



National Association of Case Management

Exhibitor Application and Contract

NACM 17th Annual Conference October 17 - 19, 2011 • Embassy Suites • Omaha, Nebraska

Mail or fax this form with payment to: NACM • 1645 'N' Street • Lincoln, NE 68508 • Phone 402-441-4385 • Fax 402-441-4335

1. Published Information: This information will be used on all published materials. Please print clearly and exactly how you want information to appear.

Company Name: _____ Website: _____

Fax: _____ Phone: _____ Email: _____

Contact Name: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

2. Description of Products and Services: Write a 40 word description of your products and services (if limit is exceeded description will be subject to editing).

3. Exhibit Contact Information: If different from above.

Company Name: _____ Website: _____

Fax: _____ Phone: _____ Email: _____

Booth Contact Name: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Full name and Title of all booth staff: _____

4. Payment: Choose the options you would like in the box to the right and total them at the bottom.

- ☐ Enclosed is my full booth payment.
- ☐ Please invoice me. I understand that space will be cancelled if payment is not received by NACM within 60 days of submission of this Exhibitor Application and Contract.
- ☐ Please contact me with more details on **Sponsorship Opportunities**.

The undersigned do hereby apply for the reservation of space at NACM's 17th Annual Conference. We understand this application becomes a binding agreement between NACM and the undersigned exhibitor when accepted by NACM. We agree to abide by the "Rules Governing NACM's 17th Annual Conference" and such additional rules and regulations as may be adopted by NACM. We understand that exhibit space allocation shall be at the discretion of NACM. Cancellations, in whole or in part, must be made in writing, and are subject to cancellation fees outlined in the "Rules Governing NACM's 17th Annual Conference".

5. Authorized Signature: _____ **Date:** _____

Exhibitor Options

Exhibit Packages (see page 2):

☐ Silver Package \$300

À La Carte Pricing (see page 3):

☐ Product and Services Demo \$1,000

☐ Exhibitor Conference Pass \$99

☐ Final Program Advertising

Full Page 5" x 7.25" \$275

1/2 Page 5" x 3.5" \$200

1/4 Page 2.25" x 3.5" \$100

☐ Registration Packet Insert \$250

☐ Awards Luncheon \$25

☐ Pre-Conference Mailing Labels \$75

☐ Post-Conference Mailing Labels \$125

☐ Post-Conference Email \$125

☐ Take-One Exhibit \$75

Total: \$ _____

1. **WHO MAY EXHIBIT** - The Exhibit Hall is only for those companies offering products, equipment, and services that are related to the case management profession and which have no outstanding payments due to NACM for other goods or services. NACM reserves the right to determine eligibility of any applicant as an Exhibitor up to and including the dates of the show. Acceptance of an exhibitor is in no way to be construed or promoted as an endorsement by NACM.

2. **ASSIGNMENT OF EXHIBIT SPACE** - Assignment of space will be made on a first-come, first-serve basis. NACM reserves the final decision and right, in the best interest of the Exhibit Hall, to amend the floor plan, assign, or relocate selected space in areas other than that selected by Exhibitor.

3. **CANCELLATION** - An exhibitor may cancel or withdraw from the Exhibit Hall subject to the following conditions:

- The Exhibitor shall file a written notice of intention to cancel or withdrawal by June 30, 2011.
- If a written notice is received by NACM on or before June 30, 2011, NACM shall return the fees paid for exhibit space but shall retain a service fee of \$100 per booth space. If payment has not been received, NACM will invoice the Exhibitor and the Exhibitor agrees to pay \$100 per each booth reserved.
- If written notice of cancellation is received on or after June 30, 2011, refunds will be at the discretion of NACM.

4. **HOLD HARMELESS CLAUSE** - The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment, and other property brought upon the exhibition premises and shall indemnify, defend, and hold harmless Embassy Suites, NACM, and their respective officers, directors, employees, or agents from any and all such possible losses, damages, and claims. The terms of this provision shall survive the termination or expiration of this agreement.

5. **ARRANGEMENTS OF EXHIBITS** - Exhibits shall be arranged so as to avoid obstructing the general view of the other exhibits in the Exhibit Hall. Exhibits must be self-contained within the booth area assigned; chairs, furniture, or exhibit materials are NOT to be placed outside the booth area. Demonstrations are permitted only within the confines of the individual exhibitor's booth. No interference with normal traffic flow or infringement of neighboring exhibits will be permitted.

Nothing shall be posted, tacked, screwed, or otherwise attached to columns, walls, floors, or other parts of the facility or furniture. Exhibitor shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, or air conditioning systems or portions thereof, or to the public area.

Exhibit booths may be set-up on Monday, October 17, 2011 between 7:30 a.m. - 9:00 a.m. Exhibitor agrees to maintain exhibit space during open Exhibit Hall hours. In the event that the exhibitor fails to set-up their display before 9:00 a.m. on Monday, October 17, 2011, NACM reserves the right to take possession of the space and reassign it to another organization. The exhibit area is accessible to the public and not secured overnight. NACM is not responsible for loss or damage to property or person. Booths are to be dismantled and removed by 8:00 a.m., Wednesday, October 19, 2011.

6. **REGISTRATION** - All visitors to the NACM conference must register in accordance with the rules of the Conference. Depending on your choice of exhibit package, registration may be included in your exhibit fee or can be purchased on an à la carte basis.

7. **OBJECTIONABLE CONDUCT** - NACM reserves the right to reject or terminate exhibit privileges of any Exhibitor including personnel in whole or in part, which because of notice, conduct of personnel, method of operation, selling outside of the booth, materials, or for other causes NACM believes is not

compatible with the purpose of the Conference and Exhibition, or any other reason in the opinion of NACM, without liability for any refunds or other expenses incurred.

8. **COMPLIANCE WITH LAWS** - Exhibitors shall bear responsibility for the compliance with any and all local, city, state, and federal safety, fire, and health laws, ordinances and regulations, including the policies, rules, and regulations of the Embassy Suites, regarding the installation, dismantling, and operation of the exhibit. Electrical wiring used by the exhibitor must conform to all federal, state, and local governmental requirements, including the National Electric Code safety rules. No flammable liquids are allowed in the building, and smoking is prohibited in all indoor areas.

9. **AMERICAN WITH DISABILITIES ACT** - Exhibitor represents and warrants that its exhibit and product/services information shall comply with the Americans with Disability Act, its regulations and guidelines (collectively "ADA"). Exhibitors shall indemnify, defend, and hold harmless NACM and its respective directors, officers, employees, and agents against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.

10. **EXHIBIT HOURS** - In their own best interest, and for security, Exhibitors are encouraged to keep an attendant at their booth during all open hours. It is agreed that no Exhibitors will dismantle or remove any part of their exhibit prior to show closing. If an Exhibitor violates this provision, the Exhibitor will be fined up to \$200. Each Exhibitor shall name one individual to act as its authorized representative at the exhibit. All Exhibitor representatives need to check in at the conference registration desk, and are required to wear the conference name tag.

11. **FORCE MAJEURE** - Should events beyond the reasonable control of NACM or Embassy Suites, such as acts of God, war, curtailment, or interruption of transportation facilities, unavailability of facilities, threats or acts of terrorism or similar acts, diseases, epidemic, State Department or other federal, state, or local government agency travel advisory, civil disturbance, or any other cause beyond the parties control, which, in the party's reasonable judgment, would tend to make it commercially unreasonable, illegal, or impossible for either party to perform its or their obligations under this Agreement as they relate to the Conference and Exhibit Hall, such party may cancel the Exhibitor Agreement upon written or email notice to the Exhibitor without liability including return of exhibition fees in whole or part at NACM's discretion.

12. **PHOTOGRAPHS/VIDEOTAPING** - NACM reserves the right to record, video-tape, and take photographs for promotional and educational purposes.

13. **COPYRIGHTED WORKS** - Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend, and hold harmless NACM, its directors, officers, employees, and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.

14. **CHANGES** - NACM reserves the right to make any changes in the rules necessary to ensure the health and safety of those in attendance, the significance of the exhibition, and harmony of operation. Exhibitor will be advised of any such changes by bulletin or email.

15. **COMMUNICATION** - All conference correspondence will be made through email. A valid email address is required.

16. **VIOLATIONS** - Violation of any of these rules and regulations on the part of the Exhibitor, its employees, or agents shall, at the discretion of NACM, constitute cause for NACM to terminate this Agreement, expel Exhibitor from the Exhibit Hall, and Exhibitor shall forfeit all fees paid to NACM. All decision of NACM are final.