



**NADD 2017 Conference Exhibitor/Sponsor Contract**

You have the following exhibit space reserved:

**Exhibitor Type:** \_\_\_\_\_

**\*Sponsor Type:** \_\_\_\_\_

**\*Sponsors: Please email a .JPEG of your logo to [clattin@thenadd.org](mailto:clattin@thenadd.org) for promotion.**

**General Information**

- Beverage breaks will be held in the exhibit area. Exhibitors are welcome to breaks, evening receptions and Friday luncheon.
- An Exhibitor Directory will be included in every registration packet.
- One (1) complimentary conference registration (Thurs.-Fri.) per exhibit booth except for premium exhibitors which receive two tables.
- NADD will provide an attendee list to tabletop exhibitors no more than 90-days after the event.
- **Exhibit area is in a Ballroom or Foyer and may be not be secure.**

**Contact Information – Please complete** *(Please print clearly)*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Meeting Rep: \_\_\_\_\_ Title: \_\_\_\_\_

Meeting Rep: \_\_\_\_\_ Title: \_\_\_\_\_

**Company/Organization Information – Please provide as hardcopy.**

A 50-word description of your service/product. **This will be included in the Exhibitor Directory.**

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**Please send the completed and signed Exhibitor/Sponsor contract and a 50-word company description to [NADD on or before August 18, 2017.](#)**

## Exhibitor/Sponsor Contract – Please sign and date

1. **Show Sponsorship and Management.** This meeting is produced by and is the property of NADD. NADD will provide all show management functions and establish all show policies. Each prospective exhibitor is required to sign the Exhibitor Contract for space. By doing so, he/she subscribes to the Rules and Regulations, which are a part of the Contract.
2. **Security.** NADD and the exhibit facilities will take precautions to safeguard exhibitor's property. However, NADD will not be liable for damage or loss to exhibitor's property through theft, fire, accident or any other cause. Exhibitor should insure his own exhibit and display materials, NADD will not assume liability for any injury that may occur to show visitors, exhibitors or other agents or employees of exhibitors. Please Note: The exhibit area is in a meeting room /foyer and unsecured.
3. **Default of Occupancy.** Any exhibitor failing to occupy by 10:00 a.m., the day of the show(s), space contracted for, but not cancelled is obligated to pay the full cost of such space. In that event, NADD shall have the right to use said space for its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor. NADD assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of his/her products in the show program, brochures, news releases or other material.
4. **Booth Arrangement.** All exhibitors shall arrange their displays so they utilize only the booth area contracted for and in such manner as to recognize the right of their exhibitors and show visitors and to conform to the overall pattern developed by NADD. Appearance - An exhibitor is responsible for keeping his booth sightly. Exhibitors must arrange to remove excessive amounts of trash or waste materials during show hours. Fire Regulations- All materials shall be fire-resistant.
5. **Cancellation or Withdrawal.** An exhibitor may cancel or withdraw from the show(s) subject to the following conditions: (a)The exhibitor shall give NADD notice in writing of his intention to cancel or withdraw from the show. (b) Refund schedule: cancellation received three months prior to show - fee refunded in full. Cancellation received between three months and thirty days - 50% of fee is refunded. Cancellation received 29 days or less prior to show - fee is not refunded. In the event of cancellation, NADD shall have the right to use said space for its own convenience including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. NADD assumes no responsibility for having included the name of the canceled exhibitor or description of his/her products in programs, news releases or other materials.
6. **Safeties, Fire and Health.** The exhibitor must comply with safety, fire and health ordinances regarding installation and operation of equipment. All displays, exhibit materials and equipment must by reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents.
7. **Care of Building.** No exhibitor may allow an article to be brought into, nor permit any act to be done in, the Hotel which will increase the premiums or void policies of insurance held by NADD. No exhibitor may permit any act by its employees by which the premises shall in any manner be marred or defaced. Exhibitor must surrender the space occupied by him/her in the same condition as at the commencement of occupancy. Any damages done to the premises by the exhibitor shall be made good to NADD or to the hotel as their interest may appear.
8. **Space Assignment.** Space will be assigned on a first come basis, based on when payment is received.
9. **Exhibitor Badges.** NADD will provide badges for all exhibitor personnel. NADD policy limits the number of exhibitors to two individuals per each booth space during scheduled exhibit hours.
10. **NADD Liability.** In the event that NADD shall be held liable for any situation that might result from a particular exhibitor's action or failure to act in any manner whatsoever, such exhibitor shall reimburse NADD and hold NADD harmless from liability resulting there from.

**(Contract continued...)**

11. **Hotel Liability.** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.
12. **General.** All matters and questions not covered by the Contract, Rules and Regulations are subject to the decisions of the NADD Conference Manager. The Contract, Rules and Regulations may be amended at any time by NADD and all amendments or additions that may be so made shall be equally binding on all parties affected as the original Contract, Rules and Regulations.
13. **Right of Refusal.** NADD has the right to refuse exhibit space and/or advertising to any applicant for any reason whatsoever.
14. **Shipping/Receiving.** See provided Exhibitor Information Sheet.

**I have read the exhibitor/sponsor rules and regulations and will abide as required.**

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Signature

Date

**For NADD:**

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Signature of Dr. Robert Fletcher, CEO

Date

**NADD, 132 Fair Street, Kingston, NY 12401-4802, Phone – (845) 331-4336,  
Fax – (845) 331-4569, E-mail: [info@thenadd.org](mailto:info@thenadd.org), Web: [www.thenadd.org](http://www.thenadd.org)**