



NALTO

The National Association of
Locum Tenens Organizations



2022 Annual Convention

Bellagio Hotel & Casino | Las Vegas, Nevada

February 16 -18, 2022

Exhibitor Prospectus

NALTO®/NAPR 2022 *Annual Convention*

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

General Information

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 Las Vegas 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 Las Vegas next year.

James Heil
NALTO® Vendor Chair

Steve Look
NAPR Vendor Chair

Important Deadlines

NOVEMBER 30, 2021:

Early bird discount for exhibit space

JANUARY 10, 2022:

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

JANUARY 11, 2022:

Zoom call to select booth placement (attendance required to choose booth number)

JANUARY 18, 2022:

Hotel cut-off date for room reservations

Attendee and Exhibitor Statistics

100%

would exhibit at this convention again.

100%

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.

NALTO®/NAPR 2022 *Annual Convention*

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

Exhibitor Information

BOOTH REQUEST & ASSIGNMENTS

NALTO®/NAPR reserves 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 January 10, 2022, and full payment has been received. Booth locations will be assigned during a Zoom call with all sponsors and exhibitors. Order of selection will be made based on date of received contract, and sponsorship level.

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 swenger@kmgnet.com.

OFFICIAL SERVICE CONTRACTOR

Viper Tradeshow Services is the official service contractor for the 2022 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 Bellagio Hotel and Casino WILL NOT accept advance direct shipments. ALL EXHIBITOR SHIPMENTS MUST BE SHIPPED IN ADVANCE to Viper's warehouse. No show site shipping is permitted without permission and a specific appointment with Viper. **Shipment fees to the warehouse include delivery to the hotel, 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 Hank Schluetr, shchluetr@viper.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.

NALTO®/NAPR 2022 Annual Convention

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

Gain Valuable Exposure

Title Sponsor
\$20,000

Registration (Exclusive)

SPONSORSHIP INCLUDES:

- 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
- Extensive recognition as a Title Level Sponsor in all Convention materials
- Posting on Exhibit Hall Entrance Signage
- Two Complimentary Push Notifications on Event Mobile App
- Company Listing on Meeting Website and Event Mobile App
- Pre- and Post-Event Attendee List (Excel format)
- Verbal Acknowledgment of Your Sponsorship at the Convention
- Right of First Refusal for Sponsored Event at Next Convention (deadline applies)
- One Complimentary Bag Insert (sponsor to provide)
- Opportunity to host a table at Networking Round Table Session (for one rep)

Platinum Sponsor
\$12,500

Choose (1): Thursday Night Event Audio Visual and Wi-Fi

SPONSORSHIP INCLUDES:

- 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 Convention materials
- Posting on Exhibit Hall Entrance Signage
- Two Complimentary Push Notification on Event Mobile App to Attendees
- Company listing on Meeting Website and Event Mobile App
- Pre- and Post-Event Attendee List (Excel format)
- Verbal Acknowledgment of Your Sponsorship at the Convention
- Right of First Refusal for Sponsored Event at Next Convention (deadline applies)
- One Complimentary Bag Insert (sponsor to provide)
- Opportunity to host a table at Networking Round Table Session (for one rep)

Diamond Sponsor
\$10,500

Choose (1): Thursday Keynote Speaker Friday Keynote Speaker
 Event App Sponsor, Attendee Lanyards and Water Service (one imprint color)

SPONSORSHIP INCLUDES:

- 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 Convention materials
- Posting on Exhibit Hall Entrance Signage
- Complimentary Push Notification on Event Mobile App to Attendees
- Company Listing on Meeting Website and Event Mobile App
- Pre- and Post-Event Attendee List (Excel format)
- Verbal Acknowledgment of Your Sponsorship at the Convention
- Right of First Refusal for Sponsored Event at Next Convention (deadline applies)
- One Complimentary Bag Insert (sponsor to provide)
- Opportunity to host a table at Networking Round Table Session (for one rep)

NALTO®/NAPR 2022 Annual Convention

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

Gain Valuable Exposure

Gold Sponsor
\$8,500

Choose (1): President's Welcome Reception Thursday Networking Lunch Charging Station

