

Contract for Space

Fall 2018 Fall Floodplain Institute

Registration & Room Reservations

Each General Sponsorship includes one (1) exhibit space, multiple signage with your company name and logo displayed at the registration booth, verbal recognition at plenary sessions, and company logo (linked to your company website) on the conference website.

All attendees must register online at ncafp.org/FFI. *Registration covers all sessions, breaks in the Exhibits Area, and social events.*

Room reservations should be made by contacting Crowne Plaza Tennis and Golf Resort in Asheville, NC. See the conference website (ncafp.org/FFI) for the group room rate code for phone and online reservations.

Hours of Exhibit

Exhibits will be open on Wednesday, October 17 from 12:00 p.m. until 7:30 p.m. and on Thursday, October 18 from 8:00 a.m. until 5:30 p.m. The exhibitor acknowledges that this schedule will be strictly adhered to as a courtesy to other exhibitors and to NCAFPM delegates.

Materials to be Shipped

Arrangements for advance shipment of exhibit materials should be made directly with the hotel.

Restrictions

The NCAFPM reserves the right to decline or prohibit any exhibit or part of any exhibit, or prohibit or restrict any activity or conduct within the exhibition area which in its opinion is not appropriate. No alcoholic beverages shall be served by an exhibitor within the Exhibits Area during the conference. No exhibitor shall assign, sublet, or apportion the whole or any part of the space purchased or permit it any other party to exhibit therein. No exhibitor shall sponsor or hold an event for delegates at any time when conference program events are taking place.

Assignment of Space and Payment

Spaces will be assigned on a first come - first served basis. Payment must be received by October 3.

Installation and Dismantling

Exhibits may be installed between the hours of 6:00 p.m. and 11:45 p.m. on Tuesday, October 16 and/or between 8:00 a.m. and 11:00 a.m. on Wednesday, October 17. All booth exhibits must be set up by 11:00 a.m. on Wednesday, October 17. The NCAFPM reserves the right to resell and reassign space if an exhibitor fails to comply with these move-in and set-up deadlines. No exhibitor shall remove any portion of his/her exhibit before 5:30 p.m. on Thursday, October 18.

Standard Booth Equipment

The NCAFPM will furnish each booth exhibitor with an eight (8) foot long draped table and two chairs. If unique electrical and equipment needs are required, please contact the hotel.

Cancellation

Cancellation must be received by October 3 in order to be eligible for a refund. Refunds will be made after the conference, less a \$100 handling fee. After October 3, refunds will be made if cancelled space is resold by the NCAFPM.

Security/Liability

Hotel security will patrol the Exhibit Hall when exhibits are not open. However, the NCAFPM will not be responsible for the safety of exhibits from theft, damage by fire or other causes. The exhibitor hereby expressly assumes responsibility for injury or damage to persons, property or things occurring within the exhibit space assigned to each exhibitor in accordance with the terms of this contract.