



17th Annual Conference
September 27–30, 2011
J.W. Marriott Hotel New Orleans
New Orleans, Louisiana

2011 Exhibitor Contract*

Exhibitor Contact Information

Company Name _____ Contact Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ E-mail _____

Virtual Exhibit

Includes an "on-screen" image/ad that will be displayed in the general session room Wednesday and Thursday, and one welcome bag insert

We would like _____ "virtual exhibit" at \$250 each. Total virtual exhibit \$ _____

Exhibit Tables

We would like _____ exhibit table(s) at \$150 each. Total exhibit table(s) \$ _____

We would like one (1) exhibit table at no charge (conference sponsors only).

Welcome Bag Inserts

We would like _____ welcome bag insert(s) at \$100 each. Total inserts \$ _____

TOTAL enclosed \$ _____

Name Badge Information

Please print this information exactly as you would like it to appear on the badges

Name _____ Name _____

Company _____ Company _____

Exhibitor Listing

Please print your information exactly as you would like it to appear in the exhibitor listing, which will be included in our member conference packets

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Web Site _____ E-mail _____

Description of products/services (50 words or less):

*Please read Exhibitor Information on reverse. Please note that all sales or promotional activity is limited to the confines of the exhibitor space.

Make checks payable to: NCNWR
Mail all forms and checks to: Susan Oxley
NCNWR Coordinator
525 Madison Street
Burlington, WI 53105

Questions? Contact Susan at 262-767-9986 or
coordinator@ncnwr.org

2011 Exhibitor *Information*

Specifications and Assignments

Exhibits will be on display **Wednesday, September 28, and Thursday, September 29**, from 8 a.m. to 5 p.m. Exhibitor space, approximately 8 feet by 8 feet, is located near the general session meeting room at the J.W. Marriott Hotel. Exhibitor spaces are limited and will be assigned by NCNWR representatives in the order in which paid applications are received, giving consideration to uniformity of display and traffic flow. **Please note that all sales or promotional activity is limited to the confines of the exhibitor space.**

Terms and Conditions

Required deposit is payment in full. Cancellations must be made in writing and are subject to a 10 percent non-refundable fee. No refunds will be issued for cancellations made after September 16, 2011. All payments must be made in U.S. funds.

Exhibitor reservations for space are considered accepted only when the Exhibitor receives written confirmation from the NCNWR Exhibitor Coordinator.

1. The Exhibitor Agrees:
 - All provisions of the Exhibit Hall Rules and Regulations are shown below and on the reverse side, and will be part of this contract.
 - This contract is for: Exhibit space including a 6 foot by 30 inch skirted table and one (1) side chair. Exhibit area is carpeted and defined by the table and adjacent chairs. Materials may not extend forward beyond the table. Each table and chair will have approximately 8 feet of width defined as the Exhibit Area.
 - All additional expenses including, but not limited to, electricity, shipping and handling fees, are the sole responsibility of the Exhibitor. Refer to item 3 below regarding arrangements for shipping and electrical services.
2. Exhibitor personnel will receive two (2) Exhibitor name badges, allowing access to the exhibit area only. Additional badges are available on request and as approved by the NCNWR Coordinator at a cost of \$5 per badge.
3. The J.W. Marriott Hotel is the official Electrical supplier and Drayage/Decorator for the Exhibit Hall.
4. Arrangements and questions for shipping, electricity and any other drayage/decorating needs, should be directed to **Keith Vincent, 504-525-6500 or keith.vincent@marriott.com**. Exhibitors' shipping materials should be sent to **J.W. Marriott Hotel, 614 Canal Street, New Orleans LA 70130** no sooner than seven (7) days prior to the conference date.
4. NCNWR and J.W. Marriott Hotel shall not be responsible for any loss, damage or injury that may occur to the exhibits, their employees or property, from any cause whatsoever, prior to, during, or subsequent to the period covered by the Exhibitor Contract, and the Exhibitor on signing the contract expressly releases the NCNWR and the J.W. Marriott Hotel from and agrees to indemnify same against any and all claims for such loss, damage or injury.
5. Exhibit Hall Décor:
 - The use of tape, paste, tacks, nails or other such devices affixing displays to the walls and other permanent structures within the Exhibit Area is forbidden. If anything is attached to the walls, only masking tape is allowed.
 - All aisle and corridor space is under control of the NCNWR and shall not be used for demonstration purposes or literature distribution.
 - Maximum height for any exhibit is seven (7) feet. Hanging displays from the ceiling of the Exhibit Area is forbidden.
6. Other Items
 - No space shall be sublet for any reason.
 - NCNWR reserves the right to reject or prohibit any Exhibitor or proposed exhibit which, in its opinion, is not suitable to or in keeping with the character of the conference. This reservation includes persons, things, conduct, printed matter, souvenirs or other matter affecting the character of the exhibit. No lobbying will be permitted in the line of traffic.
 - On event days (Wednesday, September 28 and Thursday, September 29), exhibit space **MUST** be set up by 8 a.m., staffed between 8 a.m. and 5 p.m., and removed by 6 p.m.