATION LIST

This list contains all companies who have pre-registered up to January 22.

E-mail Excel Format \$20.00

DEADLINE DATE: January 22, 2010

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

POST SHOW LIST

This list contains all companies who attended the show.

E-mail Excel Format \$0
 Hard copy available upon request.

OFFICE USE ONLY
Event Code: **E07410**

Rcvd. _____
Amt. _____
Ck # _____
Ackd. _____

Payment: Order cannot be processed without payment.

METHOD OF PAYMENT

- Check/Money Order (make check payable to TNNA)
 Debit Card Credit Card
 American Express Discover MasterCard VISA

Credit Card Account # _____

Exp. Date _____ 3-Digit Security Code _____ Amt.to be charged \$ _____

Cardholder's Name (Print) _____

Billing Address _____ City _____ State _____ Zip _____

Authorized Signature _____

A \$25 fee will be charged for returned checks. All payments in U.S. funds drawn on U.S. banks. Please return completed form with payment to TNNA headquarters.

PLEASE MAKE A COPY FOR YOUR RECORDS:

4-A

**RETURN THIS FORM TO:
TNNA Nashville Market**

1100-H Brandywine Boulevard • Zanesville, OH USA 43701-7303
Phone: 740-455-6773 • Toll Free: 800-889-8662 • Fax: 740-452-2552

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



TABLE ORDER FORM ADDITIONAL DISPLAY

Tables 4' or 6' long x 30" high, white skirted will be delivered to individual hotel rooms after 1:00 pm Friday, February 19 and removed on Monday, February 22. (Note: Exhibitors checking in on Thursday, February 18 will have their freight and tables delivered that day. You must indicate on your shipping labels the earlier date of arrival. The exhibiting company must also be on the early check-in list with the Embassy Suites for the General Service Company (Freeman) to cross reference freight and deliver on Thursday.)

DEADLINE DATE: January 11, 2010

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

Table orders received after deadline date will be filled on table availability. If order form cannot be filled, staff will notify exhibitor by email immediately.

Cost: \$75.00 each

of 4' Tables: _____ x \$75 = _____

of 6' Tables: _____ x \$75 = _____

Total Due _____

OFFICE USE ONLY
Event Code: **E07410**

Rcvd. _____

Amt. _____

Ck # _____

Ackd. _____

Payment: Order cannot be processed without payment.

METHOD OF PAYMENT

- Check/Money Order (make check payable to TNNA)
 Debit Card Credit Card
 American Express Discover MasterCard VISA

Credit Card Account # _____

Exp. Date _____ 3-Digit Security Code _____ Amt. to be charged \$ _____

Cardholder's Name (Print) _____

Billing Address _____ City _____ State _____ Zip _____

Authorized Signature _____

A \$25 fee will be charged for returned checks. All payments in U.S. funds drawn on U.S. banks. Please return completed form with payment to TNNA headquarters.

PLEASE MAKE A COPY FOR YOUR RECORDS:

5-A

**RETURN THIS FORM TO:
TNNA Nashville Market**

**1100-H Brandywine Boulevard • Zanesville, OH USA 43701-7303
Phone: 740-455-6773 • Toll Free: 800-889-8662 • Fax: 740-452-2552**

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



SHOP DRAWING FOR FINAL SHOW DAY

The Shop Drawing is offered again this year. In the past this event has been a huge success. The winning shop **MUST** be present to win. **Remember** – shops staying for the drawing are still at the market shopping!

The basket will be displayed at the TNNA Registration Desk during show hours with a sign listing the Exhibiting Sponsors (**those whose forms are received by the deadline date**).

Each registered attendee from each shop is eligible – one ticket per person – free of charge!

DEADLINE DATE: January 11, 2010

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

As a bonus, each exhibiting company making a donation will be given six baskets coupons to hide in their display or give to their special buyers. Retailers receiving or finding these basket coupons are to deposit them in the basket drawing box at the registration desk for an additional chance to win. Be creative in hiding the coupons and see how much time the attendees spend looking at your product!!

