



CONNECTING SYSTEMS & PEOPLE TO IMPROVE POPULATION HEALTH

EXHIBITOR CONTRACT

COMPANY NAME

NAME OF PRINCIPAL CONTACT (PERSON TO RECEIVE EXHIBIT INFORMATION)

TITLE OF PRINCIPAL CONTACT

STREET ADDRESS

CITY

STATE

ZIP

PRINCIPAL CONTACT'S DAYTIME TELEPHONE NUMBER

PRINCIPAL CONTACT'S E-MAIL ADDRESS

NAME OF SECONDARY CONTACT (IF PRINCIPAL CONTACT CANNOT BE REACHED)

SECONDARY CONTACT'S DAYTIME TELEPHONE NUMBER AND E-MAIL

COMPANY E-MAIL (TO BE PUBLISHED)

COMPANY WEBSITE (TO BE PUBLISHED)

COMPANY PHONE NUMBER (TO BE PUBLISHED)

BOOTH ASSIGNMENT

Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Please indicate your 1st, 2nd, and 3rd choices below. To ensure that you receive one of your top choices, please select booths that are in different areas of the exhibit hall, and select some that are not immediately in front of the entrances.

1. _____ 2. _____ 3. _____

BOOTHS INCLUDE:

- 3' draped sidewalls and 8' back drape
- 7"x44" booth identification sign
- One 6' skirted table, 2 chairs, wastebasket
- One (1) full conference registration per 10x10 booth purchased
- Two (2) exhibit hall only booth badges for staff per 10x10 booth purchased
- Listing in the exhibitor directory
- One complimentary post-meeting attendee list containing names and mailing addresses, according to attendee privacy preferences
- Electricity

* The exhibit hall is already carpeted, so no additional carpet purchase is necessary.

BOOTH PRICING

TYPE OF BOOTH	COST	QUANTITY	SUBTOTAL
Commercial/Government Vendor per linear 10x10 space	\$2,500	x _____	= _____
Non-Profit Organization Vendor per linear 10x10 space	\$1,700	x _____	= _____
Corner Booth Premium per corner in addition to booth fee	\$100	x _____	= _____



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EXHIBITOR CONTRACT CONTINUED

PAYMENT METHOD (check one)

Return this application and contract with a deposit of 50% of the total cost of the requested exhibit space. Once the deposit is received by NACCHO, space will be assigned, and a confirmation of booth space assignment will be sent. The balance of your payment will be due on or before June 21, 2018. Purchase of Exhibit space after June 21, 2018 must be accompanied by payment in full for the entire cost of space requested. All payments must be made in U.S. funds drawn on U.S. banks, payable to NACCHO. Checks not drawn on U.S. banks will be returned.

- 50% DEPOSIT (BALANCE DUE)
- APPLY FULL PAYMENT NOW
- CHECK # (payable to NACCHO) _____
- GOVERNMENT PURCHASE ORDER (attached signed, authorized PO) # _____

- VISA MASTERCARD AMERICAN EXPRESS DISCOVER

CREDIT CARD # _____

EXP. DATE _____ CVV CODE _____

AUTHORIZED NAME (please print) _____

AUTHORIZED SIGNATURE _____

BILLING ADDRESS _____

STOP!
PLEASE READ: Credit card numbers are accepted **ONLY** by FAX. **DO NOT** submit credit card payments by e-mail or standard mail.
FAX TO: 703-964-1246
 Questions? Contact: InformaticsExhibits@conferencemanagers.com

REFUND/CANCELLATION POLICY

Refunds are limited to exhibit fees paid. To qualify for a 50% refund, a written cancellation must be received by the Informatics Exhibits Manager no later than June 21, 2018. No refunds will be given after June 21, 2018. Cancellation requests should be sent via e-mail to InformaticsExhibits@conferencemanagers.com or by fax to 703-964-1246.

AND FOR FASTER PROCESSING

Mail a copy of your CHECK payment with your original exhibits application to:
 Informatics 2018 Exhibits
 512 Herndon Parkway, Ste D
 Herndon, VA 20170

QUESTIONS?
 For billing please contact:
 Phone: 703-964-1240 ext. 170
 E-mail: InformaticsExhibits@conferencemanagers.com

 For exhibits sales please contact:
 Phone: 301-200-4616
 E-mail: informatics@sponsorshipboost.com

AGREEMENT

I hereby apply for exhibit space at Informatics 2018 and fully understand that this form shall become a binding contract and is subject to the Exhibitor Terms and Conditions as outlined in these materials and those established by NACCHO. The exhibition is organized and managed by NACCHO. Any matters not covered in the Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or his or her designee, and all exhibitors must abide by their decisions. Exhibitors must comply with all Hilton Hotel Atlanta rules and regulations. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence. If your exhibit contract is received after June 21, 2018, your company will be listed in the online exhibitor directory and the mobile app but may not be included in the printed on-site exhibitor directory.

