Correctional Health Care Leadership Institutes
JULY 18-19, 2014 • OMNI INTERLOCKEN, DENVER (BROOMFIELD)

CONTRACT FOR TABLETOP EXHIBIT

EXHIBITOR INFORMATION
Exhibitor Rules and Regulations are outlined in this contract.

Exhibit-related correspondence to be sent to:

CONTACT NAME
TITLE
PHONE
FAX
EMAIL

PRINT your company name and address information exactly as they should appear in all program materials.

COMPANY NAME
ADDRESS
CITY
STATE/PROVINCE
ZIP/POSTAL CODE
COUNTRY
EMAIL
WEB ADDRESS

TABLETOP INCLUDES:
• One FREE full conference registration per tabletop display + one additional full conference registration 50% off
• FREE 25-word listing in the Final Program (deadline applies)
• FREE access to the attendee registration list for pre- and postconference marketing and sales follow-up
• Discounts on advertising in conference program and CorrectCare®
• All exhibitors are welcome to attend and participate in all sessions and earn continuing education credit. Tabletop fees include one full free registration plus one additional registration at 50% off.

FEES
$1000 per Tabletop Display $ ________________
$850 for a final program ad $ ________________
Total Fees $ ________________

METHOD OF PAYMENT

☐ Enclosed is check # ______________________ made payable to NCCHC

☐ Charge to the following:
  American Express  ☐ Visa  ☐ MasterCard  ☐ Discovery

  CARD NUMBER
  EXPIRATION DATE  CVV

☐ Contact me about sponsorships.

CANCELLATION OF SPACE

All cancellations of space must be made in writing. An exhibitor that cancels all or part of reserved space prior to June 1, 2014, will forfeit 50% of the total contracted costs. No cancellation of space will be accepted or refunds made after June 1, 2014. Companies that cancel reserved space before payment is received retain responsibility for the full payment of original contracted cost. Cancellation of space also forfeits complimentary and discounted exhibitor registrations to conference activities and other exhibitor benefits.

CONTRACT EXECUTION

Payment in full and authorized signature must accompany this contract to guarantee space. The signed application, initialing the back of the contract, and deposit must be received before space can be assigned. Applications without the correct deposit, and/or signature will not be processed. If space is contracted after June 1, 2014, payment in full must accompany the contract to exhibit. Any space not paid in full is subject to withdrawal and the space reassigned.

The undersigned has read the Rules & Regulations and Exhibitor Information and Terms of NCCHC’s Contract to Exhibit and agrees to abide by and be bound by said rules. NCCHC’s Rules & Regulations are hereby incorporated by reference and made part of the contract. Please sign below and initial the back of the contract* in the space provided.

Note: Any changes by either party must be counter initialed and dated by both parties.

SIGNATURE OF AUTHORIZED EXHIBITOR AGENT DATE

FOR NCCHC USE ONLY

Date Application Received ________________________________
Date/Amount Received ________________________________
# __________________ Date Assigned ____________________

RETURN COMPLETED FORM TO:

Carmela Barhany, Sales Manager | NCCHC | 1145 W. Diversey Pkwy. | Chicago, Illinois 60614
Email: Sales@ncchc.org | Phone: (773) 880-1460 ext. 298 | Fax: (773) 880-2424

Tax ID # 36-3221830
RULES AND REGULATIONS

Exhibitors must adhere to the following rules and regulations and all other rules issued by NCCHC. This agreement pertains to all exhibitors, their agents and employees who shall use and occupy the exhibit space pursuant to all terms and conditions of the agreement between NCCHC and the Omni Interlocken regarding use and occupancy of the exhibit area and all reasonable rules and regulations prescribed by the Omni Interlocken. The exhibitor shall comply with all applicable federal, state and local statutes, ordinances, rules and regulations.

Please be sure all other personnel in your company who are involved in the arrangements for your exhibit have a copy of these rules and regulations. It is the exhibitor’s responsibility to see that all exhibit personnel are aware of and adhere to these rules.

Activities
NCCHC reserves the right to approve all exhibits and activities related thereto. NCCHC may refuse to admit an exhibitor or may require an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of NCCHC or the conference, if it creates a disruption in business activities, or if it exceeds the bounds of good taste as interpreted by NCCHC. Exhibits must be staffed during all exhibit hours. An exhibiting company who fails to set up or properly staff the display during schedule exhibit hours will forfeit all exhibit rights for this meeting. In the event of such incomplete setups or improper staffing, NCCHC reserves the right to reassign exhibit space without notice to the exhibitor and without obligation on the part of NCCHC for any refund whatsoever.

NCCHC does not in any manner endorse any of the products services related to the exhibits which have been accepted for display during the conference. Loitering near other exhibits to draw attendees is not permitted. Exhibitors may not occupy another exhibitor’s area without obtaining permission. Distribution of literature outside of the rented exhibit space or through the convention hotel is permitted only with approval from NCCHC. Exhibitors may not use NCCHC conference logos in connection with any product or advertising materials outside of promotion for this meeting.