HOW DOES IT WORK?

The Exhibitors donate an item to be in the Basket.

The drawing occurs on the last day of the show.

The Attendees stay for the drawing.

The drawing will be held on Sunday near TNNA Registration at 2:00 pm. Shops can put their raffle tickets in the drawing throughout the weekend and as late as Sunday. **The winning shop must be present at the time of the drawing to win!** (If multiple employees are attending, only one shop employee has to be at the drawing.)

I am interested in providing show management (TNNA) with a contribution for the Sunday Basket Drawing.

Exhibitors returning the Shop Drawing Form **by the deadline date** will be acknowledged in the show directory as a contributor! Exhibitor must deliver their contribution to the TNNA Registration Desk in the hotel lobby on Friday, February 19th to be included in the Basket. **As an added bonus for your buyers and a thank you to you for your donation, you will receive six (6) additional basket coupons to distribute to your special customers.**

PLEASE MAKE A COPY FOR YOUR RECORDS:

6-A

**RETURN THIS FORM TO:
TNNA Nashville Market**

**1100-H Brandywine Boulevard • Zanesville, OH USA 43701-7303
Phone: 740-455-6773 • Toll Free: 800-889-8662 • Fax: 740-452-2552**

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



EXHIBITOR SPECIAL EVENTS (IN DIRECTORY)

This form is for your listing in the directory. (Who, What, When and Where). The special event only you can offer the attendees. Offer a special gift, sneak preview, sale price, a drawing, etc. You pick the special item, the date and time and make way for the attendees!

TO BE LISTED IN SHOW DIRECTORY. THIS FORM MUST BE RECEIVED BY DEADLINE DATE ABOVE.

DEADLINE DATE: January 11, 2010

Booth No.(s) _____

Company _____

Phone (Area Code) _____

Authorized By _____

PAYMENT \$50 FOR EACH LISTING.

SHOW SPECIALS OR GROUP PROMOTIONS LISTING:

WHO: _____

Your company

WHAT: _____

Your company's special

WHEN: _____

Date and times

WHERE: _____

Your company's room number

EXTENDED HOURS LISTING:

Also, if you wish to offer extended hours that will be listed in the Show Directory, please list that information here:

WHO: _____

Your company

WHEN: _____

Day/Time

_____ Number of listings x \$50 = Total due _____

OFFICE USE ONLY

Event Code: **E07410**

Rcvd. _____

Amt. _____

Ck # _____

Ackd. _____

Payment: Order cannot be processed without payment.

METHOD OF PAYMENT

- Check/Money Order (make check payable to TNNA)
 Debit Card Credit Card
 American Express Discover MasterCard VISA

Credit Card Account # _____

Exp. Date _____ 3-Digit Security Code _____ Amt. to be charged \$ _____

Cardholder's Name (Print) _____

Billing Address _____ City _____ State _____ Zip _____

Authorized Signature _____

A \$25 fee will be charged for returned checks. All payments in U.S. funds drawn on U.S. banks. Please return completed form with payment to TNNA headquarters.

PLEASE MAKE A COPY FOR YOUR RECORDS:

7-A

**RETURN THIS FORM TO:
TNNA Nashville Market**

1100-H Brandywine Boulevard • Zanesville, OH USA 43701-7303
Phone: 740-455-6773 • Toll Free: 800-889-8662 • Fax: 740-452-2552

**TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN**

SECTION B: GENERAL INFORMATION

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



GENERAL INFORMATION

LOCATION: Embassy Suites Hotel
Nashville South / Cool Springs
820 Crescent Centre Dr.
Franklin, TN 37067
Phone: 615-515-5151
Web site: www.embassysuitesnashvillesouth.com/home.aspx

HOURS:

Thursday, February 18
Early Registration 3:00 pm - 6:00 pm

Friday, February 19
Education 9:00 am - 5:00 pm
Registration/Ticket Sales - 8:00 am - 7:15 pm
Exhibitor Move-In - 4:00 am - 6:00 pm
Meet & Greet 7:00 pm 9:00 pm