SPONSORSHIP INCLUDES:

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 Convention materials
 Posting on Exhibit Hall Entrance Signage
 Company Listing on Meeting Website and Event Mobile App
 Pre- and Post-Event Attendee list (Excel format)
 Verbal Acknowledgment 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 a table at Networking Round Table Session (for one rep)

Silver Sponsor
\$6,500

Choose (1): Attendee Tote Bags (one imprint color) Room Key Cards Notepads

SPONSORSHIP INCLUDES:

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 Convention materials
 Posting on Exhibit Hall Entrance Signage
 Company Listing on Meeting Website and Event Mobile App
 Pre- and Post-Event Attendee List (Excel format)
 Verbal Acknowledgment 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 a table at Networking Round Table Session (for one rep)

Bronze Sponsor
\$4,000

Choose (1): Continental Breakfast (2 Available) Refreshment Break (3 Available)

SPONSORSHIP INCLUDES:

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 Convention materials
 Posting on Exhibit Hall Entrance Signage
 Company Listing on Meeting Website and Event Mobile App
 Pre- and Post-Event Attendee List (Excel format)
 Verbal Acknowledgment of Your Sponsorship at the Convention
 Right of First Refusal for Sponsored Event at Next Convention (deadline applies)

NALTO[®]/NAPR 2022 *Annual Convention*

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

<i>Sponsor Category</i>	
Title Sponsor \$20,000	<input type="radio"/> Registration (Exclusive)
Platinum Sponsor \$12,500	Choose (1): <input type="radio"/> Thursday Night Event <input type="radio"/> Audio Visual and Wi-Fi
Diamond Sponsor \$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 (one imprint color)
Gold Sponsor \$8,500	Choose (1): <input type="radio"/> President's Welcome Reception <input type="radio"/> Thursday Networking Lunch <input type="radio"/> Charging Station
Silver Sponsor \$6,500	Choose (1): <input type="radio"/> Attendee Tote Bags (one imprint color) <input type="radio"/> Room Key Cards <input type="radio"/> Notepads
Bronze Sponsor \$4,000	Choose (1): <input type="radio"/> Continental Breakfast (2 available) <input type="radio"/> Refreshment Break (3 available)

<i>Sponsorship Payment</i>	
Sponsorships are offered on a first-come, first-served basis. Complete the sponsorship payment form below and return with payment in FULL to NALTO [®] or NAPR.	
TOTAL SPONSORSHIP: \$ _____ (Form must be received by January 10, 2022)	
Company: _____	Contact: _____
Address: _____	City/St/Zip: _____
Phone: _____	
Email: _____	
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	
Card #: _____	Exp. Date: _____ CVV Code: _____
Name on Card: _____	Signature: _____
Credit Card Billing Address: <input type="radio"/> Same as above Address: _____	
City/St/Zip: _____	

NALTO[®]/NAPR 2022 *Annual Convention*

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

Don't Miss the Opportunity

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 Shannon Wenger at NALTO[®]/NAPR Headquarters, 407-774-7880. NALTO[®]/NAPR has the right to refuse ad copy. Ink color is at the discretion of the publisher. Copy deadline: **January 10, 2022.**

ON-SITE PROGRAM ADVERTISING RATES:

- Outside Back Cover (4-color) 7- 1/2" x 10" \$2,500
- 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 Shannon Wenger at swenger@kmgnet.com. Deadline: Electronic files must be submitted by **January 10, 2022.**

For more information, please contact Shannon Wenger at 407-774-7880 or swenger@kmgnet.com.

Company: _____ Contact: _____

Address: _____ City/St/Zip: _____

Phone: _____

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: _____

NALTO®/NAPR 2022 Annual Convention

Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

The NALTO®/NAPR 2022 Convention will focus the attention of approximately 150-200 attendees on your company. These professionals represent search firms, locum tenens organizations, major hospitals and health care systems 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 2022 convention? Exhibiting at the NALTO®/NAPR Annual Convention is an outstanding opportunity to market your products and/or services and network with members of NALTO® and NAPR. Don't miss out on this networking opportunity!