I have read and reviewed the Exhibitor Rules & Regulations before completing this form. SIGNED _____

NAME (PLEASE PRINT) TITLE _____

PHONE _____ EMAIL _____



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EXHIBITOR RULES & REGULATIONS

1. OFFICIAL EXHIBIT SCHEDULE

See the Exhibitor Services Manual for complete show schedule.

2. SHOW MANAGEMENT

The exhibition is organized and managed by NACCHO. Any matters not covered in these Rules and Regulations are subject to the interpretation of the NACCHO Board of Directors and the NACCHO Executive Director or his or her designee, and all exhibitors must abide by their decisions. Exhibitors must comply with the Hilton Hotel Atlanta policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

3. ASSIGNMENT OF BOOTH SPACE

Booths will be assigned on a first-come, first-served basis. Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Booth registration for the 2018 Informatics Conference must be made on the official 2018 Informatics Conference Exhibit Space Application & Contract. The exhibitor fully understands that it becomes a binding contract and the exhibitor is subject to the term and regulations set forth by NACCHO as listed therein. In addition, NACCHO reserves the right to reject an application that in its judgment is not appropriate for the 2018 Informatics Conference.

4. INCLUDED IN BOOTH SPACE

Please see Prospectus for specific inclusions for exhibitor levels.

5. INSTALLATION AND DISMANTLE OF EXHIBITS

Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation and dismantle must occur only during the installation and dismantle times designated in the Exhibitor Services Manual. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

6. FAILURE TO OCCUPY SPACE

Space not occupied by the time designated in the Exhibitor Services Manual will be forfeited by exhibitors and their space may be resold, reassigned or used by the exhibit management without refund.

7. RATES, DEPOSITS AND REFUNDS

Space will be rented at the rates listed on the official Exhibit Space, Application and Contract. No application will be processed or space assigned without full payment in U.S. funds. A standard size booth will be 10' x 10' having an 8' high back draping and 3' high side wall draping. A 7" x 44" booth sign bearing your company's name and booth number will be provided. A 50 percent refund of the booth fee will be made if written notice of cancellation is received by June 21, 2018. No refund will be made if notice of cancellation is received after June 21, 2018. No transfer of fees will be made to other registration fees or NACCHO meetings. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made, which is the limit and extent of NACCHO's liability for such cancellation. NACCHO assumes no responsibility for refunds of nonrefundable airline tickets or hotel charges if a meeting is cancelled or abbreviated because of terrorist activity. All cancellation requests must be submitted in writing to the 2018 Informatics Conference Exhibits Manager.

8. CONTRACTOR SERVICES

An official contractor will provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, additional services, etc., will be included in the Exhibitor Services Manual to be forwarded from the official contractor. An exhibitors' service center will be maintained during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will NACCHO or Hilton Hotel Atlanta assume responsibilities for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to the official contractor as specified

in the Exhibitor Services Manual. Should any shipments not be made as specified in the manual, they will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for the information provided in the Exhibitor Services Manual.

9. ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished back walls, etc. at the exhibitor's expense.

10. BOOTH DESIGN

Each exhibitor will be provided with an official Exhibitor Service Manual. The Exhibitor Service Manual describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Manual. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Service Manual guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Linear booths may not exceed 8' in height; island booths are restricted to 16' in height. Exhibiting companies are responsible for furnishing and cleaning their booths. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.

11. SUBLEASING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

12. CONDUCT

All exhibits will be to serve the interest of the 2018 Informatics Conference attendees and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit that NACCHO believes to be injurious to the purpose of 2018 Informatics Conference. Management reserves the right to refuse to admit and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by NACCHO to be objectionable are expressly prohibited in the exhibition area and in any meeting room. Appropriate business attire is required for all exhibit participants.

13. EXHIBITOR PERSONNEL

All exhibitors must wear official 2018 Informatics Conference name badges and ribbons for exhibit hall admission. Exhibitors will be admitted to the exhibit hall 30 minutes before show opening each day. All exhibitors and attendees will be required to leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from Show Management for entrance into exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Service Manual. Booths should be staffed by company specialists who are qualified to discuss details of their company's products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden.

14. SELLING OF MERCHANDISE

Selling of merchandise on the show floor is prohibited. However, orders may be taken for fulfillment at the exhibiting company's main distribution center.

15. SOUND DEVICES, LIGHTING AND OTHER PRESENTATION DEVICES

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.