Saturday, February 20 (First market day)
Registration - 8:00 am - 6:00 pm
Market Open - 9:00 am - 6:00 pm

Sunday, February 21 (Second market day)
Registration - 8:00 am - 4:00 pm
Market Open - 9:00 am - 4:00 pm

HOTEL: Embassy Suites Hotel
Nashville South / Cool Springs
820 Crescent Centre Dr.
Franklin, TN 37067
Phone: 615-515-5151
Web site: www.embassysuitesnashvillesouth.com/home.aspx

Nashville International Airport is a 30-minute drive from Embassy Suites Hotel, Nashville South / Cool Springs.

ADVANCE SHIPPING: Drayage and freight questions should be directed to:
Freeman
1701 Lebanon Pike Circle Phone: 615-391-5522
Nashville, TN 37210 Fax: 615-902-9014

Service forms and additional information are supplied in the Freeman Service Kit.

Freight shipped to Freeman's warehouse will be stored for 30 days at NO ADDITIONAL CHARGE. The deadline to receive freight at the warehouse is February 11, 2010. Freight on skids CANNOT be received at the hotel. Shipments can be made up to February 17 but there will be an after-deadline charge.

Two Important Rules to Remember:

1. Always Ship Prepaid - No shipments will be accepted if they arrive collect.

1-B

1100-H Brandywine Boulevard • Zanesville, OH USA 43701-7303
Phone: 740-455-6773 • Toll Free: 800-889-8662 • Fax: 740-452-2552



GENERAL INFORMATION CONTINUED

2. All skidded shipments must ship to the General Service Contractor. Individual boxes can ship to the hotel. Please see shipping information on back of confirmation letter.

No matter how well you plan, there are times when shipments go astray. It is a good idea to call before you leave for the show to be sure your shipment (exact piece count) has been received.

CHILDREN: No children under 14 years of age (children of buyers and exhibitors) will not be permitted in classrooms.

CONTRACTORS: Freeman
1701 Lebanon Pike Circle
Nashville, TN 37210
Phone: 615-391-5522
Fax: 615-902-9014
Web site: www.freemanco.com

NOTE: See Order Forms in General Service Contractor's service kit for: Rental Equipment, Shipping & Material Handling or Labor.

MOVE IN: Move in should be complete by Friday, February 19.

TABLES: Your ordered tables will be in your room upon your arrival. If the tables are not in your room, please check with show management in the hotel lobby.

FLOORS: Show Exhibit rooms are located on floors 2, 3, 4, 6 and 7.

SHIPPING: **See the service order form in the General Service Contractor's service kit.**

SHOW MANAGEMENT: Offinger Management Company
1100-H Brandywine Boulevard Phone: 740-455-6773 or 800-889-8662
Zanesville, OH USA 43701-7303 Fax: 740-452-2552

On-site, a full-time, staffed exhibitor registration desk will be located in the Hotel Lobby. Full-time floor manager service will be available to assist exhibitors during move in, show hours, and move out. Please contact TNNA staff with any problems, complaints or suggestions.

PACKAGE CHECK: Baggage and package check will be available during show hours.

1-B cont.

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



GENERAL INFORMATION CONTINUED

- UPS:** The UPS Store will be available for shipping services Saturday and Sunday. Start telling your customers now that this service will be available.
- SMOKING
POLICY:** All TNNA Exhibit floors are non-smoking.
- SOLICITATION &
HANDOUTS:** Literature, fliers, handouts, shopping bags, publications, catalogues, samples, etc., may only be distributed by exhibitors within the confines of their contracted exhibit space. Any materials found in other areas will be disposed of immediately. Exhibiting publishers may distribute one copy of their publications at each room.
- SPONSORS:** The National NeedleArts Association, Inc.
1100-H Brandywine Boulevard Phone: 740-455-6773 or 800-889-8662
Zanesville, OH USA 43701-7303 Fax: 740-452-2552

1-B cont.

**TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN**



FLOOR PLAN

Available on www.TNNA.org

2-B

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



DIRECTIONS & PARKING

DIRECTIONS TO THE EMBASSY SUITES HOTEL NASHVILLE SOUTH / COOL SPRINGS

The Embassy Suites Nashville South / Cool Springs is just off Interstate 65 at the Cool Springs Boulevard Exit. The Nashville International Airport is just a short drive away.

From Interstate 65 North or South:

Exit at Cool Springs Boulevard, Exit 68A. Turn right at the first light onto Carouthers. Take the next right onto Crescent Centre Boulevard. The hotel is located on the right side of the road.

From the Nashville International Airport:

Take I-40 West toward Memphis. Merge onto I-440 West and then onto I-65 South toward Huntsville. Exit at Cool Springs Boulevard, Exit 68A. Turn right at the first light onto Carouthers. Take the next right onto Crescent Centre Boulevard. The hotel is located on the right side of the road.



EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and can strike without warning. Preplanning and preparing for effective emergency action will benefit everyone involved in our show. Failure of advance emergency preparation may result in injury or death to personnel, loss or damage of facilities, property and equipment. Everyone should make an effort to do their part in any given emergency situation. The following are only suggestions:

ACCIDENT

1. Do not move the injured or ill person. Try to make them comfortable.
2. Notify the Show Office/Registration Desk at once.
3. Immediately following the situation, give a full report to Show Management.

FIRE - EXHIBIT HALL

1. Upon arrival, make yourself and your exhibit personnel aware of the nearest fire alarm, fire hose, extinguisher and fire exit.
2. Upon discovery of a fire, immediately notify Show Management so that emergency procedures can be initiated.
3. Never attempt to extinguish a fire before notifying Show Management.
4. Make every attempt to protect yourself, other exhibitors, attendees and property.
5. **DO NOT PANIC. DO NOT CAUSE PANIC IN OTHERS.**
6. Cooperate with any directive given by Show Management or Hall Personnel.
7. If evacuation is necessary, please cooperate as quickly as possible. Get clear of the building. Do not attempt to re-enter the building until an "ALL CLEAR" is issued by the authorities. Once approval is given, exhibitors will be permitted to re-enter the hall, then attendees.

FIRE - HOTEL

1. Once you have checked into your hotel, take time to become familiar with your surroundings. Check your room for any type of fire hazard such as unsafe electrical fixtures, etc. Check your floor for the location of fire exits, fire hoses and fire extinguishers. Keep in mind, your purpose is to be prepared, helping to eliminate panic.
2. If a fire alarm is sounded, before you leave your room, feel the room door. If it is hot, stay in your room. Place wet towels under and around your door to keep smoke from entering your room.
3. If you smell smoke in your room, get down on your hands and knees. The air there will be cooler and safer to breathe. Use a wet towel or other cloth material and place it over your nose and mouth. It will help filter out some of the smoke and carbon monoxide.
4. Never jump from your window. You have a better chance to survive the fire and smoke than you do the fall.
5. If a heavy amount of smoke gets into your room, try to open the window and lie down on the balcony ledge. If you cannot open the window or lift it out, then break the glass. **NOTE: Breaking the glass should be the last resort.**
6. If your room door is not hot, open it slightly and check the area for smoke. Evacuate the building by the closest fire exit. **IMPORTANT: Any time you leave your room, make sure you take your room key and close the door behind you. There is the possibility you may be forced to return to your room.**
7. To evacuate the building, always use the fire stairways. Never use the elevators. Once you have evacuated the building, never go back inside until the Fire Department confirms that it is safe.



