



The Nebraska **PSYCHOLOGICAL** *Association*
Exhibitor Application/Agreement

Company Name: _____

Contact Person: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E Mail: _____

Event Date and Title: _____

Exhibitor's Agreement — Exhibitors will be accepted on a first-paid, first-served basis. The price for an 6' draped table is **\$100.00** for full day. This includes registration for one representative. *Additional Representatives from your company will be required to pay the event registration fee.

In 30 words or less, please write a brief description of your company and products you plan to display.

Name of Booth Reps (for name tags): 1 _____

Name of Booth Reps (for name tags): 2* _____

Please list any unusual size or shape of your display, and any special needs, electrical or computer hook-ups you need.

We hereby make application for exhibit space at the event listed above. We agree to abide by the terms and conditions as set forth in the Exhibitor's Agreement on the back of this form.

Company Representative & Title _____ Signature _____ Date _____

Sponsorship/Exhibit Booth Payment

Enclosed is Check # _____ Amount: _____ OR: VISA MasterCard

Acct #: _____ Exp. _____ Card Verification # _____

Signature Authorization: _____

Mail or fax this form to: NPA, P.O. Box 6785, Lincoln, NE 68506; Fax: 877-355-9234

EXHIBITOR AGREEMENT

Agreement to Conditions - Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with the Nebraska Psychological Association (NPA).

Assignment of Space - Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements and preferences as to location for each exhibitor. Larger blocks of space will have priority over lesser blocks. Once space has been approved by NPA, no exhibit will be moved without agreement by the exhibitor.

Payment - The full fee (which is nonrefundable) must accompany each request for exhibit space. This fee includes exhibitor booth space for the event listed on in the Application.

Cancellation- Should the exhibitor be unable to occupy and use the exhibit space contracted for NPA should be notified in writing 10 days prior to the event.

Liability - NPA undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, his officials, agents or employees, or the protection of the property of the exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by NPA shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor. The exhibitor agrees to indemnify and hold NPA harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the property of the exhibitor. NPA shall not be liable for the fulfillment of this agreement as to delivery of space, if non-delivery is due to any one of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. NPA will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by NPA for advertising, administration, etc.

Insurance - In all cases, exhibitors wishing to insure their goods must do so at their own expense.

Protection of Exhibit Facility - Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the conference hall exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibits Manager, or conference hall manager or their assistants.

Booths - If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of the provided draped table, no part thereof shall so project as to obstruct the view of adjacent booths. No display may exceed a height of 8 feet on the back wall nor be higher than side-wall specifications, except with the specific permission of the Exhibits Manager.

Installation and Dismantling - Exhibitors will be expected to be set up and tear down according to the NPA's schedule of events. All displays must be in place and set up by the time of the official opening of the event, unless prearranged with Exhibits Manager. Space not occupied or set up by that time may be reassigned for other purposes by NPA. Exhibitors who do not conform to NPA schedules, especially tear-down times, may not be invited to participate in future NPA conferences and events.

Default Occupancy - Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and NPA shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied by one hour before the official show opening.

Personnel - All licensees participating in the exhibit area of NPA conferences are expected to use special care wherever they deem it necessary to hire temporary help to assist in their exhibit or hospitality activities, so that personnel so selected by them will be of a caliber in keeping with the high standards of the exhibition and the meeting.

Use of Space - Exhibits shall be shown only in the official exhibit area as established by the Exhibits Manager of NPA. Neither the exhibitors nor non-exhibitors shall be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment or services in private suites or rooms during the conference, in accordance with prior agreements between NPA and the officials of hotels and the conference bureau in the locale of the conference. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to him, nor shall they display articles not manufactured or sold normally by them. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be by written permission of NPA only. No outside food items may be brought in to the facility. Minor snack items such as tootsie rolls, mini candy bars, mints, etc. may be made available to visitors to your booth. Any other food items must be purchased through the Exhibits Manager or event facility's catering department.

Conflicting Meetings & Social Activities - In the interest of the success of the event, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or exhibit hall during the official hours of the event.

This agreement may be rescinded at any time without cause at the discretion of the NPA upon repayment of any fees advanced, less any expenses which may have been incurred by the Association.