



## *Exhibitor Prospectus*

March 11-13, 2020 | Tampa Marriott Water Street | Tampa, Florida



# General Information

March 11-13, 2020 | Tampa Marriott Water Street | Tampa, Florida

The National Association of Locum Tenens Organizations® (NALTO®) and National Association of Physician Recruiters (NAPR) Annual Convention delivers more purchasing power for related products and services than any other convention. Our attendees represent the leadership teams of some of the largest physician recruitment and locum tenens firms as well as some of the largest healthcare systems and physician groups in the United States. The NALTO® & NAPR Annual Convention is the only convention of its kind where exhibitors have the opportunity to network with and sell to search firms, locums, and in-house recruiters.

We expect another great turnout in Tampa and have customized the vendor experience based on your feedback: all breakfasts and breaks in the exhibit hall; direct networking and connection opportunity through our convention app; and exhibit hall start time at 8:00 a.m. There are also opportunities for your organization to sponsor certain events or speakers (see pages 4 & 5). This is a great way for attendees to become more familiar with your organization!

Thank you for your support of NALTO® & NAPR and we look forward to seeing you in Tampa next year.

James Heil  
NALTO® Vendor Chair

Steve Look  
NAPR Vendor Chair

## Important Deadlines

### DECEMBER 30:

Early Bird discount for exhibit space

### FEBRUARY 7:

Hotel Cut-off date for room reservations

### FEBRUARY 7:

Advertisement artwork due, company description for final program due,  
deadline to submit exhibit and sponsorship application

PLEASE NOTE: THE EXHIBIT HALL IS EXPECTED TO SELL OUT

## Attendee and Exhibitor Statistics

100%

of survey respondents  
said they would exhibit  
at this convention again.

100%

of survey respondents  
said our attendees  
were the right level of  
decision makers for their  
products and services.

78%

of attendees  
have a title  
of Director or above  
and purchasing power.



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## **BOOTH REQUEST & ASSIGNMENTS**

NALTO® & NAPR reserve the right to exercise sole discretion in the acceptance or refusal of exhibit space applications. Booth assignments will not be made until after the deadline date of February 7 and full payment has been received. Booth locations will be assigned at the sole discretion of show management. Placement will be made based on date of received contract, electrical needs, and if possible, direct competitors.

## **AFFILIATE EVENTS**

All affiliate events must be approved by NALTO® & NAPR and must not conflict with Convention events. For more information, contact NALTO® & NAPR Headquarters at 407-774-7880 or at [hwiedeman@kmgnet.com](mailto:hwiedeman@kmgnet.com).

## **OFFICIAL SERVICE CONTRACTOR**

Viper Tradeshow Services is the official service contractor for the 2020 Annual Convention. Once your booth number has been assigned, your information will be forwarded to Viper Tradeshow Services, and instructions for downloading the Exhibitor Service Kit and online ordering information will be sent to you. All booth services should be ordered from the Viper Tradeshow Services exhibitor kit. These items are not included in your booth rental and may be ordered from Viper.

Furnishings (tables, chairs, wastebaskets, etc.)

Carpeting

Floral

Cleaning

The show color is black and the exhibit hall is carpeted.

The Tampa Marriott Water Street WILL NOT accept advance direct shipments. ALL EXHIBITOR SHIPMENTS MUST BE SHIPPED IN ADVANCE TO Viper's warehouse. No show site shipping without permission and a specific appointment with Viper is permitted. Shipment fees to the warehouse include delivery to the convention center, delivery to your booth, storage of empties and return of empties at the close of the event.

Exhibitor Service Kits will be sent by email. Questions regarding material handling, shipping or booth furnishings should be directed to Elena Nulle, Exhibit Coordinator at Viper Tradeshow Services, at 847-426-3100, or at [enulle@vipertradeshow.com](mailto:enulle@vipertradeshow.com); [www.vipertradeshow.com](http://www.vipertradeshow.com).

Most booth furnishings may be ordered online, and instructions will be included in the Exhibitor Service Kit. The following services must be ordered and paid for directly through the hotel, using the order forms supplied in the Exhibitor Service Kit: Electrical; Internet; and/or Audio/Visual.

