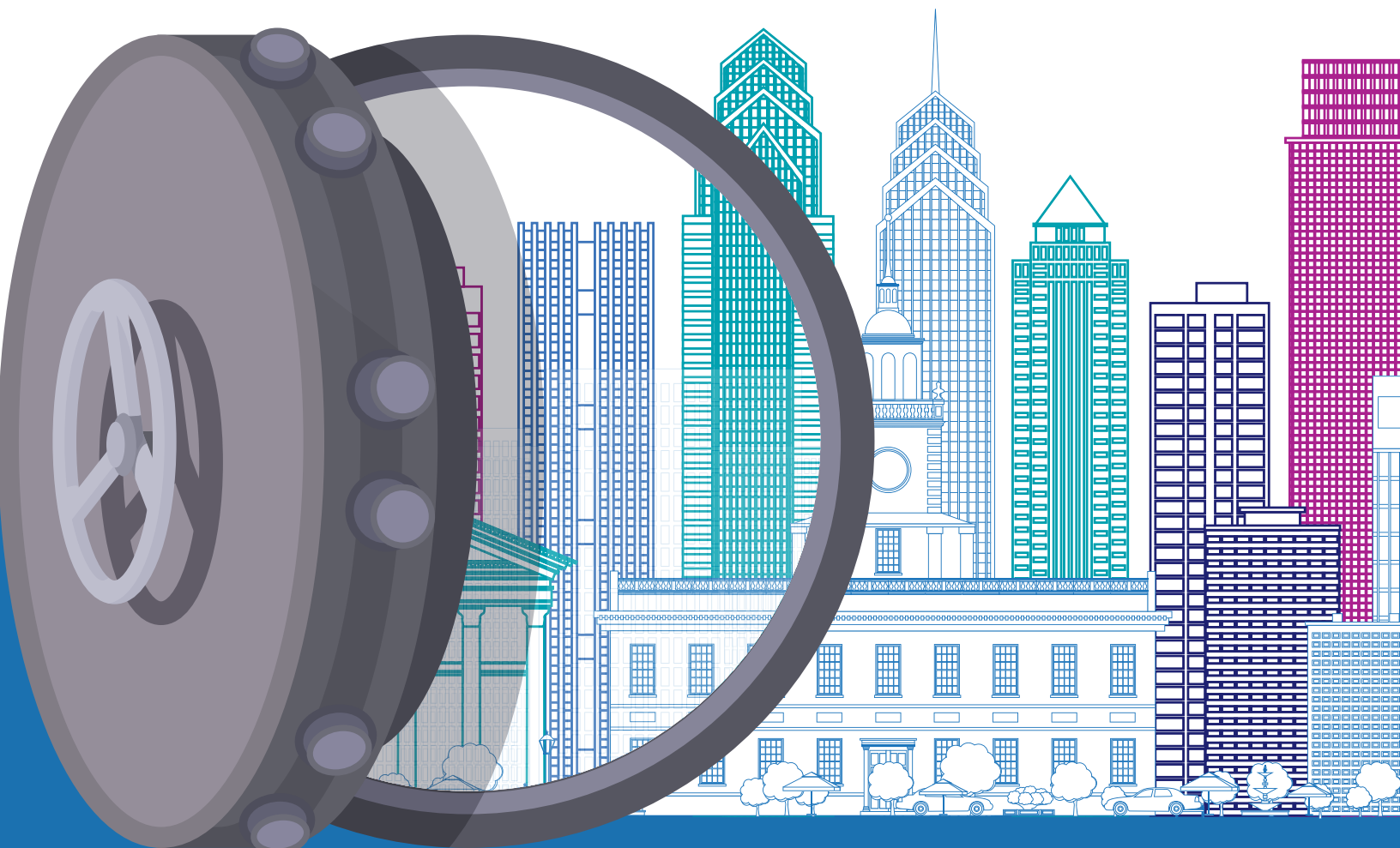




2019 Exhibitor Prospectus

Unlock Your Potential as a Health Care Recruiter



45th Annual Health Care Recruitment Conference
Loews Philadelphia Hotel • July 30 - August 2, 2019 • Philadelphia, PA



45th Annual Health Care Recruitment Conference

Loews Philadelphia Hotel • July 30 - August 2, 2019 • Philadelphia, PA

Unlock Your Potential as a Health Care Recruiter

The NAHCR 45th Annual Health Care Recruitment Conference is the single most important conference targeted specifically to health care recruiters. By exhibiting at the 45th Annual Health Care Recruitment Conference, you will gain a competitive edge in the health care recruitment industry. Your company will be introduced to approximately 200 health care recruitment professionals in our exhibit hall and throughout the conference. We hope you will be part of this unique experience.

