

EXHIBITOR INFORMATION

NAPPS 2024 Annual Conference & Educational Seminar
Hyatt Regency Phoenix – 122 N Second St., Phoenix, AZ 85004
April 18-20, 2024

Exhibit Hall Schedule

Thursday, April 18

3:00 – 5:00 pm ..Bag Stuffing

5:00 – 8:00 pm ..Exhibitor Set-Up

Friday, April 19

7:00 amExhibit Hall Set-up

8:00 amExhibit Hall Open

.....Registration Open

.....Continental Breakfast

5:00 pmExhibit Hall Closes

Saturday, April 20

8:00 amExhibit Hall Open

.....Registration Open

.....Continental Breakfast

2:30 pmRegistration Closes

5:00 pmExhibit Hall Closes

Telephone / Electric

Exhibitors are responsible for the arrangement and payment of all their telephone, internet, electrical and AV needs.

Exhibitors must contact the hotel prior to arrival to arrange internet, phone lines, electricity or any other services (please email claire@napps.org for information).

Additional Staff

Exhibitor Registration is for two people, which includes one 6' table, two chairs in a 8' x 10' area, along with all meal events listed in regular registration. Exhibitors who wish to include additional staff may do so for \$350 per person.

Shipping & Storage

Shipments are allowed to arrive at the hotel three (3) days prior to the conference*. The shipments should be addressed as follows:

NAPPS CONFERENCE

HOLD FOR ARRIVAL: (YOUR NAME)

C/O Hyatt Regency Phoenix

122 N Second St., Phoenix, AZ 85004

**Please contact the hotel to arrange storage prior to sending any packages.*

Free Advertising

We will include a business card size ad free of charge in our Conference booklet for exhibitors who submit their ad to the NAPPS Office by **March 31, 2024**. Please submit an electronic copy of your advertisement to: claire@napps.org.

SEND REGISTRATION & AGREEMENT FORMS TO:

NAPPS 2024 Conference

P.O. Box 4547, Portland, OR 97208

Phone: (800) 477-8211 / Email: claire@napps.org



EXHIBITOR REGISTRATION

☐ MEMBER EXHIBITOR FEE: \$ 900*

☐ NON-MEMBER EXHIBITOR FEE: \$1,300*

**The Exhibitor Fee pays for one exhibitor and one assistant to attend the booth. Other assistants will be charged an additional \$350 each. There will also be additional fees charged by the hotel for power, internet and banner hanging. Paid exhibitor booths include refreshments in the Exhibitor Room, 1 table, 2 chairs, boxed lunch on Friday, entrance to the Friday Night Cocktail Party, entrance to the Saturday Luncheon and entrance to the Saturday Night Banquet.*

Exhibitor 1 Name: _____ Exhibitor 2 Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Email: _____

Product or Service: _____

Additional staff attending: (\$350 each)

2.) Name: _____

3.) Name: _____

4.) Name: _____

☐ Space larger than 8ft x 10ft needed. Specify: _____

☐ Additional table(s) or chair(s) needed. Specify: _____

**PLEASE SEE A/V INFORMATION FROM
THE HOTEL TO ARRANGE
ELECTRICAL AND TELEPHONE NEEDS**

Please Note: If you submit a business card size ad to our office by **March 31, 2024** we will gladly include it in the NAPPS Conference booklet at no additional charge.

Please send electronic ads to: claire@napps.org

PAYMENT INFORMATION

Payment Method:

☐ CHECK ENCLOSED

☐ AMERICAN EXPRESS

☐ VISA

☐ MASTERCARD

Credit Card Information:

Card Number: _____

Expiration Date: _____ CVV: _____

Name on Card: _____

Cardholder's Signature: _____

Billing Address: _____

NAPPS 2024 CONFERENCE - EXHIBITOR AGREEMENT FORM

Exhibits of equipment and products are the sole responsibility of the exhibitor. The association reserves the right to refuse any exhibitor at anytime, either prior or during the event. All exhibitors agree that audio and/or video recordings will not be permitted during the Annual Business Meeting or Educational Seminars.

ASSIGNMENT OF SPACE – Booth space will be assigned by NAPPS' Administrative Staff only, and once determined, no exhibit will be moved except by mutual consent of the parties and approval by the NAPPS' Administrative Staff.