# Gain Valuable Exposure

<p><b>Title Sponsor</b> <b>\$20,000</b></p>	<p><input type="radio"/> Registration (Exclusive)</p> <p><b>Sponsorship Includes:</b>  Two Complimentary Exhibit Booths  Six Complimentary Reps with Full Convention Registration  Complimentary Banner Ad on NALTO® and/or NAPR Website  Complimentary Full-Page Ad in On-Site Program or equivalent  Company logo on registration e-flashes, registration website, registration form and confirmation emails  Company branding on Registration Desk  Signage at Sponsored Event (if applicable)  Extensive recognition as a Title Level Sponsor in all print materials  Posting on Exhibit Hall Entrance Signage  Two Complimentary Push Notifications on Mobile App  Company Listing on Meeting Website and Event Mobile App  Pre- and Post-Event Attendee List (Excel)  Verbal Acknowledgement of Your Sponsorship at the Convention  Right of First Refusal for Sponsored Event at Next Convention (deadline applies)  1 Complimentary Bag Insert  Opportunity to host table at Networking Roundtable Session (for 1 rep)</p>
<p><b>Platinum Sponsor</b> <b>\$12,500</b></p>	<p><b>Choose (1)</b>  <input type="radio"/> Thursday Night Event <input type="radio"/> Audio Visual and Wi-Fi</p> <p><b>Sponsorship Includes:</b>  Complimentary Exhibit Booth  Four Complimentary Reps with Full Convention Registration  Complimentary Banner Ad on NALTO® and/or NAPR Website  Complimentary Full-Page Ad in On-Site Program or equivalent  Signage at Sponsored Event (if applicable)  Extensive recognition as a Platinum Level Sponsor in all print materials  Posting on Exhibit Hall Entrance Signage  Two Complimentary Push Notifications on Mobile App to Attendees  Company Listing on Meeting Website and Event Mobile App  Pre- and Post-Event Attendee List (Excel)  Verbal Acknowledgement of Your Sponsorship at the Convention  Right of First Refusal for Sponsored Event at Next Convention (deadline applies)  1 Complimentary Bag Insert (sponsor to provide)  Opportunity to host table at Networking Roundtable Session (for 1 rep)</p>
<p><b>Diamond Sponsor</b> <b>\$10,500</b></p>	<p><b>Choose (1):</b>  <input type="radio"/> Thursday Keynote Speaker <input type="radio"/> Friday Keynote Speaker  <input type="radio"/> Event App Sponsor, Attendee Lanyards and Water Service</p> <p><b>Sponsorship Includes:</b>  Complimentary Exhibit Booth  Four Complimentary Reps with Full Convention Registration  50% Discounted Banner Ad on NALTO® and/or NAPR Website  Complimentary Full-Page Ad in On-Site Program or equivalent  Signage at Sponsored Event (if applicable)  Extensive Recognition as a Diamond Level Sponsor in all print materials  Posting on Exhibit Hall Entrance Signage  Complimentary Push Notification on Mobile App to Attendees  Company Listing on Meeting Website and Event Mobile App  Pre- and Post-Event Attendee List (Excel)  Verbal Acknowledgement of Your Sponsorship at the Convention  Right of First Refusal for Sponsored Event at Next Convention (deadline applies)  1 Complimentary Bag Insert (sponsor to provide)  Opportunity to host table at Networking Roundtable Session (for 1 rep)</p>
<p><b>Gold Sponsor</b> <b>\$8,500</b></p>	<p><b>Choose (1):</b>  <input type="radio"/> Presidents' Welcome Reception <input type="radio"/> Thursday Networking Lunch <input type="radio"/> Charging Station</p> <p><b>Sponsorship Includes:</b>  Complimentary Exhibit Booth  Three Complimentary Reps with Full Convention Registration  25% Discounted Banner Ad on NALTO® and/or NAPR Website  Complimentary Half Page Ad in On-Site Program or equivalent  Signage at Sponsored Event (if applicable)  Extensive Recognition as a Gold Level Sponsor in all print materials  Posting on Exhibit Hall Entrance Signage  Company Listing on Meeting Website and Event Mobile App  Pre- and Post-Event Attendee List (Excel)  Verbal Acknowledgement of Your Sponsorship at the Convention  Right of First Refusal for Sponsored Event at Next Convention (deadline applies)  50% Discount on Bag Insert (Sponsor to provide item)  Opportunity to host table at Networking Roundtable Session (for 1 rep)</p>
<p><b>Silver Sponsor</b> <b>\$6,500</b></p>	<p><b>Choose (1):</b>  <input type="radio"/> Attendee Tote Bags <input type="radio"/> Room Key Cards <input type="radio"/> Notepads</p> <p><b>Sponsorship Includes:</b>  Complimentary Exhibit Booth  Two Complimentary Reps with Full Convention Registration  10% Discounted Banner Ad on NALTO® and/or NAPR Website  Complimentary Half Page Ad in On-Site Program or equivalent  Signage at Sponsored Event (if applicable)  Extensive recognition as a Silver Level Sponsor in all print materials  Posting on Exhibit Hall Entrance Signage  Company Listing on Meeting Website and Event Mobile App  Pre- and Post-Event Attendee List (Excel)  Verbal Acknowledgement of Your Sponsorship at the Convention  Right of First Refusal for Sponsored Event at Next Convention (deadline applies)  50% Discount on Bag Insert (Sponsor to provide item)  Opportunity to host table at Networking Roundtable Session (for 1 rep)</p>
<p><b>Bronze Sponsor</b> <b>\$4,000</b></p>	<p><b>Choose (1):</b>  <input type="radio"/> Continental Breakfast (2 Available) <input type="radio"/> Refreshment Break (3 Available)</p> <p><b>Sponsorship Includes:</b>  Complimentary Exhibit Booth  One Complimentary Rep with Full Convention Registration  Complimentary Quarter Page Ad in On-Site Program or equivalent  Extensive recognition as a Bronze Level Sponsor in all print materials  Posting on Exhibit Hall Entrance Signage  Company Listing on Meeting Website and Event Mobile App  Pre- and Post-Event Attendee List (Excel)  Verbal Acknowledgement of Your Sponsorship at the Convention  Right of First Refusal for Sponsored Event at Next Convention (deadline applies)</p>



