Dear Exhibitor,

I am very pleased as a representative of Hatton-Brown Expositions to once again serve as your Exhibits & Sponsorships Sales Director for the Timber Processing and Energy Expo to be held September 28-30, 2016 at the Portland Exposition Center in Portland, Ore.

You may recall that exhibitor space, 47,000 sq. ft., was totally sold out at the 2014 TP&EE in Hall D. Dozens of companies were unable to purchase space. Many others have indicated their desire to increase their exhibitor space for 2016.

I have great news! TP&EE 2016 is moving into the larger Hall E at the Portland Expo Center. This makes available approximately a third more space for exhibitors compared to Hall D.

Consider this: 97% of the 2014 TP&EE exhibitors rated the overall performance of the event as excellent or good. 90% of exhibitors walked out of TP&EE 2014 either having already gained an order or believing they possibly would due to their participation in TP&EE.

Here are some exhibitor comments following the 2014 TP&EE:
“There were decision makers walking down the aisles and doing business.”
“We landed business from as far away as Texas and as close as Philomath, Oregon.”
“We would like to quadruple our exhibit size and bring in two or three more machines.”

The move into the larger Hall E will require some adjustments to the floor plan to accommodate the greater amount of available space. But the general layout and flow will remain similar to what we had in Hall D.

I am also happy to report that exhibit space rates remain unchanged. I look forward to working with you on your exhibitor plans for the 2016 TP&EE. Our group emphasizes friendliness and flexibility as we strive to make your experience a beneficial one.

Fred Kurpiel
Exhibits & Sponsorships Sales Director
fredkurpiel@aol.com
678-642-1238

WWW.TIMBERPROCESSINGANDENERGYEXPO.COM
Dear Exhibitor,

We are happy to announce that the Timber Processing and Energy Expo will be held September 28-30, 2016 at the Portland Exposition Center in Portland, Ore. This will mark the third biennial TP&EE to be produced by Hatton-Brown Expositions, an affiliate of Hatton-Brown Publishers, Inc. and Timber Processing and Panel World magazines.

The 2014 event was a major success, featuring 170 exhibitors who displayed their equipment and technologies to 1,700 industry producer personnel, representing 140 wood products companies and hundreds of lumber, veneer/plywood and engineered wood products mill operations. Non-exhibitor attendance increased by 70% compared to the 2012 event. The event also continues to attract an international audience, with 22 countries represented. In addition, 1,000 exhibitor personnel were on hand.

The 2014 TP&EE was held as housing and wood products markets rebounded from the devastating declines of previous years. Wood products companies and exhibitors conducted “real” business on the show floor. More of the same is expected in 2016 as market forecasts remain positive for the future, meaning wood products producers will continue to enhance their operations with capital expenditure on new machinery and systems.

The 2014 TP&EE also included two workshop days that featured presentations on a range of lumber, plywood and engineered wood products technologies. Many exhibitor companies took advantage of the opportunity to participate in these workshops through presentations on their latest systems. More than 200 people attended the workshops.

We look forward to your participation in the 2016 Timber Processing & Energy Expo.

Rich Donnell
Show Director
rich@hattonbrown.com
334-834-1170
The undersigned (“exhibitor”) as an authorized representative enters into an agreement with Hatton-Brown Expositions, LLC (organizer) to rent exhibit space at the Timber Processing & Energy Expo to be held September 28, 29, 30, 2016 at the Portland Metropolitan Exposition Center (Portland Expo Center) in Portland, Oregon. Organizer will attempt to meet the exhibitor’s request for space and location, which is prescribed elsewhere on this form based on the exhibitor floor plan; however, organizer retains the right to alter space and location because of any circumstances, including the necessity to realign the exhibitor floor plan for whatever reason. For exhibit space contracts signed during 2015, the exhibitor agrees to pay 10% of the exhibit space cost within 10 days after the signing of this agreement contract; another 40% before January 15, 2016; and the remaining 50% or balance before May 1, 2016. Exhibitor payments for exhibit space contracts signed during 2016 will adjust and conform to the just-cited payment schedule. If the exhibitor desires to cancel all or part of the exhibit space before May 1, 2016, the exhibitor will be charged 50% of its total exhibit space cost. If an exhibitor cancels on May 1, 2016 or later, the exhibitor will be charged 100% of the exhibit space cost. If the exhibitor defaults in payment, the exhibitor is liable to organizer for collection costs, attorney’s fees and related costs. Organizer reserves the right to accept or reject exhibitor space applications and to cancel previously accepted exhibitor space applications and contracts. This contract is valid upon its signed execution by an authorized representative of the exhibitor and by an authorized representative of organizer.

