

# NARA

## National Association of Rehabilitation Providers and Agencies

*Committed to the Success of OT, PT and SLP Businesses*

### NARA Fall 2010 Conference Vendor Fest Exhibitor/Sponsorship Contract

Contact Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Please provide a description of your company products/services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rules and Regulations:** By executing this contract for display space, the exhibitor agrees to observe all points of information and regulations set forth in the exhibitor's rules and regulations of the association.

NARA Fall Vendor Fest – Participate in this interactive opportunity for this two hour networking time to showcase your products and/or services to conference attendees. The fest will be held on Thursday, October 21, 2010 from 4:30 – 6:30pm. Your registration fee includes one vendor badge. Additional badges are available at a charge.

Non-member \$500.00                       NARA Member \$350.00

Additional Badges: \$175.00 x \_\_\_\_\_ = Total \_\_\_\_\_

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

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

- Material Inserts for Attendee Packets: \$275.00 per piece
- Support a Speaker: choose a level:  \$500.00    \$750    \$1000
- Sponsor a Coffee Break: \$500.00 per piece
- Sponsor an Evening Networking Reception: \$1,500.00
- Sponsor a Lunch & Learn: \$1,500.00

I, the undersigned, hereby agree to NARA's contract for displaying at the 2010 Fall Conference in Las Vegas, NV October 20 – 22, 2010. I have read and understand the exhibitor's rules and regulations. Further, I authorize NARA to charge my credit card as provided below for the amount indicated for participation as a Vendor/Sponsor at the NARA Fall Conference.

Credit Card Type:  Visa    MasterCard    American Express

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

3-digit back of card for V & M

4-digit front of card for AMEX

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Authorized Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Exhibitor Signed Name

\_\_\_\_\_  
Exhibitor Printed Name

\_\_\_\_\_  
Date

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### Exhibitors Rules and Regulations

#### **EXHIBIT DISPLAY REGULATIONS**

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Show Management has developed these Exhibit Display Regulations in accordance with the guidelines adopted by the International Association of Exhibitions and Events. All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set up. These regulations will ensure all exhibitors regardless of size, an equal opportunity, within reason, to present their product(s) in the most effective manner possible.

In addition to the terms on the exhibit space contract your company signed, these rules are made an integral part of our contract with you. In you have any questions, or need an explanation of a regulation, please contact the NARA office at 813-855-9168.

#### **DISPLAY REGULATIONS**

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##### **Standard Booth/Table Top Exhibit:**

Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Booths are ten feet (10') wide and ten feet (10') deep, i.e. 10'x 10'. In-line booths have an eight-foot (8') height limit. This height may be maintained on the sidewalls of your booth up to a distance of 5 feet from the aisle. Remaining length of the sidewall may be no higher than 4 feet. Dimensions may vary slightly based on location of exhibit area in conference location.

One eight-foot (8') draped tables will be provided.

#### **INSTALLATION EXCLUSIONS**

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All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitors shall not post any sign of any description except within the confines of the exhibit space assigned.

#### **UNFINISHED AREAS**

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All open or unfinished sides of the exhibit which may appear unsightly must be covered or NARA Management will have them covered at the exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

#### **STORAGE OF CARTONS & EXTRA MATERIALS**

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Storage of any materials in the space behind the booth is PROHIBITED. This area is for the electrical raceway ONLY!

#### **HANGING SIGNS**

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Hanging signs may not exceed height limitations established for that particular style of exhibit and must be finished on all sides.

#### **PRODUCT DEMONSTRATIONS**

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All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors — refrain from soliciting their business during show hours (when they are trying to make a sale).

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### **LITERATURE DISBURSEMENTS**

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Literature samples and giveaways can be disbursed from within (and all surveys can be done from) your exhibit space or in attendee packets if registered for media placement (for additional information, see sponsorship opportunities)

### **PEEL-OFF LABELS, STICKERS, TAPE**

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The distribution of peel-off labels and decals is prohibited. Tape cannot be used to adhere signs to building walls or pillars, and may not be used to adhere items to any building, flooring, or other surfaces outside the exhibitor's booth. Removal and repair will be billed to the exhibitor.

### **PHOTOGRAPHY REGULATIONS**

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Any attendee, exhibitor, or media representative who wants to take pictures of displays (other than their own) must **first** obtain permission from any exhibitor whose display will appear in the photography. Should an exhibitor object to his display being photographed, photographs of that display will be prohibited.

### **LIGHTING & SOUND REGULATIONS**

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Lighting - Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Sound - The following noise abatement policy will be enforced: Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels

### **ELECTRICAL**

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1. All wiring must be three-wire and grounded.
2. Wiring that touches the floor must be "SO" cord (minimum 14 gauge/3 wire) which is insulated to qualify for "extra hard usage."
3. Cord wiring above floor level can be "SJ" which is rated for "hard usage."
4. The use of zip cords, two wire cords, latex cords plastic cords, lamp cords, open clip sign sockets or two-wire clamp-on fixtures is prohibited. Cube taps are prohibited.
5. Power strips (multi-plug connectors) must be UL approved, with built-in over-load protectors.
6. **There will be an extra charge for electric, based on need.**

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### **FIRE SAFETY REGULATIONS**

The information contained in this brief outline does not by any means completely cover the ordinances and regulations contained in the local Fire Code, but it does provide the basic rules governing exhibits in any building open to the public.

1. All decorative and construction materials must be non-combustible or flameproof. Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited in display construction. All materials are subject to inspection and flame testing by the Fire Marshal.
2. All exit doors and aisles serving any occupied area of the building must remain unobstructed.
3. Any merchandise or material attached as table skirts must be non-combustible or flameproof.
4. The following items may **NOT** be used without approval by the Fire Marshal:
  - a. Display or storage of LPG.
  - b. Flammable liquid.
  - c. Flammable gas.
  - d. Straw, sawdust or shavings.
  - e. Welding or cutting equipment for demonstration purposes.
  - f. Gas-fired appliances for demonstration purposes.
  - g. Salamander stoves for demonstration purposes.
  - h. Lit candles and lanterns for demonstration purposes.
  - i. Compressed gas cylinders must be empty.
5. The storage of combustible shipping containers must be confined to the areas approved by the Fire Marshal.
6. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.

### **AMERICAN WITH DISABILITIES ACT (ADA)**

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations* and *Guidelines for Small Businesses*. These can be viewed via [www.usdoj.gov/crtlada/publicat.htm](http://www.usdoj.gov/crtlada/publicat.htm), or ordered through the US Department of Justice's ADA Information Line – 800-514-0301.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall also indemnify and hold harmless NARA and the Hotel cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

\_\_\_\_\_ (exhibitor name printed) agrees to comply with the rules and regulations as stated.

\_\_\_\_\_  
Exhibitor Signature

\_\_\_\_\_  
Date