NCCHC reserves the right to restrict and supervise any exhibitor whose exhibit, conduct or activities NCCHC deems objectionable. Such activities may not be scheduled to conflict with NCCHC programs, activities or exhibit hours. Functions must be in good taste and conform to the purpose of the conference.

All functions must be approved by NCCHC in writing. Exhibitors must submit written requests to NCCHC with details regarding any function taking place outside an exhibitor’s allotted exhibit space from July 18-19, 2014.

FDA Regulations
Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall have available at their display a letter from the FDA which describes the allowable use status of a product. Exhibitors are reminded of FDA restrictions on the promotion of investigational and preapproved drugs and devices, and the prohibition on promoting approved drugs and devices for unapproved uses. All products which are not FDA approved for a particular use in humans or which are not commercially available in the United States will be permitted to be exhibited only when accompanied by the appropriate documentation/signs indicating their status. These signs must be clearly visible, easily readable and placed near the product and on any graphics depicting the product.

Accessibility/ADA Compliance
Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regards to their space including, but not limited to, wheelchair access. Further information regarding ADA compliance is available at 800-514-0301 or at www.usdoj.gov/crt/ada/infoline.htm.

Gifts and Promotional Items
NCCHC reserves the right to grant permission to distribute souvenirs or other free special convention offer of any type. Exhibitors are permitted to distribute product samples from their assigned exhibit area during the conference. Novelty gifts or souvenirs not manufactured by the exhibiting company must be submitted to NCCHC for review.

Exhibitors must receive written permission from NCCHC to hold drawings or raffles. A form will be included in the Exhibitor Information Kit to request permission to distribute premium or novelty items.

Subletting of Space
Exhibitors may display only those products or goods which they manufacture or regularly distribute. Sharing of exhibit space is permitted only for divisions of the same company and must be approved by NCCHC in writing. Exhibitors may not assign, sublet, or share allotted space at any time.

Educational Programs, Seminars, & Workshops
NCCHC does not allow any organization or individual to hold a meeting or symposium before, during, or after NCCHC meeting hours; therefore, exhibitors may not participate in any unsanctioned programs from July 18-19, 2014. Exhibitors must advise NCCHC of their wish to participate in activities outside of their allotted exhibit space during July 18-19, 2014. This includes, but is not limited to, social functions, product demonstrations, focus groups, lectures or seminars, including those organized by NCCHC. These activities may not be scheduled to conflict with NCCHC programs, activities or exhibit hours. Functions must be in good taste and conform to the purpose of the conference.

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Fire Ordinances
Local fire codes and ordinances require the aisles be clear at all times. Demonstration areas shall not be placed on the aisle line of an exhibit. Sufficient space within an exhibit area must be left to absorb the crowd. Should spectators interfere with the normal flow of traffic in the aisle or with other exhibits, NCCHC may, in its sole discretion, require the demonstration be limited or canceled.

Insurance
The exhibitor acknowledges neither NCCHC, its agents, Exhibit Services, nor the Omni Interlocken, shall be obligated to maintain property, liability or business interruption insurance covering exhibitors and that obtaining this type of insurance is the sole responsibility of the exhibiting company. The exhibitor shall secure and maintain, at its expense, comprehensive liability insurance in the amount of $50,000 per occurrence for the entire term of the exhibit lease. NCCHC, its agents, Exhibit Services and the Omni Interlocken shall have no liability whatsoever to an exhibitor or its employees resulting from any cause.

Liability
NCCHC shall not, in any manner or for any cause, be liable or responsible to the exhibitor or the exhibitor’s directors, officers, employees, agents, licensees or guest for any loss or injury or damage to, the goods or other property of the exhibitor that may occur to the exhibitor or to the exhibitor’s directors, officers, employees, agents, licensees or guests. Any and all claims for such injuries are hereby waived. The exhibitor is responsible for protecting and providing the security for its exhibit, demonstration, goods, materials and/or equipment before, during and after the exhibition. The exhibitor is responsible for taking all measures necessary to protect other parties and property from any harm which may result from or be caused by its exhibit demonstration, goods, materials and/or equipment. The exhibitor shall be solely liable for any and all damages, costs or expenses which the exhibitor may incur, suffer or be required to pay by reason of injury to persons or loss of or injury to property which may be caused by or result from any act or omission on the part of the exhibitor, or caused by or result from any demonstration or exhibit of the exhibitor.

Violations of Rules and Regulations
Each exhibitor shall agree to comply with all policies, rules and regulations set forth by NCCHC. The action taken against an exhibitor for violation of rules and regulations will be determined on the basis of the particular circumstances of each case, but in cases involving major violations the action may include immediate closing of an exhibit without a refund to the exhibitor or exclusion from future exhibit programs. Minor violations will be enforced as in the delivery of a warning notice to the exhibitor. If the warning is not addressed, the next violation may result in the company being ineligible to exhibit at future conferences.

*I have read and agree to the terms of this contract.

INITIAL: ______________________