The EXHIBITOR warrants that it has in effect and shall maintain for the period of this agreement for the mutual benefit of both parties a policy of general liability insurance, against claims for personal injuries or death, or damage to property occurring upon, in or about the herein rented premises, in limits not less than $1 million. EXHIBITOR agrees to secure a rider for said general liability policy that extends like coverage to these additional parties: Portland Metropolitan Exposition Center (Portland Expo Center), 2060 N. Marine Drive, Portland, Oregon 97217; Timber Processing & Energy Expo, Hatton-Brown Expositions LLC, and Hatton-Brown Publishers, PO Box 2268, Montgomery, AL 36102. Period of coverage for said rider is three days before and three days after EXPO. Proof of liability insurance must be submitted to EXPO on or before May 1, 2016. EXHIBITOR cannot occupy the space reserved until this requirement is fulfilled and full payment has been made for exhibit space.

All booths must follow IAEE rules and regulations. Please see attached pages for details.

We understand that this exhibit space agreement becomes a binding application when accepted by organizer on behalf of the Timber Processing and Energy Expo, and that the exhibitor applicant shall abide by all terms and conditions published on the front and back of this exhibit space agreement as well as the facility rules in the service kit which are hereby incorporated herewith. In addition, the exhibitor applicant agrees to allow organizer representatives to publicize the exhibitor applicant in pre-, during- and post-event promotional coverage, including written and photographic, in print, on the web and any other means.

DATE: ________________ EXHIBITOR COMPANY NAME: ____________________________

Exhibitor Authorized Representative Signature ______________________ Date ____________

Hatton-Brown Expositions, LLC Authorized Representative Signature ______________________ Date ____________

Mail, Fax or Email signed agreement contract to: Dianne Sullivan, Show Manager, Hatton-Brown Expositions, LLC, PO Box 2268, Montgomery, AL 36102-2268 • dianne@hattonbrown.com, 334-834-1170 ext. 127, fax: 334-387-2383
Whereas Hatton-Brown Expositions, L.L.C. (“Organizer”), has organized the Timber Processing & Energy Expo (“Show”) to be held at the Portland Metropolitan Exposition Center (“Center”) and Exhibitor (“Licensee”), in consideration of mutual covenants hereinafter set forth, do agree as follows:

1. Presentation Purpose: Organizer grants Licensee permission to use the authorized locations in the Center on the dates designated for the Show. This is a non-ticketed event and Licensee may not use these areas for any other purpose.

2. Rights: Licensee shall have the right to use the Center, the Center’s property, the services of the Show Director and any employees of the Show Director, the services of the Organizer and any employees of the Organizer, in order to prepare, exhibit or demonstrate, promote, advertise, use and otherwise utilize the products and services of Licensee, during the Show.

3. Assignment: Licensee shall not agree to assign or lease any part of its exhibit space without the prior written consent of Organizer. Organizer has the right to cancel the Show if Licensee assigns as a whole or in part the space to any other party.

