



## 2018 Contract for Space

### Conference Registration

Each Platinum Level sponsorship includes two (2) complimentary registrations. Each Gold Level sponsorship includes one (1) complimentary registration. Companies sponsoring at these levels will be given a registration code with their sponsorship confirmation to use when registering the complimentary attendee(s). **All conference attendees must register for the conference.** See the 2018 Annual Conference webpage ([ncafpm.org/annual-conf](http://ncafpm.org/annual-conf)) for more information about the conference, registration, and accommodations.

### Hours of Exhibit

Exhibits will be open on Monday, April 16 from 7:30 AM until 8:30 PM and on Tuesday, April 17 from 8:00 AM until 4:30 PM. The exhibitor acknowledges that this schedule will be strictly adhered to as a courtesy to other exhibitors and to NCAFPFPM delegates.

### Assignment of Space and Payment

Platinum Level sponsors have the option to request a first and second choice of space. Our sponsorship chair will contact Platinum Level companies in the order the sponsorships were received, at which time the layout of the exhibit space will be available and the company can choose their exhibit location. All other exhibit spaces can be chosen during setup beginning at 6:00 PM on April 15. **Payment must be received by Friday, April 6.**

### Installation and Dismantling

Exhibits may be installed between the hours of 6:00 PM and 11:45 PM on Sunday, April 15. All booth exhibits must be set up by 7:30 AM on Monday, April 16. The NCAFPFPM 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 their exhibit before 4:30 PM on Tuesday, April 17.

### Restrictions

The NCAFPFPM 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.

### Materials to be Shipped

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

### Standard Booth Equipment

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

### Cancellation

Cancellation must be received by April 6 in order to be eligible for a refund. Refunds will be made after the conference, less a \$100 handling fee. After April 6, refunds will be made if cancelled space is resold by the NCAFPFPM.

### Security/Liability

Hotel security will patrol the Exhibit Hall when exhibits are not open. However, the NCAFPFPM 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.