Exhibit Hall Schedule*

Wednesday, February 16, 2022

- 2:00 p.m. – 7:00 p.m. Registration Open
- 2:30 p.m. – 5:30 p.m. Exhibit Set-Up & Move In
- 6:00 p.m. – 7:00 p.m. President's Welcome Reception & Exhibit Hall Grand Opening

Thursday, February 17, 2022

- 8:00 a.m. – 9:00 a.m. Breakfast With Exhibitors
- 8:00 a.m. – 4:00 p.m. Exhibit Hall Open
- 10:15 a.m. – 10:45 a.m. Refreshment Break With Exhibitors
- 12:30 p.m. – 1:45 p.m. NALTO®/NAPR Networking Luncheon
- 2:30 p.m. – 3:30 p.m. Refreshment Break With Exhibitors
- 6:00 p.m. – 8:00 p.m. Thursday Night Event

Friday, February 18, 2022

- 8:00 a.m. – 9:00 a.m. Breakfast With Exhibitors
- 8:00 a.m. – 11:00 a.m. Exhibit Hall Open
- 10:15 a.m. – 10:45 a.m. Refreshment Break With Exhibitors and Prize Drawing
- 11:00 a.m. Exhibit Move-Out

* Tentative schedule, subject to change

Exhibit Fees

This year's NALTO®/NAPR Exhibit Hall will be a 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'x10' 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®/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 **Tuesday, January 18, 2022**. Guest rooms - \$185/night + tax (single/double). Contact the hotel directly by calling 702-693-8321. Request the NALTO®/NAPR room block to receive the discounted rate.

Bellagio Hotel and Casino
3600 South Las Vegas Blvd
Las Vegas, NV 89109

Reservations must be received by the hotel prior to **January 18, 2022**, 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 \$150.00 processing fee will be available for exhibit space cancellations if received at NALTO®/NAPR Headquarters by **January 10, 2022**. No refunds will be available for exhibit space cancellations received after January 10, 2022.

Contact Information

Shannon Wenger, Meeting Planner
NALTO®/NAPR Headquarters,
222 S. Westmonte Drive, Suite 111, Altamonte Springs, FL 32714
telephone 407-774-7880, fax 407-774-6440
email: swenger@kmgnet.com
www.nalto.org
www.napr.org

Exhibitor Space Agreement

NALTO®/NAPR 2022 Annual Convention Exhibitor Contract
Bellagio Hotel & Casino | Las Vegas, NV | February 16 - 18, 2022

NALTO® Vendor Member NAPR Vendor Member NALTO® and 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 (Included in Reg.): _____ Email: _____ City/St: _____

2nd Rep (Included in Reg.): _____ Email: _____ City/St: _____

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

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

The undersigned (hereinafter called Exhibitor) 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 10 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 2022 Exhibitor Prospectus and agree to abide by its terms. We realize no refunds will be made for cancellations after **January 10, 2022**. Exhibitor 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 Exhibitor, 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 Bellagio Hotel and Casino during the NALTO®/NAPR 2022 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 10 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, level of sponsorship, 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 a door prize (describe prize): _____

EXHIBIT SPACE NEEDED:

	By 11/30/21	After 11/30/21
___ 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 on site (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 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: swenger@kmgnet.com

FOR NALTO®/NAPR USE ONLY:

Amount Paid: _____ Check/Auth #: _____ Date: _____

Confirmation Mailed: _____ Initialed: _____

Exhibitor Rules & Regulations

NALTO®/NAPR 2022 Annual Convention Exhibitor Contract
Bellagio Hotel & Casino | Las Vegas, NV | February 16 -18, 2022

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®)/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 a 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 has not made and does 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 a \$150.00 administration fee assessed for all cancellations received by January 10, 2022. No refunds will be issued for cancellations after January 10, 2022.

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 reserves 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. Exhibitor 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 \$50.00 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.

18. **Attendees, exhibitors, or non-exhibitor suppliers who are observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the NALTO®/NAPR Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. "Suitcasing" is also prohibited in all NALTO®/NAPR official conference hotels. For the purposes of this policy, "suitcasing" violations may occur at venues other than the exhibition floor and at other conference-sponsored events.**

NALTO®/NAPR Professionally Managed by:

