2013 Correctional Mental Health Care Conference
JULY 21-22, 2013 • PARIS, LAS VEGAS

CONTRACT FOR TABLETOP EXHIBIT

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  PHONE  FAX
EMAIL  EMAIL  WEB ADDRESS

TABLETOP INCLUDES:
• One FREE full conference registration per 10’ x 10’ 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.

TABLETOP FEES
$1000 per Tabletop Display ____________________________________
Total Fees __________________________________________________
Balance Due ________________________________________________
Regardless of submission date, any balances are due and payable by June 1, 2013

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, 2013, will forfeit 50% of the total contracted costs. No cancellation of space will be accepted or refunds made after June 1, 2013. 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.

FOR NCCHC USE ONLY
Date Application Received ______________________________________
Date/Amount Received __________________________________________
# __________________ Date Assigned __________________________

METHOD OF PAYMENT

SIGNATURE OF AUTHORIZED EXHIBITOR AGENT                DATE

ENCLOSED is check # ___________________________ made payable to NCCHC

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

CARD NUMBER

EXPIRATION DATE

CVV

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

Cardholders Signature                                DATE

RETURN COMPLETED FORM TO:
NCCHC | 1145 W. Diversey Pkwy. | Chicago, Illinois 60614
Email: NCCHCexhibits@ncchc.org | Phone: (773) 588-4692 | Fax: (773) 279-0991
Tax ID # 36-3221830
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 21-22, 2013. Exhibitors must advise NCCHC of their wish to participate in activities outside of their allotted exhibit space during July 21-22, 2013. 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. Exhibitors must submit written requests to NCCHC with details regarding any function taking place outside an exhibitor’s allotted exhibit space from July 21-22, 2013.

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.

FIRE ORDINANCES

Local fire codes and ordinances require the aisles to 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 Sheraton Downtown Denver, Colorado, 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 Paris, Las Vegas 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 of, 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: