

EXHIBITOR INFORMATION

NAPPS 2022 Annual Conference & Educational Seminar
Hyatt Regency San Antonio – 123 Losoya Street, San Antonio, TX 78205
May 12 – 14, 2022

Exhibit Hall Schedule

Thursday, May 12

2:00 pm.....Bag Stuffing
Exhibit Hall Set-up
Exhibitor Registration

3:00 pm.....Bag Stuffing Ends

3:00 – 5:00pm .General Registration

5:00pm.....Exhibitor Set-up Closes

Friday, May 13

7:00 am.....Exhibit Hall Set-up

8:00 am.....Exhibit Hall Open
Continental Breakfast

5:00 pm.....Exhibit Hall Closes

Saturday, May 14

8:00 am.....Exhibit Hall Open
Continental Breakfast

5:00 pm.....Exhibit Hall Closes

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 **April 8, 2022**. Please submit an electronic copy of your advertisement to claire@napps.org.

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).

Attending Meal Events

Registration as an exhibitor includes boxed lunch on Friday, admittance into the Friday Night Cocktail Party and Saturday Luncheon only. Exhibitors wishing to attend other conference meal events must fill out a regular conference registration form and return it along with correct payment to the NAPPS Administrative Office or onsite at the registration desk during regular registration hours only.

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 San Antonio Riverwalk
123 Losoya Street
San Antonio, TX 78205**

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

SEND REGISTRATION & AGREEMENT FORMS TO:

NAPPS 2022 Conference
P.O. Box 4547, Portland, OR 97208
Phone: (800) 477-8211 / Fax: (503) 222-3950
Email: claire@napps.org



EXHIBITOR REGISTRATION

- MEMBER EXHIBITOR FEE: \$750*
 NON-MEMBER EXHIBITOR FEE: \$1,100*

**The Exhibitor Fee pays for one exhibitor and one assistant to attend the booth. Other assistants will be charged an additional \$125.00 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 and entrance to the Saturday Luncheon.*

Exhibitor: _____ Assistant : _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Email: _____

Product or Service: _____

Additional staff attending: (\$125.00 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 **April 8, 2022** 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 2022 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 April 8, 2022**, 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 April 8, 2022. However, the exhibitor will be liable to pay a \$25 processing fee for his/her cancellation. Cancellations received on or after April 8, 2022 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, May 14, 2022 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.

EXHIBITOR: _____
(Please Print)

SIGNATURE: _____

DATE: _____