4. Indemnification: Licensee agrees to defend, indemnify, and hold harmless Organizer, Center, the Metropolitan Exposition-Recruitment Commission (“Commission”) and their respective members, officers, directors, employees, agents and representatives, from loss or damage caused to the property or person of the Licensee or of Licensee’s employees, invitees, contractors, or guests entering the Center licensed with the implied or express permission of Licensee. If no such permission is given by Licensee, such Licensee is advised to give each insurance company written notice of terms of such waiver, and to have insurance policies properly endorsed, if necessary.

5. Breach of Contract: Licensee’s right shall be subject to Organizer’s prudent business judgment.

6. Waiver of Subrogation: Should Organizer authorize Licensee to engage in any selling or displaying of records, documents or other personal property, Licensee agrees to indemnify Organizer against all liability, expense, loss or damage resulting from any act, omission, negligence, fault or violation of law or ordinance by Licensee or its employees, invitees, contractors, or guests entering the Center licensed with the implied or express permission of Licensee.

7. Other Special Conditions: Approval of Contract: The terms and conditions and rules and regulations are not binding upon Organizer until signed on behalf of Organizer. It will be effective on the date Organizer executes the space reservation contract.
The Rules and Regulations are an extension of the Space Reservation Contract and the Terms and Conditions for the Center.

1. Definitions:
B. Center means the Portland Metropolitan Exposition Center, Portland, Oregon and all property, facilities, authorized location(s), and exhibit spaces therein.
C. Agreement/Contract means Space Reservation Contract, Terms and Conditions, and Rules and Regulations as it relates to any written agreement entered into between the Organizer and Licensee.
D. License means individual, corporation, association, partnership or entity which is the responsible party utilizing the Portland Metropolitan Exposition Center via Organizer.
E. Show means trade show event.

2. Authority:
A. The Organizer shall have full responsibility for the operation of the Show including management of the Show facilities.
B. The Organizer's designated agent is hereby authorized to enter into agreements with corporations, associations, individuals, partnerships and other entities in connection with the Show held at the Center.

3. License Agreement:
All Space Reservation Contracts shall be in writing on forms approved by the Organizer's attorney, furnished by the Organizer and executed for and on behalf of the Organizer's designated agent.

4. Compliance with Laws:
Licensee shall, at it's own expense, promptly comply and cause it's employees, agents, contractors, guests, and invitees to comply with all laws, ordinances, orders, rules and requirements of all federal, state, county, metropolitan governments, organizers and officers whenever applicable, all rules and regulations of the Portland Police Department and the Portland Fire Department and all policies, rules, regulations established by the Commission for the use of the Center and the jurisdiction of the Commission. Any failure by Licensee, its employees, agents, contractors, guests, and invitees to comply with any of the requirements of this paragraph shall entitle Organizer, its delegate(s), successors or assigns, at its sole discretion, to cancel any existing contracts between Organizer and Licensee, and/or deny Licensee, its successors, assignees, or after egos, future use of said facilities.

5. Assumption of Risk:
Exhibitor assumes all risks associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Show, including without limitation, all risks of theft, loss, harm, damage or injury to or of any person (including death), property (whether or not stored in any courtesy storage area), including any subrogation claims by its insurer. Neither Organizer nor the Show Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither Organizer nor the Show Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities whether described in this paragraph.

6. Copyrights and Proprietary Material:
Licensee warrants that it will not infringe on any related statutory, common law, or other right of any person during its use of the Center. Licensee will indemnify and hold the Center and Organizer and its officers, agents and employees harmless from all claims, losses, attorney's fees, court costs and damages with respect to such copyright and proprietary material.

7. Building and Public Safety:
Agrees not to bring into the Center any material, equipment or object which is likely to endanger the facilities, the life of any person, or to cause injury to any person without the prior written approval of the Director.

8. Rental Regulations and Schedule:
A. The exhibit fee designation in paragraph one of the Space Reservation Contract is due and payable prior to the occupancy of the Center.
B. The exhibit fee consists of fees for using authorized locations of the Center.