This Exhibitor Prospectus provides details on registering your company as an exhibitor, as well as the numerous ways your company can increase its message to health care recruiters with our sponsorship and advertising opportunities. These sponsorship and advertising opportunities present valuable exposure and incentive to extend your reach to these professionals.

Thank you for your support of NAHCR and we look forward to seeing you in Philadelphia in July.

Important Deadlines

MAY 10:

Early Bird discount for exhibit space

JUNE 21:

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

JULY 1:

Hotel Cut-off date for room reservations

Attendee and Exhibitor Statistics

95%

2018 exhibitors who said they would exhibit at NAHCR again.

92%

Exhibitors who said the attendees were the right level of decision makers for their products and services.

81%

of all attendees are key decision makers within their organization.



PAST EXHIBITORS INCLUDE*

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Add Your Name to The List of Prominent Companies

Advantage RN
AHSA
American Health Information Management Association
(AHIMA)
AppVault**
Asurint
Aya Healthcare**
B.E. Smith, Inc.
Bayard Advertising
Beyond.com
BlueSky Medical Staffing Software
Canadian Travel Nurses
CareerArc
CareerBuilder
Certiphi Screening, Inc.
Checkster, Inc.**
CKR Interactive
Cornerstone on Demand
DiversityNursing.com**
Doximity
eHospitalHire
Elsevier Recruitment Solutions
ExperienceRN**
Fusion Marketing Group**
Fusion Medical Staffing**
General Information Services (GIS)
getTalent
gr8 People
GroupOne Services Inc.
HealthCareerCenter.com
HealthcareSource
HealthJobs.com
HiredNurses.com**
HireRight**
HireVue
Indeed**
InfoMart
Joveo
Katon Direct**
LEAN Human Capital, LLC
LocumsMart
Lucidity Direct**

Marketing DATA Interactive
Medefis, Inc.**
MedJobCafe.com
Millenia Medical Staffing
Monster Worldwide, Inc.
Montage**
Morgan Hunter HealthSearch
NAS Recruitment Communications**
National Student Nurses' Association
NHS Solutions
Nomad Health
Nurse.com**
Nurses Lounge, Inc.
Pacific Search Partners
PageUp
Paradox
Positive Promotions
PracticeMatch
PreCheck**
Qualivis**
RIVS Video Interviewing
Shaker Recruitment Advertising & Communications**
ShiftWise
Simply Hired
SkillSurvey, Inc.**
SLACK Incorporated
Springer Publishing
Sterling Talent Solutions
Symphony Talent
Talent Plus
TalentWise, Inc.
Talroo
The David Group Healthcare
TMP Worldwide
Universal Background Screening, Inc.**
VISANOW, Inc.
Wolters Kluwer Health**
Workable
Worldwide HealthStaff Solutions Ltd**

*Not a comprehensive list

**Denotes a NAHCR Vendor Member



45th Annual Health Care Recruitment Conference

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Exhibitor Information

BOOTH REQUEST & ASSIGNMENTS

NAHCR 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 June 21 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 NAHCR and must not conflict with Conference events. For more information, contact NAHCR Headquarters at 407-774-7880 or at lleahy@kmgnet.com.

OFFICIAL SERVICE CONTRACTOR

Viper Tradeshow Services is the official service contractor for the 45th Annual Health Care Recruitment Conference. 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 Loews Philadelphia Hotel 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; 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.

"This show is like coming home for us, so it was great to catch up with everyone."



45th Annual Health Care Recruitment Conference

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Why is it to your advantage to be part of the NAHCR 45th Annual Health Care Recruitment Conference? Exhibiting at the Health Care Recruitment Conference is an outstanding opportunity to market your product and/or services and network with members of NAHCR from around the country! Don't miss out on this networking opportunity!

