



57th ANNUAL CONFERENCE

March 25–27, 2010

“Simply Irresistible: People, Programs, and Practices that Inspire”

New York Marriott Marquis

PLEASE COMPLETE, SIGN AND SEND ORIGINAL OR COPY OF **BOTH SIDES** to:
Northeast Conference, P.O. Box 1773 at Dickinson College, Carlisle PA 17013-2896
TEL (717) 245-1977 • FAX (717) 245-1976 • e-mail murphycy@dickinson.edu
Non-USPS address: Northeast Conference at Dickinson College,
28 N. College Street, Carlisle, PA 17013-2896

2010 CONTRACT FOR EXHIBIT SPACE

The information below will be printed as is in the Conference Program

NAME OF COMPANY _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

TELEPHONE () _____ FAX () _____

E-MAIL _____ URL _____

CONTACT PERSON _____

Choice of Booth/Tabletop, in order of preference: 1st _____ 2nd _____ 3rd _____

To participate in raffle please check here to be contacted .

Please do **not** put my booth adjacent to _____

Company description for Program (60-word maximum, please) _____

No wire transfers are accepted.

CHECK (Payable to the Northeast Conference) CREDIT CARD: MASTER CARD VISA

Card # _____ 3 Digit VIN# from back of card _____

Exp. date _____ Cardholder's Signature _____

for office use

deposit \$ _____ date _____ paid in full \$ _____ date _____

Authorization _____ Authorization _____

2010 EXHIBIT SCHEDULE:
SET-UP: 3/25/10 10:00 am-5:00 pm
EXHIBITS OPEN: 3/26/10 8:00 am-6:00 pm, 3/27/10 8:00 am-2:00 pm
TEARDOWN 3/27/10 Tabletops: 2:00 to 5:00 pm Booths: 2:00 to 8:00 pm

Initial Here _____

(over)

CONTRACT TERMS AND CONDITIONS FOR 2010 NECTFL CONFERENCE

The undersigned agrees to be bound by the following rules:

SUBLEASE: Subletting of space by the exhibitor is prohibited.

BOOTH FURNISHINGS: Tabletops include one chair and one 6' draped table. Booths are empty 10' x 8' piped and draped spaces. **All booth furnishings (tables, chairs, extra carpet, lighting, shelves) must be rented through the decorator, who will email you a decorator kit in January 2010.** The kit will contain order forms for furniture, carpeting (most booth space is carpeted!), telephone lines, flowers, etc. Electrical connections must be ordered through the Hotel.

FLOOR PLAN: All booth arrangements shall conform to the space diagram enclosed with the contract. Island configurations must be requested. Set-up particulars will be included in decorator kit. All booths must be set up so that adjacent booths are clearly visible, and **not obstructed** by other booths.

LIGHT & SOUND: All spot and flood-light fixtures must be positioned so as not to interfere with other exhibitors or attendees, and any sound equipment must be played at levels acceptable to all concerned, as determined by the Exhibits Manager. Please note that music is not permitted at Tabletops T-15, T-16 or T-17, due to their close proximity to session rooms.

FIREPROOFING: All materials used in the Exhibit Hall must be fireproofed and conform to all fire department regulations. No decorative paper of any kind will be permitted.

MAINTENANCE: The Hotel will provide sweeping and cleaning of the halls and aisles only. Cleaning of individual booths will be each Exhibitor's responsibility.

TEARDOWN: All Exhibits must remain in place until 2 pm on Saturday March 27, 2010. Teardown for tabletops is 2:00-5:00 pm; booths from 2:00-8:00 pm. All exhibits must be open and staffed for business during show's published exhibition hours.

CONFERENCE CANCELLATION: The Conference shall not be financially obligated or otherwise committed if the Conference is cancelled or deferred on account of strikes, fires, casualties, acts of terrorism, acts of God, war, or causes beyond its control.

LIABILITY: The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the 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.

INSURANCE: All insurance is sole responsibility of each Exhibitor.

SECURITY: NECTFL will provide 24-hour security from 10 a.m. Thursday, March 25, 2010 until 8 p.m. Saturday, March 27, 2010. This does not mean that either NECTFL or the security company will be responsible for any Exhibitor's property left unattended in the Exhibit Hall.

CONTRACT CANCELLATION: Upon the signing of this contract by both parties, it shall be a legally binding contract. **All deposits are non-refundable. No refunds of any kind will be made after 1/1/10.** Upon the signing of this contract, if an Exhibitor does not follow the rules and regulations set by the Exhibits Manager, the Exhibitor shall forfeit the amount paid for space rental, regardless of whether or not the Exhibit space is rented later.

RESTRICTIONS: In signing, NECTFL reserves the right to cancel or refuse rental of booth or tabletop space for any display deemed incompatible with the mission of NECTFL, as determined by the Exhibits Manager.

OPERATING RESTRICTIONS: NECTFL is not liable for any refunds of rental or other Exhibit expenses which may be the result of exhibit removal due to inappropriate content, as deemed by the Exhibits Manager.

The undersigned hereby authorizes NECTFL to reserve exhibit space in the Marriott Marquis Exhibit Hall for use by the above listed company during the Conference, 3/25/10–3/27/10. **All booths (10'x8') are \$1300.00, payable in US FUNDS DRAWN ON A US BANK ONLY.** A 50% (non-refundable) deposit for each booth must accompany this contract and the balance is due January 1, 2010. **Tabletops are \$700.00 and must be paid in full upon submission of the contract.** BOOTH SPACE WILL BE ASSIGNED ON A FIRST-COME/FIRST-SERVED BASIS STARTING AT 9:00 AM, EDT ON TUESDAY, JULY 7, 2009, preference being given to Exhibitors who are committing to a Sponsorship (see Sponsorship Opportunities form). ALL OTHER SPACE WILL BE ASSIGNED STARTING AT 9:00 AM, EDT ON WEDNESDAY, JULY 8, 2009. Contracts will be accepted later than these dates as space permits. Full payment will be expected on all contracts after 1/1/10, and no refunds will be made after that date.

AUTHORIZED SIGNATURE _____ DATE: _____

Name (print or type) _____ Title: _____

Exhibits Manager's Signature _____ Date: _____