

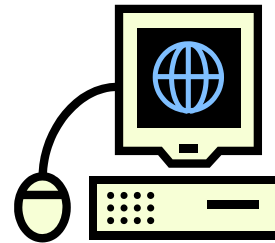
**SEND REGISTRATION & AGREEMENT FORMS TO:**

NAPPS 2018 Conference

P.O. Box 4547

Portland, OR 97208

Phone: (800) 477-8211 / Fax: (503) 222-3950



# 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 \$85.00 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: (\$85.00 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 CATAMARAN RESORT HOTEL  
TO ARRANGE ELECTRICAL AND  
TELEPHONE NEEDS**

**Please Note:** If you submit a business card size ad to our office by **March 30, 2018** we will gladly include it in the NAPPS Conference booklet at no additional charge.

**Please send electronic ads to: [claire@napps.org](mailto:claire@napps.org) or camera-ready copies of ads to:  
2018 NAPPS Conference, PO Box 4547, Portland, OR 97208**

## 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 2018 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 30, 2018**, 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 30, 2018. However, the exhibitor will be liable to pay a \$25 processing fee for his/her cancellation. Cancellations received on or after March 30, 2018 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 21, 2018 at 6:00 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:** \_\_\_\_\_

# EXHIBITOR INFORMATION

**NAPPS 2018 Annual Conference & Educational Seminar  
Catamaran Resort Hotel – 3999 Mission Blvd., San Diego, CA 92109  
April 19-21, 2018**

## Exhibit Hall Schedule

### **Thursday, April 19**

1:00 pm.....Bag Stuffing  
Exhibit Hall Set-up  
Exhibitor Registration

2:00 pm.....Bag Stuffing Ends

2:00 – 3:30pm .General Registration

7:00pm.....Exhibitor Set-up Closes

### **Friday, April 20**

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

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

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

### **Saturday, April 21**

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

6:00 pm.....Exhibit Hall Closes

## Telephone / Electric

**Exhibitors are responsible for the arrangement and payment of all their telephone, 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](mailto:claire@napps.org) for information). To order these services please contact our Event Manager at the Catamaran Resort Hotel:

**Victoria Hartwell.....858-539-8716  
E-mail: ... [vhartwell@catamaranresort.com](mailto:vhartwell@catamaranresort.com)**

## 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 Catamaran Resort Hotel  
3999 Mission Blvd.  
San Diego, CA 92109**

*\*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 30, 2018**. Please submit **either an electronic or camera-ready copy of your advertisement to the NAPPS Office or you can send an email to [claire@napps.org](mailto:claire@napps.org).**

Kim Gaines  
(858) 539-8717

**Catamaran Resort Hotel**

Return Completed Form To:  
Catamaran Resort Hotel  
Convention Service Department  
3999 Mission Boulevard  
San Diego, CA 92109

Audio Visual  
Department  
(858) 539-8665

**All Service Must be Prepaid in Order for Service to be Installed**

Conference: _____	Exhibit Date: _____
Company: _____	Booth Number: _____

Projectors	DAYS	QTY.	PRICE	TOTAL
LCD Package: Includes Screen, Cart & Extension Cord			\$673.43	
Screen Package: Include Screen, Cart & Extention Cord			\$161.62	

Flat Panel Monitors	DAY	QTY.	PRICE	TOTAL
32" LCD HDTV with HDMI			\$336.72	
40" LCD HDTV with Table Stand Only			\$538.75	
50" LCD HDTV with HDMI			\$673.44	
60" LCD HDTV with HDMI			\$808.13	
Chrome, Two Pole Floor Stand			\$134.69	

Accessories	DAY	QTY.	PRICE	TOTAL
Flip Chart Package: Includes Easel, Pad & Markers			\$67.73	
Easel			\$33.67	

Internet Service	DAY	QTY.	PRICE	TOTAL
Hard Wire Internet Service			\$168.35	

Electrical	DAY	QTY	PRICE	TOTAL
Electrical Setup: Includes Extension Cord & Powerstrip			\$40.98	

<b>Total Amount</b>	
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Credit card payments will be taken using the hotels secure web link. You will receive an email request for payment from Serifi within 48 hours of your submitted audio visual request.

Prices are listed as a per day charge. All prices include service charge & tax.

## **Exhibitor Information**

**Shipments:** Hotel will accept small shipments of no more than five boxes per exhibit table. The hotel will not accept oversized boxes. Shipments must be prepaid and not delivered more than 72 hours to prior to a scheduled function.

All other shipments must be handled through a local moving or storage firm and be delivered to exhibit room on the function arrival date to an organization representative who must be present to accept such shipments.

**Shipping & Receiving Charges:** All incoming packages are subject to handling fee of \$5.00 per box. Payment will need to be provided when boxes are received.

**Shipping Address:** Boxes should be shipped to the following address

Catamaran Resort Hotel  
Security Department  
3999 Mission Boulevard  
San Diego, CA 92109

**Shipping Procedure:** All packages must be labeled with the following information

- ❖ Return Address
- ❖ Name of Group
- ❖ Name of party who will call for the package
- ❖ Date of party's arrival
- ❖ Group Contact (Victoria Hartwell)
- ❖ Hotel Address

**Receiving Package:**

- ❖ Contact hotel Security Department at extension 8686
- ❖ Please allow 30 minutes for delivery
- ❖ Guest must be present to sign for package when delivered

### Shipping Out Bound Packages:

- ❖ All boxes must be sealed securely with packing tape and labeled
- ❖ Please complete the hotel shipping form and leave with your shipment in the exhibit room
- ❖ All information must be clear and complete to avoid delays in shipping
- ❖ Contact your shipping company to schedule a pickup at the hotel
- ❖ Contact the hotel security department at extension 8686 from any house phone or by cell phone @ 858 539-8686