Exhibit Hall Schedule

WEDNESDAY, JULY 31

12:00 pm – 5:00 pm Exhibitor Set-Up
5:00 pm – 7:00 pm Exhibit Hall Opening Reception

THURSDAY, AUGUST 1

8:10 am – 8:30 am Vendor Demo 1
8:40 am – 9:00 am Vendor Demo 2
10:15 am – 11:15 am Refreshment Break with Exhibitors
12:15 pm – 1:45 pm Lunch with Exhibitors
3:00 pm – 4:00 pm Refreshment Break with Exhibitors
4:00 pm Exhibit Hall Closes and Exhibitors Move Out
6:00 pm – 9:00 pm Gala Awards Cocktail Reception and Dinner**

FRIDAY, AUGUST 2

8:10 am – 8:30 am Vendor Demo 3
8:40 am – 9:00 am Vendor Demo 4

*Tentative schedule, subject to change

**One admission to Gala is included in cost of exhibiting; additional tickets provided based on sponsorship level.

Exhibit Fees

This year's NAHCR Exhibit Hall will be a pipe and drape format. Exhibit Fee includes: 8' x 10' booth space, two exhibit hall only registrations, access to all refreshment breaks, exhibit hall opening reception, lunch with exhibitors, and one gala ticket per company; additional tickets provided based on sponsorship level. THIS DOES NOT INCLUDE ELECTRICITY. Additional booth representative passes may be purchased for \$250 per person.

NAHCR Membership Incentive: An institutional membership application is available online for your convenience. Take \$1,000 off the exhibit space fee if you join now! Additionally, members receive one complimentary ticket to the Annual Business Meeting and Luncheon.

Hotel

Cut-off date for hotel reservations is Monday, July 1, 2019. Guest rooms are available at the NAHCR discounted rate of \$189 (single/double). Contact the hotel directly by calling 215-627-1200. Request the NAHCR room block to receive the discounted rate.

Loews Philadelphia Hotel
1200 Market Street
Philadelphia, PA 19107

Reservations must be received by the hotel prior to July 1, 2019, 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 NAHCR Conference room block to receive the reduced rate.

Cancellation Policy

A refund less a \$250.00 processing fee will be available for exhibit space cancellations if received at NAHCR Headquarters by June 21, 2019. No refunds will be available for exhibit space cancellations received after June 21, 2019.

Contact Information

Lindsey Leahy, Meeting Planner, NAHCR Headquarters, 222 S Westmonte Drive, Suite 111, Altamonte Springs, FL 32714; telephone 407-774-7880, fax 407-774-6440, email: lleahy@kmgnet.com; www.nahcr.com

Ticket Information

Drink tickets are available for purchase of \$10 per ticket! Exhibitors may purchase additional tickets as a booth giveaway for attendees.

"There was a lot of traffic throughout the exhibit hall and the audience seemed truly engaged."