9. Broadcast Rights:
The Organizer reserves all rights to all broadcasting, telecasting, videotaping and transcription of all performances, functions, meetings and activities of all users of the Center including Licensee. Licensee shall not engage in any broadcasting, telecasting, videotaping, recording or transcription activity without the written permission of the Organizer, and before such permission is granted, the Organizer may require payment of such privilege and for any costs to the Center relative to such activity.

10. Recording:
No recording, either visual or audio, of any kind shall be made of the event covered by this Agreement without the prior written approval of the Organizer. Organizer reserves the right to require payment from Licensee for that privilege.

11. Utilities:
The Center shall provide heat, cooling (where available) and existing lighting as normally available during show days. One-half normal lighting will be allowed for move-in and move-out days. Additional heating, cooling (where available) and lighting requested by Licensee will be assessed at the prevailing rate.

12. Show Services:
A. Organizer agrees to make available to the Licensee, either in-house or through the Center's agent up to its existing capacity, all electric power required, water and sewer drains requested by Licensee or its exhibitors. All charges arising from such services by the Center shall be charged at the prevailing rate for connections and consumption of the requested utility to the contracted party, the Licensee or its exhibitors, decorators and agents.
B. Organizer will furnish additional services to Licensee such as labor, audio-visual, sound, lighting, equipment, materials (to the extent of the existing inventory), technicians, etc., at the Licensee's request provided that the Licensee is responsible for the payment of such services at the prevailing rate.

The Rules and Regulations are an extension of the Space Reservation Contract and the Terms and Conditions for the Center.
I. Facility Services:
A. The Center's personnel shall maintain all public access areas which include lobbies, lounges, corridors, hallways, restrooms, meeting rooms (except when utilized for exhibit space), and registration area at no extra cost to Licensee.
B. All janitorial and cleaning service, except as described in Paragraph A above, beginning with the first leased day through the final leased day, shall be the responsibility of the Licensee.
C. Organizer will provide (at no expense) personnel and equipment to properly clean aisles prior to the opening of each show day.
D. The Center will provide trash disposal receptacles for trash, debris and general packaging material as a result of exhibiting in the Center. Costs to remove debris or trash shall be borne by the Licensee. Non-hazardous fluids, chemicals, petroleum-based products, perishable items or any other non-dry material must be disposed of in a manner prescribed by the Center.
E. Any changes to the initial meeting room set will be subject to an hourly charge at the prevailing rate.
F. All parking rights are under the exclusive control of the Center and the Licensee shall not participate in same.

10. Ticketed Events: Should the contracted Show require the selling of tickets to gain admission, then the Center may require the Licensee to follow the procedures outlined on Attachment B. This section is not applicable as the Show is Non-Ticketed.

11. Admission, Security and First Aid: Organizer shall be responsible for complete admission, security and fist aid services for all locations licensed, including exhibit areas, meeting rooms, loading dock areas, emergency exits and any storage areas from the time of initial occupancy until the completion of move-out. Such services, may at its option, be provided by the Organizer and will be at the expense of the Licensee. All admission, security and fist aid services are subject to approval by the Center. Organizer reserves the right to determine the type and quantity of security and/or law enforcement officers which will be required for any specific event, in its sole discretion. By way of example and not as a limitation, Center reserves the right to maintain control of areas located in accordance with its security personnel required. Whether contract security, Center employees, uniformed security, "T-shirt" or "peer" security, Portland Police Officers or other governmental law enforcement agencies, or any combination thereof, shall be required for any specific event. Licensee shall be responsible for full payment of any security costs as determined by the Organizer. The Licensee shall be entitled to withhold said sums upon settlement if not paid by then, and/or demand deposits to cover any anticipated security costs.

12. Exhibit Space Occupancy: Organizer shall specify the hours and dates for installing, occupying and dismantling exhibits. If Exhibitor fails to install its display in its assigned space by 5:00 pm on Tuesday, October 14, 2014 or leaves its space unattended at any time during the Event, Organizer shall have the right to take possession of the space and terminate this contract and no refund will be due to Exhibitor. All exhibits must be open for business at all times during the Event.