BOOTHS – No part of an exhibit booth shall obstruct the view of the adjacent booths or exceed eight feet in height. Maintenance of the exhibit and space shall be the sole responsibility of the exhibitor. All parts of the exhibit must be self-contained and may not be in any way attached to the building. Exhibitors will keep their areas clean of debris at all times.

UNRELATED ACTIVITIES – Any exhibitor who holds any function or seminar during NAPPS Conference events will forfeit their NAPPS Exhibitor rights and be asked to remove their property from the Exhibitor Hall immediately. There will be no refunds.

DEFAULT OCCUPANCY – Any exhibitor failing to occupy space, without notifying the NAPPS office IN WRITING **before March 31, 2024**, is not relieved of the obligation to pay for such space.

CANCELLATIONS – In the event of cancellation due to circumstances within the association's direct control, the association shall refund all collected payments. Cancellations for any cause by the exhibitor will result in a full refund if written notice is received by the association no later than March 31, 2024. However, the exhibitor will be liable to pay a \$25 processing fee for his/her cancellation. Cancellations received on or after March 31, 2024 will incur a 50% surcharge.

RIGHT TO REMOVE PROPERTY – The association reserves the right to remove from the hotel or conference hall premises any or all of the property of the exhibitor should the exhibitor violate any of the conditions of the Exhibitor's Agreement. This right may be exercised without prior notice and without hearing.

HOTEL SERVICES – The exhibitor is responsible for arranging all AV, phone line and internet services directly through the hotel. NAPPS is at no time responsible for the arrangement or payment of such services.

PERSONNEL – ALL booth personnel are required to confine their activities within the exhibitor's booth space.

VIOLATIONS OF THE CONDITIONS – Any of the following actions by any exhibitor shall constitute a violation of the conditions of the Exhibitors Agreement:

1. Violation of any municipal, state, or federal laws, rules, or regulations, including safety codes.
2. Failure to follow the procedures described herein.
3. Failure to remove exhibitor's property from the hotel or conference area upon cancellation or completion of the conference, currently scheduled to end Saturday, April 20, 2024 at 5:00 pm.

LIABILITY – NAPPS undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the exhibitor, booth personnel, property of the exhibitor, or property used in connection with the exhibit, from theft or damage or destruction by any cause. Any protection exercised by NAPPS shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience by the exhibitor.

The exhibitor agrees to indemnify and hold NAPPS and its agents 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 its representatives from the display or use of property of the exhibitor. NAPPS shall not be liable for any failure to deliver space due to circumstances beyond the direct control of the association. NAPPS reserves the right to refuse registration at its discretion.

EXHIBITOR: _____
(Please Print)

SIGNATURE: _____

DATE: _____

At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Popular Packages

> Meeting Room Projector Package	\$705.00
> Projector Support Package	\$225.00
> Flip Chart Package	\$76.00
> Post-It Flip Chart Package	\$96.00
> PC Audio Package	\$100.00
> PC Audio Package with Small Speaker System	\$604.00

Small Meeting

> Conference Speaker Phone	\$190.00
> Laptop Computer	\$260.00

Audio

> Self-Powered Speaker 12"-15"	\$150.00
> Presidential Microphone	\$95.00
> Wireless Microphone	\$220.00
> Analog Mixer up to 12 Ch	\$145.00
> Analog Mixer 12 - 23 Ch	\$205.00

Video

> Fastfold Screen - Small (width <13')	\$460.00
> Fastfold Screen - Medium (width 14' - 22')	\$615.00
> Tripod Screen Medium	\$100.00
> Monitor - 40"-49"	\$530.00
> Monitor - 50"-59"	\$730.00
> Monitor - 70"-79"	\$1,210.00

Scenic

> Decor Drape Per Panel	\$165.00
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Lighting

> 6 Up-Light Package	\$915.00
> 10 Up-Light Package	\$1,295.00

Labor Rates

> Setup/ Removal Labor	\$115/hr
> Show Operator - 5 hour minimum	\$130/hr

Pricing is in effect as of February 15, 2022, and is subject to change without notice. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All Encore solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax. ©2022 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

Hyatt Regency Phoenix

122 North Second Street, Phoenix, AZ 85004

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