SHOW RULES, REGULATIONS & CONDITIONS

- 1. ELIGIBILITY:** Show Management reserves the right to determine eligibility of any applicant for inclusion in the Show after evaluation of the applicant's account with the show.
- 2. SPACE RENTAL CHARGE:** Included in the space rental charge are: all services and equipment as stated in the space package, promotional advertising, standard listing in the official show directory (if received by deadline date), and a post-show registration listing.
- 3. PAYMENTS AND REFUNDS:** All applications for space must be accompanied by appropriate deposits to be valid. Unpaid exhibitors will not be permitted to set up or move in until paid in full. If an exhibitor has to cancel his/her space due to reasonable circumstances, as determined by Management, a partial refund may be made.
- 4. SUBLETTING OF SPACE:** No exhibitor shall assign, sublet, subcontract or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space, without written consent of Show Management. Distributors must have individual lines listed on the distributors order form. If more than one company shares the exhibit space, this must be so indicated on individual Contracts; likewise if subsidiaries or divisions of a company are to be listed, their names must be furnished in the product information of the Contract.
- 5. CANCELLATION OF CONTRACT:** In the event of cancellation or interruption of the show due to fire, strikes, government regulations, act of God, or any other cause beyond control, the Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory, and Exhibit Fee as is possible after consideration of expenditures and commitments already made. If for any reason the location of the show is changed, no refund will be made, but Management must be able to assign exhibitor space in lieu of original space.
- 6. LIABILITY:** All property of the exhibitor is to remain under the control of the exhibitor, subject to the rules and regulations of the exposition. It is advised that exhibitors carry an insurance rider policy to cover exhibits and samples against loss and damage. This and also liability insurance should be discussed with your own insurance broker.

Exhibitors should use prudence in the care of their samples while in the show and not leave their merchandise unattended during show hours and, during move out, keep all merchandise within their space area and consolidate their display as much as possible to ensure, in the confused nature of move out time, that merchandise is not misplaced.

In the event that litigation is brought arising out of or in any way resulting from this Agreement or the subject matter of this Agreement, it is hereby agreed that the undersigned exhibitor shall pay all of Offinger Management Company/The National NeedleArts Association's costs and fees, including reasonable attorney's fees, incurred in such litigation upon the entry by the court in which litigation takes place of a final judgment in favor of Offinger Management Company/The National NeedleArts Association.

The parties to this agreement hereby agree that this Agreement is entered into in Zanesville, Muskingum County, Ohio, and that any disputes between the parties to this Agreement arising out of or in any way connected with this Agreement or the interpretation of the terms and conditions contained therein shall be governed by Ohio law and the jurisdiction of Ohio courts to the fullest extent permitted, and that the sole and exclusive venue for any suit or action between the parties to this Agreement arising out of or in any way related to this Agreement shall be the Muskingum County Common Pleas Court of Muskingum County, Ohio.

Any action relating to or arising out of this Agreement or the subject matter thereof must be brought within one year of the date on which the cause of action sought to be enforced accrued.



SHOW RULES, REGULATIONS & CONDITIONS CONTINUED

7. Insurance: Exhibitor shall maintain or take out commercial general liability insurance for bodily injury/property damage including broad form property damage, liability coverage, contractual liability coverage, copyright infringement coverage, Workers' Compensation and Occupational Disease Insurance, including employers' liability, meeting the statutory requirements of the State of Tennessee. Insurance shall be issued by a reputable and responsible insurance company. Exhibitor bears the risk of inadequacy or failure of any insurance or any insurer and TNNA waives any claim against the other for bodily injury or property damage claims to the extent such claims are not covered and paid by the exhibiting company's insurance or insurer.

8. FIRE REGULATIONS: All fire regulations must be adhered to in accordance with the local fire department and Fire Underwriters specifications. All display materials, including props, decorations and all fabrics or other material used for decoration or covering of tables, risers, etc., must be flameproof and electrical equipment must meet specifications of all codes. All building electrical connections and disconnections must be obtained through the hotel and building approved electricians. All wiring must meet specifications. Exhibitor shall not allow his or her display to block view or access to safety equipment. Any demonstration or device using any type of combustible fuel, with or without an open flame, must be cleared with the building and fire authorities before it can be brought into the exposition facility. Each exhibitor is charged with the knowledge and compliance of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the show.