Gain Valuable Exposure

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Sponsorship Levels

<p>Titanium Level Sponsor SOLD</p>	<p>SPONSORSHIP INCLUDES: Two complimentary 8' x 10' exhibit booths in prime location of exhibit hall Two additional exhibit hall representatives Four Gala tickets Custom notification alert for sponsored event One complimentary full page advertisement in the Conference Final Program Book Company logo on registration E-flashes, registration website, registration form and confirmation emails Company branding on Registration Desk Company logo on mobile app landing page Extensive recognition as a Titanium Level Sponsor in all print materials and on NAHCR website Verbal acknowledgement at the Opening Session and recognition signage throughout the Conference Acknowledgement of support in association publications</p>
<p>Diamond Level Sponsor SOLD</p>	<p>SPONSORSHIP INCLUDES: Two complimentary 8' x 10' exhibit booths in prime location of exhibit hall Two additional exhibit hall representatives Three Gala tickets Custom notification alert for sponsored event One complimentary full page, advertisement in the Conference Final Program Book Extensive recognition as a Diamond Level Sponsor in all print materials and on NAHCR website Verbal acknowledgement at the Opening Session and recognition signage throughout the Conference Acknowledgement of support in association publications</p>
<p>Platinum Level Sponsor \$15,000</p> <p>Four Sponsorships Available</p>	<p>Choose One (1): <input type="checkbox"/> Wi-Fi Sponsor <input type="checkbox"/> Exhibit Hall Opening Reception <input type="checkbox"/> Audio/Visual Sponsor <input type="checkbox"/> Social Media Sponsor</p> <p>SPONSORSHIP INCLUDES: One complimentary 8' x 10' exhibit booth Two additional exhibit hall representatives Three Gala tickets Custom notification alert for sponsored event One complimentary full-page advertisement in the Conference Final Program Book Extensive recognition as a Platinum Level Sponsor in all print materials and on NAHCR website Verbal acknowledgment at the Opening Session and recognition signage throughout the Conference Acknowledgment of support in association publications</p>
<p>Gold Level Sponsor \$10,000</p> <p>Five Sponsorships Available</p>	<p>Choose One (1): <input checked="" type="checkbox"/> Kick-Off Reception - SOLD <input type="checkbox"/> Keynote Speaker Session (3 available) <input type="checkbox"/> Klick & Conference Lanyards <input type="checkbox"/> Gala After Party</p> <p>SPONSORSHIP INCLUDES: One complimentary 8' x 10' exhibit booth One additional exhibit hall representative Two Gala tickets Custom notification alert for sponsored event Extensive recognition as a Gold Level Sponsor in all print materials and on NAHCR website One complimentary half-page, advertisement in the Conference Final Program Book Verbal acknowledgment at the Opening Session and recognition signage throughout the Conference Acknowledgment of support in association publications</p>



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Sponsorship Levels

<p>Silver Level Sponsor \$7500</p> <p>Six Sponsorships Available</p>	<p>Choose One (1): <input type="checkbox"/> Tote Bags (with company logo) <input type="checkbox"/> Elevator Wraps (with Company logo) <input type="checkbox"/> Gala Seat Drop <input type="checkbox"/> Gala Emcee <input type="checkbox"/> Gala Drink Sponsor <input type="checkbox"/> Hotel room keycards (with company logo)</p> <p>SPONSORSHIP INCLUDES: One complimentary 8' x 10' exhibit booth Two additional exhibit hall representatives Two Gala tickets Extensive recognition as a Silver Level Sponsor in all print materials and on NAHCR website One complimentary half-page, advertisement in the Conference Final Program Book Verbal acknowledgment at the Opening Session and recognition signage throughout the Conference Acknowledgment of support in association publications</p>
<p>Bronze Level Sponsor \$5000</p> <p>Seven Sponsorships Available</p>	<p>Choose One (1): <input type="checkbox"/> Conference Pads and Pens (with Company logo) <input type="checkbox"/> Water Stations <input type="checkbox"/> Charging Station <input type="checkbox"/> 1 Refreshment Break (4 available)</p> <p>SPONSORSHIP INCLUDES: One complimentary 8' x 10' exhibit booth One Gala ticket Extensive recognition as a Bronze Level Sponsor in all print materials and on NAHCR website Verbal acknowledgment at the Opening Session and recognition signage throughout the Conference</p>
<p>A La Carte Sponsorships</p>	<p>Benefits: Recognition in the Conference Final Program Book, event signage and product display (if applicable)</p> <p>CHOOSE BELOW:</p> <p><input type="checkbox"/> Vendor Demo – First come, first serve (limit to one 20-minute session per company) - \$3,000: <input type="checkbox"/> Thursday 8:10 am – 8:30 am <input checked="" type="checkbox"/> Thursday 8:40 am – 9:00 am - SOLD <input type="checkbox"/> Friday 8:10 am – 8:30 am <input checked="" type="checkbox"/> Friday 8:40 am – 9:00 am - SOLD</p> <p><input type="checkbox"/> Custom Notification Alert - \$250 (3 available)</p> <p><input type="checkbox"/> Custom Banner Advertisement - \$300 (3 available)</p> <p><input type="checkbox"/> Registration Packet Flyer - \$500</p>

"Q. What did you like about the show?
A. EVERYTHING!"