# Exhibitor Information

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Sponsor Category	
<b>Title Sponsor</b> \$20,000	<input type="radio"/> Registration (Exclusive)
<b>Platinum Sponsor</b> \$12,500 (choose 1)	<input type="radio"/> Thursday Night Event <input type="radio"/> Audio Visual and Wi-Fi
<b>Diamond Sponsor</b> \$10,500 (choose 1)	<input type="radio"/> Thursday Keynote Speaker <input type="radio"/> Friday Keynote Speaker <input type="radio"/> Event App Sponsor, Attendee Lanyards and Water Service
<b>Gold Sponsor</b> \$8,500 (choose 1)	<input type="radio"/> Presidents' Welcome Reception <input type="radio"/> Thursday Networking Lunch <input type="radio"/> Charging Station
<b>Silver Sponsor</b> \$6,500 (choose 1)	<input type="radio"/> Attendee Tote Bags <input type="radio"/> Room Key Cards <input type="radio"/> Notepads
<b>Bronze Sponsor</b> \$4,000 (choose 1)	<input type="radio"/> Continental Breakfast (2 Available) <input type="radio"/> Refreshment Break (3 Available)

Sponsorship Payment	<p>Sponsorships are offered on a first-come, first-served basis. Complete the sponsorship payment form below and return with payment in full to NALTO® &amp; NAPR.</p> <p>2020 TOTAL SPONSORSHIP: \$_____ (Form must be received by February 7, 2020)</p> <p>Company: _____ Contact: _____</p> <p>Address: _____ City/St/Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <p>Method of Payment: <input type="radio"/> Enclosed is my check (payable to NALTO® or NAPR)    <input type="radio"/> Visa    <input type="radio"/> MasterCard    <input type="radio"/> Am Ex</p> <p>Card #: _____ Exp. Date: _____ CVV Code: _____</p> <p>Name on Card: _____ Signature: _____</p> <p>Credit Card Billing Address: <input type="radio"/> Same as above    Address: _____</p> <p>City/St/Zip: _____</p>
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## Don't Miss the Opportunity

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Advertising in the on-site program gives your company high visibility during the Convention. For additional information on advertising in the on-site program, please contact Heather Wiedeman at NALTO® & NAPR Headquarters, 407-774-7880. NALTO® & NAPR have the right to refuse ad copy. Ink color is at the discretion of the publisher. Copy deadline: February 7, 2020.