9. INSTALLATION AND DISMANTLING OF EXHIBITS: Delivery of freight, installation of exhibits and completion of erection of exhibits will take place on Friday, February 19, 2010. Should an exhibit not be set by 9:00 am of the first show day, TNNA reserves the right to remove unopened freight at the expense of the exhibitor. Dismantling may not begin until the close of the exposition on the final show day. **Failure to comply with this request will result in the loss of the point allowed for this show and/or a fine of \$300.** Repetition of such an offense will carry additional penalties and may result in the exclusion of participation in future TNNA managed shows. Goods and materials used in any display shall not be removed from the hotel until the exposition has officially been closed. Any exception to this rule must have the written approval of TNNA. Show areas must be completely dismantled by Monday, February 22, 2010.

10. Gadgets, Gimmicks, Demonstrations and Sound: Exhibitors are asked to observe the "good neighbor" policy at all times. Exhibits should be conducted in a manner not to be objectionable or offensive to neighboring suites. The use of photographers, musicians, entertainers, sound system equipment and noise-making devices are restricted to within the exhibitor's suite. Horns, odors, or congestion in exhibitors' suites are not permitted. When sampling, demonstrations and/or entertaining the attendees, suites must be arranged so that attendees coming into the exhibit do not block entrances into neighboring suites. TNNA reserves the right to determine if a demonstration interferes with adjacent exhibit spaces, and if necessary, order its discontinuation. Exhibitors may take photos or videos of their display, however, are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by TNNA and the exhibitor whose display is being photographed. Giveaways, raffles, donations or other promotions are allowed.

11. FLAMMABLE MATERIALS/ELECTRICAL SAFETY: Flammable fluids, substances, or material of any nature are prohibited. Decorative materials must be flame-proofed before being taken into the hotel, and must comply with local fire regulations. Electrical wiring and displays must also conform with the National Electrical Code Safety Rules.

12. Hospitality: Only those companies with space reserved in the hotel may use a hotel suite or function space for hospitality purposes. All requests must be directed to TNNA for approval. Hospitality suites may not be open, without prior approval, during official program hours.

13. Damage: Pinning, hanging or fastening any item to the suite walls is strictly forbidden. Exhibitors will be liable for any damage caused by fastening fixtures to the drapes, floors, walls, or ceilings of the hotel suite and for any damage to equipment furnished by TNNA or service suppliers designated by them, as well as, subject to a penalty fine for any disruptions caused by damages during the exposition.

5-B cont.

TNNA NASHVILLE MARKET
FEBRUARY 20-21, 2010
Embassy Suites Hotel
Nashville South / Cool Springs
Nashville, TN



SHOW RULES, REGULATIONS & CONDITIONS CONTINUED

14. Intent of Exposition: The Nashville Market is a closed wholesale marketplace designed for exhibitors to display their products to retail buyers who can place orders for later delivery of items ordered or sell (cash and carry) merchandise during market hours.

15. Conduct: Soliciting of registrants shall not be permitted in the hallways or common areas of the hotel or in other exhibitor's suites. Samples, catalogues, pamphlets, souvenirs, etc., may be distributed by exhibitors and their representatives (including models) only within their own exhibit area.

16. Hours of Operation: Hours of operation are as listed by show management in all market related materials. Exhibitors are to remain open at all times during these hours. Penalties for closing the showroom will be the loss of the point allowed for this market and/or a fine of \$300. Exhibitors wishing to open their showrooms for extended hours may do so and will be responsible for their own advertising of these additional hours.

17. Violation: The interpretation and application of these rules and regulations are the responsibility of TNNA. Any violation by the exhibitor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon due notice of such cancellation, TNNA shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitor and hold the exhibitor accountable for all risks and expenses incurred in such removal.

18. RESERVATIONS OF RIGHTS: Management reserves the right to demand release of space before or during the show for failure of exhibitors or their representatives to conform to the rules and regulations or failure to pay all space rental costs; to re-allot space at any time; to offer requested space when available; to make space assignments, to reject any and all applications as this is a closed show and displays and products must conform to the general nature of the show and be compatible with the character and objective of the exposition. Management reserves the right without written notice to amend these rules, regulations and conditions or to issue additions as it deems necessary for the good and well-being of the show.

5-B cont.