Correctional Mental Health Care Conference
THE WESTIN COPLEY PLACE • BOSTON, MA

CONTRACT FOR TABLETOP EXHIBIT • JULY 17–18, 2016

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

Exhibit-related correspondence to be sent to:

CONTACT NAME

COMPANY NAME

TITLE

ADDRESS

PHONE

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

FAX

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 post-conference marketing and sales follow-up
- Discounts on advertising in conference program
- All exhibitors are welcome to attend and participate in all sessions and earn continuing education credit.

FEES

$1,000 per tabletop display

$895 for a final program ad (4-color)

Total Fees

$__________________

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, 2016, will forfeit 50% of the total contracted costs. No cancellation of space will be accepted or refunds made after June 1, 2016. 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, must be received before space can be assigned. Applications without the proper signature will not be processed. If space is contracted after June 1, 2016, 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

By signature above, the individual signing this Contract represents and warrants that he/she is authorized to sign this Contract on behalf of the exhibiting company.

METHOD OF PAYMENT

☐ Enclosed is check #__________________made payable to NCCHC

☐ Charge to the following:

☐ American Express  ☐ Visa  ☐ MasterCard  ☐ Discover Card

CARD NUMBER

EXPIRATION DATE

CVV

CARDHOLDER’S NAME (PLEASE PRINT NAME AS IT APPEARS ON THE CARD)

CARDHOLDER’S SIGNATURE DATE

FOR NCCHC USE ONLY

Date Application Received _______________________________

Date/Amount Received _________________________________

Booth # _______ Date Assigned ____________________

RETURN COMPLETED FORM TO:
Carmela Barhany, Exhibits and Advertising 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 Westin Copley Place regarding use and occupancy of the exhibition area and all reasonable rules and regulations prescribed by The Westin Copley Place. 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 that all other personnel are aware of and adhere to these rules.

NCCHC reserves the right in its sole judgment to prohibit any booth setup that results in obstruction of booth line-of-sight and/or access to a nearby exhibitor's booth by either attendees or exhibitors.

**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 reflect the best interests of all parties. Exhibits must be staffed during all exhibit hours. An exhibiting company who fails to set up or properly staff the display during scheduled 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 activities, acts or propositions 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 include, but are not limited to, distributing articles or other written material, samples or questionnaires, and conducting radio and/or television broadcasting interviews of conference attendees. Sales and order-taking is not permitted on the NCCHC exhibit hall floor.

**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 17-18, 2016. Exhibitors must abide by NCCHC's policies. NCCHC reserves the right to reassign exhibit space during July 17-18, 2016. 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. All functions must be approved by NCCHC in writing.

**FDA REGULATIONS**

Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall provide a copy of a letter from the FDA which describes the allowable use status of a product. Exhibitors are reminded of FDA restrictions on 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 showing any graphics depicting the product.

**BOOTH ACCESSIBILITY/ADA COMPLIANCE**

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992, as amended. Exhibitor further understands that all exhibits, but not limited to, wheelchairs access. Further information regarding ADA compliance is available at 800-SIA-3031 or at www.adaa.org/infoine.htm.

**GIFTS AND PROMOTIONAL ITEMS**

NCCHC reserves the right to grant permission to distribute souvenirs or other free special convention offers 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 that are approved by NCCHC in writing. Exhibitors may not assign, sublet, or share allotted space at any time.

**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, nor The Westin Copley Place, 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, and The Westin Copley Place shall have no liability whatsoever to the exhibitor or its employees resulting from any cause.

**BADGE POLICY**

Admission to the Exhibit Hall will be by badge only. Exhibitor badges will be available for pickup during exhibitor registration hours and will be held under the company name. All exhibit booth personnel and attendees are required to wear their official badge at all times during the event. Only registered Exhibitors and attendees will be admitted to the exhibit hall. No unregistered guests are allowed in the hall at any time.

**MUSIC LICENSING**

Exhibitor represents and warrants that it will not violate any copyright, trademark, or other similar intellectual property laws and that it will comply with all copyright regulations and restrictions of use, performance or reproduction of any copyrighted works and hereby agrees to indemnify and hold harmless Exhibitor from any and all claims or liability of any nature, whether direct, indirect, special, incidental or consequential arising out of or resulting from any act or omission 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 resulting from any demonstration or exhibit of the exhibitor.

**LIABILITY**

NCCHC shall not, in any manner or for any cause, be liable to exhibit the exhibitor or exhibitor’s directors, officers, employees, agents, licensees or guests for any loss of, or injury 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. 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 resulting 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 established 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 minor 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.

NCCHC has the full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules and regulations that may hereafter be adopted. Any issues not addressed in these rules are subject to the decision of NCCHC. The exhibitor waives any rights or claims of damages arising out of enforcement of any rules contained herein.

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