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Sponsor Category

Platinum Level Sponsor
SOLD

Diamond Level Sponsor
SOLD

Platinum Level Sponsor
\$15,000
(choose one)

Gold Level Sponsor
\$10,000
(choose one)

Silver Level Sponsor
\$7,500
(choose one)

Bronze Level Sponsor
\$5,000
(choose one)

A La Carte Sponsorships

SOLD

SOLD

☐ Wi-Fi Sponsor ☐ Audio/Visual ☐ Social Media ☐ Exhibit Hall Opening Reception

☒ Kick-Off Reception - SOLD ☐ Klick & Conference Lanyards ☐ Gala After Party
☐ Keynote Speaker Session (3 available)

☐ Elevator Wraps ☐ Hotel Room Key Cards (with Company Logo) ☐ Tote Bags (with company logo)
☐ Gala Seat Drop ☐ Gala Emcee ☐ Gala Drink Sponsor

☐ Conference pads and pens (with Company logo) ☐ Water Stations ☐ Charging Station
☐ 1 Refreshment Break (4 available)

☐ Vendor Demo - \$3,000
☐ Thursday (8:10 am - 8:30 am) ☒ Thursday (8:40 am - 9:00 am) - SOLD
☐ Friday (8:10 am - 8:30 am) ☒ Friday (8:40 am - 9:00 am) - SOLD
☐ Custom Notification Alert - \$250 (3 available)
☐ Custom Banner Advertisement - \$300 (3 available)
☐ Registration Packet Flyer - \$500

Sponsorship Payment

Sponsorships are offered on a first-come, first-served basis. Complete the sponsorship payment form below and return with payment in full to NAHCR.

TOTAL SPONSORSHIP: \$_____ (Form must be received by June 21, 2019)

Company: _____ Contact: _____

Address: _____ City/St/Zip: _____

Phone: _____

Email: _____

Method of Payment: ☐ Enclosed is my check (payable to NAHCR) ☐ Visa ☐ MasterCard ☐ Am Ex

Card #: _____ Exp. Date: _____ CVV Code: _____

Name on Card: _____ Signature: _____

Credit Card Billing Address: ☐ Same as above Address: _____

City/St/Zip: _____



Boost Your Brand Visibility

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Advertise in the 45th Annual Health Care Recruitment Conference On-site Program

Advertising in the on-site program gives your company high visibility during the Conference. For additional information on advertising in the on-site program, please contact Lindsey Leahy at NAHCR Headquarters, 407-774-7880. NAHCR has the right to refuse ad copy. Ink color is at the discretion of the publisher. Copy deadline: June 21, 2019.

ON-SITE PROGRAM ADVERTISING RATES:

- ☐ Outside Back Cover (4-color) 8.25" tall x 5.25" wide; Full Bleed: 8.75" tall x 5.75" wide).....\$2,500.00
- ☐ Inside Front Cover (4-color) 8.25" tall x 5.25" wide; Full Bleed: 8.75" tall x 5.75" wide)\$2,000.00
- ☐ Inside Back Cover (4-color) 8.25" tall x 5.25" wide; Full Bleed: 8.75" tall x 5.75" wide).....\$2,000.00
- ☐ Full Page (4-color) 7.875" tall x 4.625" wide).....\$1,000.00
- ☐ Half Page (4-color) 4" tall x 5.25" wide)\$500.00

High-resolution .jpg, .tiff, .eps (fonts converted to outlines), and .pdf files are acceptable. Email the files to Lindsey Leahy at 407-774-7880, lleahy@kmgnet.com. Deadline: Electronic files must be submitted by June 21, 2019.

For more information, please contact Lindsey Leahy at 407-774-7880 or lleahy@kmgnet.com.

Company: _____ Contact: _____

Address: _____ City/St/Zip: _____

Phone: _____

Email: _____

Method of Payment: ☐ Enclosed is my check (payable to NAHCR) ☐ 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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Lead Retrieval Application

The lead retrieval is powered by our conference mobile app. At the conclusion of the conference you will be able to use the mobile app weblink to download an Excel file listing all the connections you made during the NAHCR Conference.

PAYMENT INFORMATION:

☐ \$250 Includes Two (2) Connections. (Additional complimentary connections will be added based on number of representatives at sponsor level)

☐ \$25 Additional Connections Quantity: _____

The NAHCR Lead Retrieval Payment is a Non-Refundable Transaction.

