

## EXHIBITOR INSTRUCTIONS AND CONTRACT

### 1. Show Management:

The term "Show Management" as used herein shall mean the NAIBD, its officers, committees, agents or employees, acting on behalf in management of the Spring Technology & Compliance Symposium and its sponsorship opportunities.

### 2. Definition of Sponsors:

Any organization that pays NAIBD to exhibit, display, present, or serve as a panelist or keynote presenter at the 2007 NAIBD Spring Technology & Compliance Symposium.

### 3. Eligible Sponsors:

Show Management reserves the right to determine the eligibility of any company for inclusion as a sponsor.

### 4. Attendance:

Sponsor agrees to promote the 2007 NAIBD Spring Technology & Compliance Symposium through word-of-mouth and/or distribution of specified event promotional materials (without alteration). TS Agendas and information may be downloaded from the [www.naibd.com](http://www.naibd.com) website, or requested of NAIBD main office. Call (858) 592-0334 to request additional materials.

### 5. Rejected Displays:

Show Management reserves the right to reject, eject, or prohibit any materials displayed in connection with Conference sponsorship in whole or in part, or any sponsor representative, with or without giving cause. If cause is not given, liability shall not exceed the return to the sponsor of the amount of sponsorship unearned at the time of rejection. If a sponsor is ejected for violation of these rules or for any other stated reason, no return of sponsorship payments shall be made.

### 6. Character of Materials:

Distribution of samples and printed matter of any kinds, or any promotional material, is restricted to the specific event sponsored and/or to distribution in attendee tote bags by NAIBD staff. Anything not in keeping with the character and high standards of Show Management may not be distributed or utilized by any sponsor. No sign, banner or display shall be affixed to any part of Hotel; and damages caused to the walls, fixtures or carpet in space assigned will be billed to Sponsor.

### 7. Security:

Neither Show Management nor the Omni Los Angeles Hotel will assume any responsibility for sponsor's property. It is recommended that the sponsor obtain adequate insurance coverage, at their own expense, against property loss or personal injury and for liability for property damage and personal injury to others.

### 8. Fire Safety and Health:

Federal, State, and Local Laws covering fire, safety, and health must be strictly observed. Only fireproof materials should be used in displays and the sponsor must take all necessary fire precautions. Displays or signs must not block aisles and fire exits. Safety guards on equipment must be used where necessary. Sponsors must comply with all laws, rules, regulations and ordinances in force.

### 9. Shipping Instructions:

All exhibition and sponsorship materials (including booth & accessories, promos, printed materials, signs, Giveaway gifts, demos, etc...) must be shipped **to arrive by** Thursday, March 1st and no later than Saturday, March 3rd. The hotel should be notified of shipments one week in advance. Shipments should be addressed as follows:

OMNI Los Angeles Hotel

251 South Olive Street

Los Angeles, CA 90012

213-617-3300

NAIBD Tech Symposium 3/5/07

# of boxes \_\_\_\_ Booth # \_\_\_\_

### 10. Set-Up Instructions:

Exhibition Hall opens at 8 AM. Set-up begins, Sunday, March 4th at 6PM and must be completed by Monday, March 5th at 7AM as there will be no set-up time after that time. Shipments will be held in hotel storage; on-site contact Christine Sahakians or any hotel staff can escort exhibitors to storage facility & assist in transporting materials to exhibit hall. Exhibitors may reserve a standard room from the NAIBD block, but reservations must be made by February 2, 2007 for the discounted rate of \$209.00. Contact 1-800-THE OMNI for arrangements.

### 11. Tear-down Instructions:

Exhibit Hall will close at 6PM. Thus, all exhibits must remain intact until 6PM and be taken down and removed by 10 PM. Anything left in Exhibit Hall after 10PM will be discarded. Return shipping labels may be brought individually, or FedEx labels may be obtained onsite.

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**12. Interpretation and Amendments:**

Show Management reserves the right to interpret and amend these regulations, as it deems proper to insure the success of all sponsors and further the educational purposes of attendees and members.

**13. Termination of Sponsorship:**

In the event the premises where the exhibition is to be held, in the sole determination of Show Management, becomes unfit for occupancy or are substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, fire, emergency declared by any governmental agency, or by virtue of any ordinance of law or any Municipal, State or Federal governmental agency, or any other act beyond the control of Show Management, this agreement may be terminated by Show Management. In the event of such termination, the sponsor waives any and all damages and agrees that Show Management may, after deducting all costs and expenses, including a reserve for claims, refund to the sponsor, as and for complete settlement and discharge of all said sponsor's claims and demands his pro rate amount of all funds paid by the sponsor.

**14. Cancellation:**

Once payment for sponsorship of any kind is received and accepted by NAIBD, any cancellation will result in forfeiture of the entire sponsorship amount.

We, the undersigned, agree to comply with all restrictions outlined in this application and in the rules herewith governing sponsorship, exhibits, and materials. We understand all instructions and commit to upholding the high standard of ethical business practices throughout the planning, implementation and follow-up of the NAIBD 2007 Spring Technology & Compliance Symposium.

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

**Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

Please complete and fax, e-mail or mail this form with any outstanding payment due to:

Attn: Geraldine Donesa  
Executive Administrator  
NAIBD  
16835 West Bernardo Drive  
Suite 203  
San Diego, CA 92127  
Fax: 858-592-9958  
[gdonesa@naibd.com](mailto:gdonesa@naibd.com)

You can also now pay online at [www.naibd.com/payonline.htm](http://www.naibd.com/payonline.htm)