### ON-SITE PROGRAM ADVERTISING RATES:

- ☐ Outside Back Cover (4-color) (7-1/2" x 10").....\$2,000
- ☐ Inside Back Cover (4-color) (7-1/2" x 10").....\$1,250
- ☐ Full Page (4-color) (7-1/2" x 10") .....\$1,000
- ☐ Half Page (BW) (7-1/2" x 4-7/8") .....\$600
- ☐ Quarter Page (BW) (3-5/8" x 4-7/8").....\$400

High-resolution .jpg, .tiff, .eps (fonts converted to outlines), and .pdf files are acceptable. Email the files to Heather Wiedeman at [hwiedeman@kmgnet.com](mailto:hwiedeman@kmgnet.com). Dimensions: 7-1/2" X 10" for full-page ads; 5-1/2" X 7-1/2" for half page ads. Deadline: Electronic files must be submitted by February 7, 2020.

For more information, please contact Heather Wiedeman at 407-774-7880 or [hwiedeman@kmgnet.com](mailto:hwiedeman@kmgnet.com).

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Method of Payment: ☐ Enclosed is my check (payable to NALTO® or NAPR) ☐ Visa ☐ MasterCard ☐ Am Ex

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

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

Credit Card Billing Address: ☐ Same as above Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_





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The NALTO® & NAPR 2020 Convention will focus the attention of approximately 150-200 attendees on your company. These professionals represent search firms and major hospitals that plan to use their time at the Convention productively. This will include researching new technologies and products that are available. They know their competition will, too.

Why is it to your advantage to be part of the NALTO® & NAPR 2020 Convention? Exhibiting at the NALTO® & NAPR Annual Convention is an outstanding opportunity to market your product and/or services and network with members of NALTO® and NAPR. Don't miss out on this networking opportunity!

## Exhibit Hall Schedule\*

### Wednesday, March 11, 2020

2:00 pm	-	7:00 pm	Registration Open
2:30 pm	-	5:30 pm	Exhibit Set-up & Move In
6:00 pm	-	7:00 pm	Presidents' Welcome Reception & Exhibit Hall Grand Opening

### Thursday, March 12, 2020

8:00 am	-	8:30 am	Breakfast with Exhibitors
8:00 am	-	4:00 pm	Exhibit Hall Open
9:45 am	-	10:15 am	Refreshment Break with Exhibitors
12:00 pm	-	1:30 pm	NALTO®/NAPR Networking Luncheon
2:30 pm	-	3:30 pm	Refreshment Break with Exhibitors
6:00 pm	-	8:00 pm	Thursday Night Event

### Friday, March 13, 2020

8:00 am	-	8:30 am	Breakfast with Exhibitors
8:00 am	-	11:00 am	Exhibit Hall Open
10:00 am	-	11:00 am	Refreshment Break with Exhibitors, Vendor Appreciation Award, Vendor Registration Drawing
11:00 am	-		Exhibit Move-Out

## Exhibit Fees

This year's NALTO® & NAPR Exhibit Hall will be pipe and drape format. Please be sure to note the display type on your application to assist NALTO® & NAPR Headquarters in laying out the exhibit hall. The vendor fee for an 8' x 10' booth space includes one full Convention registration to all meetings and social events held during the Convention. Up to three additional representatives from your firm may register at the discounted rate of \$455 per person.

NALTO® and NAPR Membership Incentive: A vendor membership application is available online for your convenience. Take \$800 off the exhibit space fee if you join now!

## Hotel

Cut-off date for hotel reservations is Friday, February 7, 2020. Guest rooms - \$259/night + tax (single/double). Contact the hotel directly by calling 813-221-4900. Request the NALTO® & NAPR room block to receive the discounted rate.

Tampa Marriott Water Street  
700 S. Florida Avenue  
Tampa, FL 33602

Reservations must be received by the hotel prior to February 7, 2020, to guarantee the accommodations of your choice. Reservations made after this date will be confirmed on a space available basis only. When calling the hotel, please be sure to mention the NALTO® & NAPR Annual Convention room block to receive the reduced rate.

## Cancellation Policy

A full refund less a \$150 processing fee will be available for exhibit space cancellations if received in the NALTO® & NAPR office by February 14, 2020. A 75% refund will be available for exhibit space cancellations received in the NALTO® & NAPR office February 15, 2020, through February 28, 2020. No refunds will be available for exhibit space cancellations received after February 28, 2020.

## Contact Information

Heather Wiedeman, Meeting Planner, NALTO® & NAPR Headquarters, 222 S. Westmonte Drive, Suite 111, Altamonte Springs, FL 32714; telephone 407-774-7880, Fax 407-774-6440, Email: hwiedeman@kmgnet.com; www.nalto.org or www.napr.org.