For more information, please contact Lindsey Leahy at 407-774-7880 or lleahy@kmgnet.com.

Company: _____ Contact: _____

Address: _____ City/St/Zip: _____

Phone: _____

Email: _____

Method of Payment: ☐ Enclosed is my check (payable to NAHCR) ☐ Visa ☐ MasterCard ☐ Am Ex

Amount Charged: _____

Card #: _____ Exp. Date: _____ CVV Code: _____

Name on Card: _____ Signature: _____

Credit Card Billing Address: ☐ Same as above Address: _____

City/St/Zip: _____



Exhibitor Space Agreement

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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 (\$250): _____ Email: _____ City/St _____

4th Rep (\$250): _____ Email: _____ City/St _____

The rules and regulations on the following page become binding upon the signing of this contract between the Exhibitor, its agents, or employees and the National Association of Health Care Recruitment (NAHCR). Exhibitor agrees to comply with all Americans with Disabilities Act regulations in the design and setup of the exhibit. Exhibitor further agrees to abide by all rules, regulations and restrictions outlined herein and to all conditions under which the exhibit area is provided to the Association. If Exhibitor wishes to have music at their booth, the Exhibitor must obtain a music license to do so. The Association reserves the right to arrange the floor plan however necessary to facilitate a successful traffic flow. The Exhibitor agrees to abide by specific exhibit setup and teardown schedule as arranged by the Association. In the event of fire, strikes, or other uncontrollable circumstances, the Exhibitor assumes entire responsibility for exhibit materials and equipment.

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.

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.

Product/Services Description (35-word limit): _____

Company Website: _____

Trivia Question (Please provide a trivia question regarding your company in order to drive traffic directly to your booth): _____

Q: _____

A: _____

Exhibitors are encouraged to provide door prizes for the Conference.

We will donate a door prize: ☐ Yes ☐ No

Has your company exhibited/sponsored in the past? ☐ Yes ☐ No

EXHIBIT SPACE NEEDED:

By 5/10/19

After 5/10/19

☐ Member\$2,000\$2,500

☐ Non-Member\$3,000\$3,500

☐ Additional reps \$250/each Quantity: _____

This year's NAHCR Exhibit Hall will be a pipe and drape format. Exhibit Fee includes: 8' x 10' booth space, two exhibit hall only registrations, access to all refreshment breaks, exhibit hall opening reception, lunch with exhibitors, and one gala ticket per company; additional tickets provided based on sponsorship level. THIS DOES NOT INCLUDE ELECTRICITY. Additional booth representative passes may be purchased for \$250 per person.

PAYMENT METHOD

☐ CHECK (Please make check payable to NAHCR)

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:

NAHCR Headquarters

222 S Westmonte Dr, Ste. 111 • Altamonte Springs, FL 32714

Phone: 407-774-7880 • Fax: 407-774-6440

Email: lleafy@kmgnet.com

FOR NAHCR 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 for Health Care Recruitment (NAHCR), the show sponsor.
2. **Exhibit Space Description:** Packages include one 8' x 10' booth, an ID sign, and two representative name badges. Additional Exhibitor representatives may register at \$250 per person for an exhibit hall only pass. 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 NAHCR 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.
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 NAHCR incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse NAHCR 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 Conference to adapt to necessary changes in Conference 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 Conference as posted. This agreement is for the rental of the exhibit space only. NAHCR 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 Conference, (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:** NAHCR 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 NAHCR 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 NAHCR.
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, NAHCR must be notified in writing for refunds to be made. There will be an \$250.00 administration fee assessed for all cancellations received by June 21, 2019.
8. **Food Service:** NAHCR exhibit package includes tickets for one representative at all social events held during the Conference.
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. NAHCR 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 NAHCR 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 NAHCR, 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 NAHCR or the Site. In addition, Exhibitor acknowledges that NAHCR 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 NAHCR.
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 the agreed upon time during the Conference. 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, NAHCR shall determine the amount of exhibit fees to be refunded.
17. **Pre-Shipping Materials:** NAHCR has contracted with a decorating company to provide drayage and exhibit hall decorating. Within a few weeks of receiving your completed Application for Exhibit Space, 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.