13. No show policy: If Exhibitor, through circumstances beyond control, is delayed in arrival or set-up, Exhibitor must notify the Show Director at the Show Facility. Non-notification will result in resale of space, and no refunds will be made.

14. Character of Displays: Use of Asies and Common Areas: Display of books, printed material of any kind and any promotional material is restricted to the exhibit booth. Exhibitor shall only exhibit products that manufacturers, represents or legally distributes. All books, magazines, pamphlets, brochures, journals, periodicals, leaflets, handbills, newspapers, and circulars shall be placed under control of Organizer and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of Organizer. Uniformed attendants, models and other employees of Exhibitor must remain within its booth. Any and all advertising display shall be restricted to the booth from which the materials are being distributed. Banners and stickers are prohibited in the exhibit area. Handouts with gimmicky backing that adone or cause adhesion are considered stickers. Equipment must be arranged so that show visitors do not stand in the aisle while examining equipment or watching demonstrations. Strolling entertainment or moving advertisements outside of an Exhibitor's exhibit space are prohibited.

15. Sound Devices: The use of devices for mechanical reproduction of sound or music may be permitted, but must be controlled. Sound of any kind must not be projected outside of the exhibit booth. Exhibitor is specifically prohibited from employing any carnival-type attraction, animal or human, or from operating noise creating devices such as bells, horns or megaphones.

16. Outside Exhibits/hospitality Suites: Organizer is prohibited, without express advance written approval from Organizer, from displaying products/services and/or other advertising material in areas outside its booth space such as: a. entryways, lobbies, lobbies, lounges, corridors, etc., as well as conducting unauthorized facility tours. Exhibitor shall not operate hospitality suites during hours in which the Show is open or when any Organizer-sponsored activities are being held. Exhibitor is prohibited from hosting advertising functions during official Show hours. All requests for a hospitality suite or public function space must be made through Organizer. If Organizer cancels or fails to occupy the exhibit space during official Show hours, Organizer reserves the right to notify the applicable venue to cancel any hospitality space and/or hotel guest rooms under Exhibitor's name. Exhibitor shall remain liable for the payments made to the hotel or applicable venue.

17. Listings and Promotional Materials: By exhibiting at the Show, Exhibitor grants to Organizer a fully paid perpetual non-exclusive license to use, display and reproduce the name, trade names, product names of Exhibitor in any directory (print, electronic or other media) listing the companies exhibiting at the Event and to use such names in Organizer promotional materials. Organizer shall not be liable for any errors in any listing or descriptions or for omitting Exhibitor or any other exhibitor from any directory or other lists or materials. Organizer may take photographs, including without limitation video and audio recordings of Exhibitor's booth, exhibit, employees, individuals, products during, before or after the open hours of the Event and use those photographs for any promotion purposes.

18. Signs, Poster, Literature: The Licensee shall not post nor permit any sign upon said premises or anything that will tend to injure, mar or in any manner deface the Center. Licensee will not permit nails, hooks, adhesive fasteners, posters, tacks, stickers on any other device such as to interfere with the decoration of the building or premises. Signs may only be posted on approved areas or equipment for such use and all signs and posters must relate to the event to be held on the Center's property. The hanging of pictures, banners, signs or any other items on exterior or interior walls, draperies or structure requires prior written approval by the Organizer.

19. Abandoned Equipment and Lost or Misplaced Articles: Any equipment or articles of the Licensee or licensees' remaining past the expiration of the license period may be considered abandoned and may be disposed of by the Organizer as deemed necessary and at the cost of the owner. The Organizer shall have the sole right to collect and have the custody of any articles left on the premises by Licensee's invitees and to provide for the disposition thereof. The Organizer shall assume no responsibility for losses suffered by the Licensee, its agents, contractors, employees, guests or invitees which are occasioned by theft or disappearance of equipment, articles or other personal property in and at the Center.