\*Tentative schedule, subject to change.

# NALTO® & NAPR 2020 Annual Convention Exhibitor Contract

222 S. Westmonte Dr., Ste. 111 | Altamonte Springs, Florida 32714 | 407-774-7880 | Fax: 407-774-6440

☐ NALTO® Vendor Member    ☐ NAPR Vendor Member    ☐ Non-Member

Company (print as it should appear on signage): \_\_\_\_\_

Contact Person for Pre-Show Correspondence: \_\_\_\_\_ ☐ Onsite ☐ Contact Only

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Rep (Comp. Reg.): \_\_\_\_\_ Email: \_\_\_\_\_ City/St: \_\_\_\_\_

2nd Rep (\$455): \_\_\_\_\_ Email: \_\_\_\_\_ City/St: \_\_\_\_\_

3rd Rep (\$455): \_\_\_\_\_ Email: \_\_\_\_\_ City/St: \_\_\_\_\_

4th Rep (\$455): \_\_\_\_\_ Email: \_\_\_\_\_ City/St: \_\_\_\_\_

The undersigned (hereinafter called Vendor) and the National Association of Locum Tenens Organizations® (hereinafter called NALTO®) and the National Association of Physician Recruiters (hereinafter called NAPR) agree as follows: The rules and regulations on page 9 become binding upon the signing of this contract between the Vendor, its agents, or employees and NALTO® & NAPR, the show sponsor. We have thoroughly read the 2020 Exhibitor Prospectus and agree to abide by its terms. We realize no refunds will be made for cancellations after February 28, 2020. Vendor agrees to accept a relocation should it be necessary for reasons beyond the control of NALTO® & NAPR. This agreement is irrevocable and becomes effective when signed by a representative of NALTO® & NAPR. Please enclose with this form your payment and proof of liability insurance. NALTO® Tax ID Number: 01-0630044; NAPR Tax ID Number: 41-1512922.

NALTO® & NAPR authorizes Vendor, under the terms set forth, to exhibit products, services, and materials applicable to the physician recruiting profession in the space to be designated by NALTO® & NAPR in the exhibit area of the Tampa Marriott Water Street during the NALTO® & NAPR 2020 Annual Convention and Trade Show at the aforementioned site at the fee specified. This contract is not assignable. No prior or present agreements or representations shall be binding upon the parties unless included in this Contract. No modification or change in this Contract shall be valid or binding upon the parties unless in writing and executed by the party intended to be bound by it.

By signing this form, we agree to all terms and conditions on page 9 of this prospectus.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Booth locations will be assigned at the sole discretion of show management. Placement will be made based on date of received contract, electrical needs, and, if possible, direct competitors.

Competitors: \_\_\_\_\_

Product or Service displayed: \_\_\_\_\_

☐ Check here if you are disabled or require special services. Attach written description of needs.

Exhibitors are encouraged to provide door prizes for the Convention.

We will donate: (Describe prize): \_\_\_\_\_

## EXHIBIT SPACE NEEDED:

By 12/31/19 After 12/31/19

_____ of booths requested at Member Rate	\$1,500	\$1,900
_____ of booths requested at Non-Member Rate	\$2,300	\$2,700
_____ # of additional reps	\$455	
_____ # of add'l reps included with sponsorship	Comp	Comp

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

Exhibit Fee Includes: 8' x 10' pipe and drape booth space with 6' table; 2 chairs; a listing of your firm in Convention promotional materials; one (1) full registration for all Convention activities and meals. THIS DOES NOT INCLUDE ELECTRICITY. Up to three (3) additional representatives from your firm may register at the discounted rate of \$455 each. Add \$100 for those who register onsite (if space is available).

## PAYMENT METHOD

CHECK (Please make check payable to NALTO® or NAPR)

TOTAL ENCLOSED: \$ \_\_\_\_\_ (Total fee to be paid at time of submission of this contract.)

