

Expo Space Application

INSTRUCTIONS: Complete all sections. Obtain authorized signature. Return with 50% deposit. See Payment Terms on reverse.

1. COMPANY INFORMATION:

For exhibitor listing please alphabetize company name under letter _____.

COMPANY NAME _____

WEB ADDRESS _____

2. CONTACT INFORMATION:

NAME _____

TITLE _____

ADDRESS _____

CITY/STATE/POSTAL CODE _____

PHONE _____

E-MAIL _____

3. EXHIBIT SPACE PREFERENCE:

Configuration

- In-Line Island (includes 4 corners)
 In-Line Corner In-Line Perimeter (12' height)

Competitors: Please do NOT assign my booth near the following companies.

Location (indicate booth numbers)

1. _____
2. _____
3. _____

4. EXHIBIT SPACE RENTAL:

- Island Booth \$29.95 NSF
 In-Line Booth \$28.95 NSF

Discounted Rates

- Hospital/Recruitment \$24.50 NSF
 Not for Profit \$ 8.95 NSF
 First-Time Exhibitor (one 10' x 10' booth) \$2,095
additional booth space @ \$28.95 NSF

Total NSF _____ @ \$ _____ = \$ _____

Corners for In-Line Booth(s) _____ @ \$100.00 each = \$ _____

Total Booth Fee = \$ _____

50% deposit = \$ _____

5. PAYMENT INFORMATION:

- Check enclosed payable to **Nursing Management Congress**. Check must be in U.S. currency drawn on a U.S. Bank.

Mail to: Hall-Erickson, 98 E. Chicago Ave., Suite 201, Westmont, IL 60559-1559

- Credit Card - Check here to have an invoice set with credit card payment information.

6. PRODUCTS AND SERVICES TO BE EXHIBITED:

Please indicate the most accurate description of your products and services. Choose only one response.

Acute Care Products:

- | | | |
|--|---|---|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Beds & Mattresses | <input type="checkbox"/> Central Sterile |
| <input type="checkbox"/> Diagnostics | <input type="checkbox"/> Durable Medical Equipment (DME) | |
| <input type="checkbox"/> Environmental Services (EVS) | <input type="checkbox"/> Foot & Ankle | |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Incontinence | <input type="checkbox"/> Infection Prevention |
| <input type="checkbox"/> Nursing Supplies/Patient Care | <input type="checkbox"/> Nutrition | |
| <input type="checkbox"/> OR/Surgery | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Respiratory |
| <input type="checkbox"/> Skin Care | <input type="checkbox"/> Therapy & Rehabilitation | <input type="checkbox"/> Urology & Ostomy |
| <input type="checkbox"/> Wound Care | | |
| <input type="checkbox"/> Association/Nonprofit | <input type="checkbox"/> Certification Agency | |
| <input type="checkbox"/> Educational Material Publisher/Producer | <input type="checkbox"/> Hospital Recruiting | |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Medical Information Software Company | |
| <input type="checkbox"/> School of Nursing | <input type="checkbox"/> Technology | |
| <input type="checkbox"/> Other: _____ | | |

7. AUTHORIZED SIGNATURE:

This contract shall not be binding unless and until it is accepted and approved in writing by the Managing Director. You are hereby authorized to reserve exhibit space for our use at the Nursing Management Congress. We agree to exhibit under and comply with the terms and conditions of the agreement and the exhibit guidelines as stated in the forthcoming Expo Service Manual.

Name (print): _____

Title: _____

Signature: _____

Date: _____

By signing this contract, the exhibitor agrees to receive materials by email, fax, and U.S. Mail from NMC and its representatives and agents.

SUBMIT APPLICATION TO: Greg Andruch - Expo Manager

Email: GAndruch@heexpo.com • Phone: 630.929.7972 • Fax: 630.434.1216

Mail: Hall-Erickson, Exposition Management, 98 E. Chicago Ave., Ste. 201, Westmont, IL 60559-1559

Nursing Management Congress • Expo Rules and Regulations

ELIGIBILITY. The exhibit is intended for organizations who wish to display scientific equipment, services and educational resources related to the interests of Nurse Managers. Nursing Management Congress ("NMC") reserves the right to require the immediate withdrawal of an exhibit if it conflicts with the purposes of NMC. Display of items unrelated to the scientific interest of NMC will not be permitted.

ASSIGNMENT OF EXHIBIT SPACE. Space assignment is done on a priority system based upon an organization's total support of NMC activities, including:

- Contributions, sponsorships, or other forms of support for NMC programs and events
- Total amount of exhibit space purchased
- Advertising in Wolters Kluwer publications

NMC reserves the right to relocate space selected by the exhibitor. Relocations will be made only if deemed necessary and upon notification to the exhibitor by the Managing Director.

COST OF EXHIBIT SPACE. The standard in-line exhibit rate is \$28.95 per net square foot and the island exhibit rate is \$29.95 per net square foot. The discounted exhibit rate for Hospital/Recruitment organizations is \$24.50 per square foot and for Not-for-Profit organizations is \$8.95 per square foot. The discounted exhibit rate for a First-time exhibitor is \$2,095 for one 10' x 10' booth, additional booth space @ \$28.95 per square foot. Corner premium for in-line booths is additional \$100 per open corner. The price of exhibit space includes, in addition to the space itself for the entire exhibit period, draping for the sides and back wall, a standard booth sign showing firm name and booth number, badges to the exhibit hall for three exhibit personnel per 10' x 10' booth, janitorial service for the aisles of the exhibit area, perimeter security of the exhibit area, and a company listing in the Conference Proceedings and on the Mobile App.