20. Organizer's Right of Entry: in permitting the use of the licensed area(s), the Organizer does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of such areas. Only authorized representatives of the Organizer, City of Portland and Center may enter the areas to be used and any other areas of the Center at any time and on any occasion without any restrictions. All facilities, including the area which is the subject of the Space Reservation Contract, shall at all times be under the charge and control of the Organizer.

21. No show policy: Exhibitor cancels or fails to occupy the exhibit space during official Show hours, Organizer reserves the right to notify the hostage or reissue the contract, Organizer shall be entitled to withhold said sums upon settlement if not paid by then, and/or demand deposits to cover any anticipated security costs.

22. Residual Matters: Any matters not expressly covered by the license agreement or by applicable policy, rules and regulations adopted by the Organizer shall be determined by the Organizer at their discretion.

23. Solicitations: No collections, donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without approval of the Organizer.

24. Failure to Vacate/Removal of Property: Upon the expiration or sooner termination of Space Reservation Contract thereof. Licensee or its designated representative, shall immediately remove all goods, wares, merchandise, property and debris owned by Licensee or which Licensee has placed or permitted to be placed on or at the Center. Any such property not so removed shall be considered abandoned and procedures relating to paragraph 21 of above will be in force at the discretion of the General Manager.

25. Balloons: No lighter than air balloons shall be permitted in the facility without the express prior written approval of the Organizer.

26. Tire Block: While in the facilities, the use and/or application of tire block or any similarly silicon based product is strictly prohibited. Alternate arrangements will be considered with final approval by the Center.

27. Discharge of Waste: The discharge of waste, in the form of wastewater, into waters of the state is a Class 1 violation of Oregon Administrative Rule 340-45-0015 (1) (a). The washing of any equipment or items, including but not limited to recreational vehicles, boats, passenger vehicles, trucks, machinery or any such items on grounds of the Center is strictly prohibited except as provided below: Center to provide designated wash bay on-site (Hall D Loading Dock) to accommodate any and all washing of any equipment used by Licensee's, its employees, agents, contractors, guests and invitees of the Show.

28. Transportation Demand Management Plan: Events anticipating 1,500 or more attendee vehicle per event day must comply with City of Portland Conditional Use document 99-00815 CU DZ A.D that provides for the placement of a public transportation tagline in print media serving the Tri-County area. Contact the Expo Center Administrative Office for further information.

29. Additional Terms and Conditions: Organizer has sole control over attendance policies. Except as provided to the contrary in the Space Reservation Contract, Terms and Conditions, or Rules and Regulations, all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with professionalism and normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw without or terminate the contract, Organizer in its sole judgment and discretion may refuse to consider for participation in future Events an Exhibitor who violates or fails to abide by the terms with which the Center is strictly prohibited except as provided below: Center to provide designated wash bay on-site (Hall D Loading Dock) to accommodate any and all washing of any equipment used by Licensee's, its employees, agents, contractors, guests and invitees of the Show.

30. Incorporation of Rules and Regulations: Any and all matters pertaining to the Show and not specifically covered by the terms and conditions of this contract or the rules and regulations shall be subject to determination by Organizer in its sole discretion. Organizer may adopt rules and regulations from time-to-time governing such matters and may amend or revoke them at any time, upon notice to Exhibitor. Any rules and regulations (whether or not included in an Exhibit Service Manual or similar document) are an integral part of this contract and are incorporated hereof or as a condition of secure. Exhibitor shall observe and abide by all rules and regulations and any additional or alternative rules or regulations adopted by Organizer states the entire agreement of the parties with respect to the subject matter hereof.

31. Exhhibit Service Manual: Prior to the Event, Organizer will send an Exhibit Service Manual to the "Primary Contact" listed on the front of this contract. The Exhibitor Service Manual will include information integral to participation at the Show, including but not limited to: rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, and move-in, move-out schedules.