☐ CREDIT CARD: ☐ MasterCard ☐ Visa ☐ Am Ex

Amount Charged: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

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

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

Credit Card Billing Address: ☐ Same as above

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Complete this form and mail with a check, email, or fax with credit card information to:

NALTO® & NAPR Headquarters  
222 S. Westmonte Dr., Ste. 111 • Altamonte Springs, FL 32714  
Phone: 407-774-7880 • Fax: 407-774-6440  
Email: hwiedeman@kmgnet.com

FOR NALTO®/NAPR USE ONLY:

Amount Paid: \_\_\_\_\_ Check/Auth #: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation Mailed: \_\_\_\_\_ Initialed: \_\_\_\_\_





# Exhibitor Rules & Regulations

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1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and the National Association of Locum Tenens Organizations® (NALTO®) and the National Association of Physician Recruiters (NAPR), the show sponsor.
2. **Exhibit Space Description:** Packages include one 8' x 10' booth, one 6' table, two chairs, an ID sign, and one representative name badge. Up to three additional Exhibitor representatives may register at \$455 per person to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If your pre-contained Exhibit Unit will not fit in an 8' x 10' space you will be required to purchase a second booth or forego use of the oversized Exhibit Unit.  
  
As per NALTO® & NAPR Rules, all additional charges incurred including but not limited to electrical or internet services, shipping, and security fees are at the Exhibiting Company's expense.
3. **Space Assignment:** Booth locations will be assigned at the sole discretion of show management. Placement will be made based on receipt of payment in full, extent of sponsorship, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate a successful traffic flow. NALTO® & NAPR reserve the right to exercise sole discretion in the acceptance or refusal of exhibit space applications.
4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that NALTO® & NAPR incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse NALTO® & NAPR for any such additional expenses. It is imperative that booths be properly manned during the posted hours. Booths are subject to modification prior to the Convention to adapt to necessary changes in Convention session times; however, all Exhibitors will receive adequate notice should this be necessary.
5. **Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit hours of the Annual Convention as posted. This agreement is for the rental of the exhibit space only. NALTO® & NAPR have not made and do not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Annual Convention, (2) the number of meeting attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.
6. **Unoccupied Space:** NALTO® & NAPR reserves the right, should any rented booths remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and NALTO® & NAPR shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of NALTO® & NAPR.
7. **Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, NALTO® & NAPR must be notified in writing for refunds to be made. There will be an \$150 administration fee assessed for all cancellations received by February 14, 2020. A 75% refund will be available for cancellations received between February 15, 2020, and February 28, 2020. No refunds will be issued for cancellations after February 28, 2020.
8. **Food Service:** NALTO® & NAPR exhibit package includes tickets for one representative at all social events held during the Convention.
9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly displays will not be permitted. NALTO® & NAPR reserve the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of NALTO® & NAPR is detrimental to or distracts from the general order of the exhibits. If Vendor wishes to have music at his space, the Vendor must obtain a music license to do so.
10. **Fire and Safety Regulations:** In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. Vendor agrees to comply with all Americans With Disabilities Act regulations in the design and set up of the exhibit.
11. **Indemnification and Limitation of Liability:** Exhibitor shall assume responsibility for damage to the Site and shall indemnify and hold harmless NALTO® & NAPR, its employees, agents, officers, and directors and the Site for all liability ensuing from any cause whatsoever, including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, agents or employees. All exhibit materials, equipment, and property of any kind that may be on licensed premises of the Site shall be the SOLE risk of the Exhibitor. In the event any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by NALTO® & NAPR or the Site. In addition, Exhibitor acknowledges that NALTO® & NAPR and the Site do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damages insurance covering such losses by Exhibitor. Proof of insurance must be submitted with space agreement. Reasonable care should be exercised to protect all exhibits.
12. **Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard booth equipment.
13. **Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and the responsibility of the Exhibitor.
14. **Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of the NALTO® & NAPR.
15. **Prizes:** We request each Exhibitor donate a gift or gift card to be used as a door prize valued at \$50 or more (i.e., gift baskets, books, etc.). Door prize drawings will be held at various times during the Convention. Your company will be acknowledged as the provider of the door prize.
16. **Force Majeure:** In the event of fire, strikes, or other uncontrollable circumstances, NALTO® & NAPR shall determine the amount of exhibit fees to be refunded.
17. **Pre-Shipping Materials:** NALTO® & NAPR have contracted with a decorating company to provide drayage and exhibit hall decorating. Later this year you will receive an email with shipping instructions and order forms for furnishings, electrical, and audio/visual equipment. Please do not ship your company's exhibit materials directly to the hotel as they do not have space for storage, and there is no guarantee you will receive your materials.

NALTO® and NAPR  
Professionally Managed by:

