

**CORRECTIONAL MENTAL HEALTH SEMINAR**

**SEEKING SOLUTIONS**

July 10-11, 2011 | Las Vegas, NV | Paris Las Vegas



**Exhibit Space Application - Tabletop Display**

Company Name: \_\_\_\_\_

Co. Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Co. Telephone: \_\_\_\_\_ Co. Fax: \_\_\_\_\_

Co. E-mail: \_\_\_\_\_ Co. Web Address: \_\_\_\_\_

Products to be displayed: \_\_\_\_\_

▶ **Key Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Price per Tabletop:      Regular Rate - \$1000      Sponsor Rate - \$750      Supporting Organization Rate - FREE**

Enclosed is our check for \$ \_\_\_\_\_ covering the rental of \_\_\_\_\_ tabletop (s).

Please bill my(circle one):  
Visa/MasterCard/American Express for \$ \_\_\_\_\_ for the rental of \_\_\_\_\_ tabletop (s).

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security 3-digit code \_\_\_\_\_

▶ **Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Exhibitor Agreement**

We understand exhibit space is not assigned unless the exhibit fee above is PAID IN FULL and accompanies this application. We further understand this fee includes the skirted table and two chairs provided for the tabletop display. Additional drayage or displacement of equipment, decoration, or related services, the labor of carpenters or electricians, electrical power or telephone will be at the exhibitor's expense. We agree to adhere to the Exhibitor Rules & Regulations issued by the National Commission on Correctional Health Care (NCCHC). We understand neither NCCHC nor the Paris Las Vegas maintains insurance to cover losses and will not pay for losses or damages to exhibit materials. We agree to resume responsibility for losses, damages and claims arising out of injury or damage to our displays, equipment and other property brought upon the premises of the hotel property and shall indemnify and hold harmless Paris Las Vegas and NCCHC, their agents and employees.

**Cancellation Policy:** All cancellations will require a forfeit of all (100%) of the total contracted costs. No monies will be refunded.

▶ **Authorized Signature:** \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed form to:**  
Kim Simoni, Exhibits & Sales Manager  
NCCHC | 1145 W. Diversey Pkwy | Chicago, Illinois 60614  
**Fax:** (773) 880-2424 **or Email:** [KimSimoni@ncchc.org](mailto:KimSimoni@ncchc.org)

**(Tax ID # 36-3221830)**

## EXHIBITOR RULES & REGULATIONS

NCCHC | Correctional Mental Health – Seeking Solutions | July 10-11, 2011 | Las Vegas, NV | Paris Las Vegas

Exhibitors must adhere to the following rules and regulations and all other rules issued by NCCHC. This agreement pertains to all exhibitors, their agents and employees who shall use and occupy the exhibit space pursuant to all terms and conditions of the agreement between NCCHC and the Paris Las Vegas, regarding use and occupancy of the exhibition area and all reasonable rules and regulations prescribed by the Paris Las Vegas. The exhibitor shall comply with all applicable federal, state and local statutes, ordinances, rules and regulations.

Please be sure all other personnel in your company who are involved in the arrangements for your exhibit have a copy of these rules and regulations. It is the exhibitor's responsibility to see that all exhibit personnel are aware of and adhere to these rules.

### **PAYMENT AND CANCELLATION POLICY**

An Exhibit Space Application received must be accompanied by full payment of space rental charges. In the event an Exhibit Space Application is not accepted by NCCHC, all space payments will be returned. All cancellations must be made in writing. Exhibitors who cancel all or part of their assigned booth space prior to the event will forfeit 100% of the space rental charges. Cancellation of space also forfeits complimentary exhibitor registrations to seminar activities and all other exhibitor benefits.

### **OPERATION OF EXHIBITS**

NCCHC reserves the right to approve all exhibits and activities related thereto. NCCHC may refuse to admit an exhibitor or may require an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of NCCHC or the conference, if it creates a disruption in business activities, or if it exceeds the bounds of good taste as interpreted by NCCHC.

Exhibits must be staffed during all exhibit hours. An exhibiting company who fails to set up or properly staff the display during schedule exhibit hours will forfeit all exhibit rights for this meeting. In the event of such incomplete set-ups or improper staffing, NCCHC reserves the right to reassign exhibit space without notice to the exhibitor and without obligation on the part of NCCHC for any refund whatsoever.

NCCHC does not in any manner endorse any of the products services related to the exhibits which have been accepted for display during the conference. Loitering near other exhibits to draw attendees is not permitted. Exhibitors may not occupy another exhibitor's area without obtaining permission. Distribution of literature outside of the rented exhibit space or through the convention hotel is permitted ONLY with approval from the Exhibits & Sales Manager, Kim Simoni (KimSimoni@ncchc.org). Exhibitors may not use NCCHC conference logos in connection with any product or advertising materials outside of promotion for this meeting.

NCCHC reserves the right to restrict and supervise any exhibitor whose exhibit, conduct or activities NCCHC deems objectionable. Such activities include, but are not limited to, distributing articles or other printed matter, samples or questionnaires, and conducting radio and/or television broadcasting interviews of conference attendees.

### **GIFTS AND PROMOTIONAL ITEMS**

NCCHC reserves the right to grant permission to distribute souvenirs or other free special convention offer of any type. Exhibitors are permitted to distribute product samples from their assigned exhibit area during the conference. Novelty gifts or souvenirs not manufactured by the exhibiting company must be submitted to NCCHC for review. Exhibitors must receive written permission from NCCHC to hold drawings or raffles, and winners will be announced during the exhibit hall breaks.

### **SUBLETTING OF SPACE**

Exhibitors may display only those products or goods which they manufacture or regularly distribute. This information must be included on the application for exhibit space. Sharing of exhibit space is permitted only for divisions of the same company and must be approved by the NCCHC Exhibits & Sales Manager, Kim Simoni (KimSimoni@ncchc.org) in writing. Exhibitors may not assign, sublet, or share allotted space at any time.

### **EDUCATIONAL PROGRAMS, SEMINARS, & WORKSHOPS**

NCCHC provides conference attendees with educational sessions and networking events throughout the conference. Exhibitors wishing to host activities outside of their allotted exhibit space during July 10 - 11, 2011 may do so after conference hours and only with written permission and approval of activity from NCCHC. This includes, but is not limited to, social functions, product demonstrations, focus groups, lectures or seminars, including those

organized by NCCHC. These activities may not be scheduled to conflict with NCCHC programs, activities or exhibit hours. Functions must be in good taste and conform to the purpose of the conference.

All functions must be approved by NCCHC in writing. Exhibitors must notify the Exhibits & Sales Manager, Kim Simoni (kimsimoni@ncchc.org), in writing, with details regarding any function taking place outside an exhibitor's allotted exhibit space from July 10 - 11, 2011.

### **FDA REGULATIONS**

Exhibitors are expected to abide by all applicable Food and Drug Administration (FDA) regulations. Exhibitors shall have available at their display a letter from the FDA which describes the allowable use status of a product. Exhibitors are reminded of FDA restrictions on the promotion of investigational and preapproved drugs and devices, and the prohibition on promoting approved drugs and devices for unapproved uses. All products which are not FDA approved for a particular use in humans or which are not commercially available in the United States will be permitted to be exhibited only when accompanied by the appropriate documentation/signs indicating their status. These signs must be clearly visible, easily readable and placed near the product and on any graphics depicting the product.

### **FIRE ORDINANCES**

Local fire codes and ordinances require the aisles be clear at all times. Demonstration areas shall not be placed on the aisle line of an exhibit. Sufficient space within an exhibit area must be left to absorb the crowd. Should spectators interfere with the normal flow of traffic in the aisle or with other exhibits, NCCHC may, in its sole discretion, require the demonstration be limited or canceled.

### **INSURANCE**

The exhibitor acknowledges neither NCCHC, Paramount Convention Services, nor the Paris Las Vegas, shall be obligated to maintain property, liability or business interruption insurance covering exhibitors and that obtaining this type of insurance is the sole responsibility of the exhibiting company. The exhibitor shall secure and maintain, at its expense, comprehensive liability insurance in the amount of \$50,000 per occurrence for the entire term of the exhibit lease. NCCHC, Paramount Convention Services and the Paris Las Vegas, shall have no liability whatsoever to an exhibitor or its employees resulting from any cause.

### **LIABILITY**

NCCHC shall not, in any manner or for any cause, be liable or responsible to the exhibitor or the exhibitor's directors, officers, employees, agents, licensees or guest for any loss of, or injury or damage to, the goods or other property of the exhibitor that may occur to the exhibitor or to the exhibitor's directors, officers, employees, agents, licensees or guests. Any and all claims for such injuries are hereby waived. The exhibitor is responsible for protecting and providing the security for its exhibit, demonstration, goods, materials and/or equipment before, during and after the exhibition.

The exhibitor is responsible for taking all measures necessary to protect other parties and property from any harm which may result from or be caused by its exhibit demonstration, goods, materials and/or equipment. The exhibitor shall be solely liable for any and all damages, costs or expenses which the exhibitor may incur, suffer or be required to pay by reason of injury to persons or loss of or injury to property which may be caused by or result from any act or omission on the part of the exhibitor, or caused by or result from any demonstration or exhibit of the exhibitor.

### **VIOLATIONS OF RULES AND REGULATIONS**

Each exhibitor shall agree to comply with all policies, rules and regulations set forth by NCCHC. The action taken against an exhibitor for violation of rules and regulations will be determined on the basis of the particular circumstances of each case, but in cases involving major violations the action may include immediate closing of an exhibit without a refund to the exhibitor or exclusion from future exhibit programs. Minor violations will be enforced as in the delivery of a warning notice to the exhibitor. If the warning is not addressed, the next violation may result in the company being ineligible to exhibit at future conferences.