PAYMENT TERMS. 50% of the Total Booth Fee is due with this application, and the remaining 50% balance is due 60 days prior to the opening date of the Expo. Applications received within 60 days of the opening date of the Expo require full payment of the Total Booth Fee for the Expo.

CANCELLATION POLICY. Notice of intent to downsize or withdraw must be received by the Managing Director in writing. No penalty if notice of intent to downsize or withdraw is received 120 days prior to the opening date of the Expo. Fifty percent of the total cost of exhibit space under contract will be retained by NMC if notice of intent to downsize or withdraw is received between 120 days and 60 days prior to the opening date of the Expo. No refund or deposit will be issued by NMC if notice of intent to downsize or withdraw is received within 60 days of the opening date of the Expo. Withdrawal notice does not eliminate financial responsibility of balance due when downsizing or withdrawing.

BOOTH INFORMATION. Exhibitors will be notified of any infractions of the exhibit rules. In the event the exhibitor is not present, the general services contractor, with the approval of the Managing Directors, will provide required draping and submit charges to the exhibitor.

Linear Booths: All exhibit backgrounds must conform to the standards set by the Healthcare Convention and Exhibitors Association which are as follows: backgrounds are limited to 8 feet in height, unless located along the perimeter, and must not protrude from the back wall more than 50 percent; no exhibit construction will be permitted to exceed 40 inches except in the back one-half of the booth as noted above within 10 linear feet of an adjoining exhibit.

Island Exhibits: Island exhibits are defined as: any group of booths made up of four (4) or more booths with aisles on all four sides or two (2) or more contiguous booths facing two (2) or more booths across an aisle (aisle between may be carpeted). Island exhibits with aisles on all four sides may not block views of surrounding booths and should provide adequate see-through areas and entrances for easy flow of traffic.

CONFIRMATION/BILLING. Each exhibiting company will receive a confirmation and invoice. The confirmation will contain general information about the Expo and, most importantly, your assigned booth number. The invoice will specify the total cost of the contracted space, deposit received, and the balance due. Payment is due upon receipt of the invoice.

EXHIBIT DECORATION AND DRAYAGE. Brede Expo Services is the official decorator. The Exhibitor Service Manual contains order forms, furniture rental prices, union labor rates, special services, electrical work, additional signs, cleaning, floral, photography, etc., and information concerning warehouse shipping and handling of exhibit materials

will be e-mailed to each exhibiting company approximately 60 days prior to the Expo.

DISTRIBUTION OF GIVEAWAYS. To increase traffic in the Exhibit Hall, exhibitors are encouraged to give away appropriate promotional material from their booth only. Exhibitors may not distribute any material outside their booth (hotels, lobby areas, etc.). In keeping with the educational purpose of the exhibit program, all such giveaways, with the exception of literature, must have prior approval of the Managing Directors and must conform to acceptable and professional standards.

FDA GUIDELINES. Exhibitors are responsible for adhering to all established Food and Drug Administration guidelines for exhibiting products that are FDA approved and those that may be pending FDA approval. NMC assumes no responsibility to obtain FDA approval.

USE OF EXHIBIT SPACE. The Managing Director reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the Expo. No exhibitor shall assign, sublet or apportion of the whole or any part of the space without the knowledge and consent of the Managing Director. All exhibitors must wear NMC exhibitor badges registered under the name of the exhibiting organization.

SURVEYS/QUESTIONNAIRES. Exhibitors may conduct market research by asking attendees to respond to surveys and questionnaires as long as the process is conducted in good taste. No harassing, hawking, or creating a disturbance will be allowed. The survey must be conducted from within the exhibit booth and must not disturb neighboring exhibitors. Canvassing will not be permitted in the aisles.

DISMANTLING OF EXHIBITS. Dismantling begins at 2:30pm on Thursday, September 24, 2020. No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the official closing time. Violators are subject to exclusion from exhibiting at future NMC Expos.

EXHIBITOR APPOINTED CONTRACTOR (EAC). If you plan to use an Exhibitor Appointed Contractor to supervise the set up and dismantling of your exhibit, a certificate of insurance in the amount of \$2,000,000 liability to include property damage or with scope and limits of coverage satisfactory to NMC must be received by the Managing Directors at least 60 days prior to the opening date of the Expo.

MUSIC LICENSING. NMC does not obtain ASCAP or BMI licensing that will allow the use of copyrighted, recorded music in your booth. Exhibitors interested in playing copyrighted, recorded music in their booth must notify the Managing Director in writing and obtain the proper licensing from BMI or ASCAP. NMC will not permit said activity without obtaining the proper licensing. Each exhibitor is responsible for its own actions if proper licensing is not arranged prior to playing copyrighted, recorded music in the booth. If an exhibitor playing copyrighted music cannot produce the proper documents, NMC has no choice but to request that the music be turned off.

LIABILITY. Each party will be liable for negligent or intentional acts and omissions of its employees and other authorized representatives. The exhibitor agrees to indemnify and hold harmless The Nursing Management Congress, Wolters Kluwer, the Managing Director, and the Convention Hotel from and against any and all liability for all costs, losses and damages, including reasonable court fees and court costs due to claims arising from personal injury and property damage or loss resulting from use of exhibit space.

SECURITY/INSURANCE. NMC will provide reasonable security protection for the perimeter area of the exhibit hall during the entire exhibit period, including move in and move out. This does not guarantee or insure the exhibitor against loss. NMC is not liable for any of exhibitor's property in its booth. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense.

CANCELLATION OF EXPOSITION. It is mutually agreed that in the unlikely event of cancellation of The Nursing Management Congress as a result of strikes, governmental regulations or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and NMC shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

NOTICE OF DISABILITY. In compliance with the Americans with Disabilities Act of 1990, NMC will make all reasonable efforts to accom-