

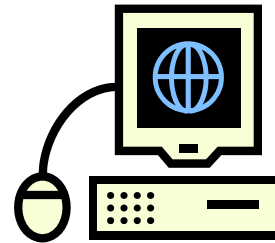
SEND REGISTRATION & AGREEMENT FORMS TO:

NAPPS 2010 Conference

P.O. Box 4547

Portland, OR 97208

Phone: (800) 477-8211 / Fax: (503) 222-3950



EXHIBITOR REGISTRATION

MEMBER EXHIBITOR FEE: \$450*

NON-MEMBER EXHIBITOR FEE: \$750*

**The Exhibitor Fee pays for one exhibitor and one assistant to attend the booth. Other assistants will be charged an additional \$85.00 each. There will also be additional fees charged by the hotel for power, internet and banner hanging. Paid exhibitor booths include refreshments in the Exhibitor Room, 1 table, 2 chairs and entrance to the Friday Night Cocktail Party.*

Member: _____ Assistant : _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Product or Service: _____

Additional staff attending: (\$85.00 each)

2.) Name: _____

3.) Name: _____

4.) Name: _____

**PLEASE SEE ATTACHED AV
INFORMATION FROM THE SWAN
HOTEL TO ARRANGE ELECTRICAL
AND TELEPHONE NEEDS**

Space larger than 8ft x 10ft needed. Specify: _____

Additional table(s) or chair(s) needed. Specify: _____

Please Note: If you submit a business card size ad to our office by **April 9, 2010** we will gladly include it in the NAPPS Conference booklet at no additional charge.

Please send electronic ads to: claire@napps.org or camera-ready copies of ads to: 2010 NAPPS Conference, PO Box 4547, Portland, OR 97208

PAYMENT INFORMATION

Payment Amount: \$ _____

Payment Method:

CHECK ENCLOSED

AMERICAN EXPRESS

VISA

MASTERCARD

Credit Card Information:

Card Number: _____

Expiration Date: _____

Name on Account: _____

Cardholder's Signature: _____

NAPPS 2010 Conference - Exhibitor Agreement Form

Exhibits of equipment and products are the sole responsibility of the exhibitor. The association reserves the right to refuse any exhibitor at anytime, either prior or during the event.

ASSIGNMENT OF SPACE – Booth space will be assigned by NAPPS' Administrative Staff only, and once determined, no exhibit will be moved except by mutual consent of the parties and approval by the NAPPS' Administrative Staff.

BOOTHS – No part of an exhibit booth shall obstruct the view of the adjacent booths or exceed eight feet in height. Maintenance of the exhibit and space shall be the sole responsibility of the exhibitor. All parts of the exhibit must be self-contained and may not be in any way attached to the building. Exhibitors will keep their areas clean of debris at all times.

UNRELATED ACTIVITIES – Any exhibitor who holds any function or seminar during NAPPS Conference events will forfeit their NAPPS Exhibitor rights and be asked to remove their property from the Exhibitor Hall immediately. There will be no refunds.

DEFAULT OCCUPANCY – Any exhibitor failing to occupy space, without notifying the **NAPPS** office **IN WRITING before April 23, 2010**, is not relieved of the obligation to pay for such space.

CANCELLATIONS – In the event of cancellation due to circumstances within the association's direct control, the association shall refund all collected payments. Cancellations for any cause by the exhibitor will result in a full refund if written notice is received by the association no later than **April 23, 2010**. However, the exhibitor will be liable to pay a \$25 processing fee for his/her cancellation. Cancellations received after April 23, 2010 will incur a 50% surcharge.

RIGHT TO REMOVE PROPERTY – The association reserves the right to remove from the hotel or conference hall premises any or all of the property of the exhibitor should the exhibitor violate any of the conditions of the Exhibitor's Agreement. This right may be exercised without prior notice and without hearing.

HOTEL SERVICES – The exhibitor is responsible for arranging all AV, phone line and internet services directly through the hotel. NAPPS is at no time responsible for the arrangement or payment of such services.

PERSONNEL – ALL booth personnel are required to confine their activities within the exhibitor's booth space.

VIOLATIONS OF THE CONDITIONS – Any of the following actions by any exhibitor shall constitute a violation of the conditions of the Exhibitors Agreement:

1. Violation of any municipal, state, or federal laws, rules, or regulations, including safety codes.
2. Failure to follow the procedures described herein.
3. Failure to remove exhibitor's property from the hotel or conference area upon cancellation or completion of the conference, currently scheduled to end Saturday, May 1, 2010 at 6:00 pm.

LIABILITY – NAPPS undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the exhibitor, booth personnel, property of the exhibitor, or property used in connection with the exhibit, from theft or damage or destruction by any cause. Any protection exercised by NAPPS shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience by the exhibitor.

The exhibitor agrees to indemnify and hold NAPPS and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of its representatives from the display or use of property of the exhibitor. NAPPS shall not be liable for any failure to deliver space due to circumstances beyond the direct control of the association.

EXHIBITOR: _____
(Please Print)

SIGNATURE: _____

DATE: _____

EXHIBITOR INFORMATION

NAPPS 2010 Annual Conference & Educational Seminar
Walt Disney World Swan Hotel – 1200 Epcot Resorts Blvd., Orlando, FL 32830
April 29 – May 1, 2010

Exhibit Hall Schedule

Thursday, April 29

3:00 pm Bag Stuffing
Exhibit Hall Set-up
Exhibitor Registration

5:00 pm Bag Stuffing Ends

5:00 - 7:00 pm ... General Registration

8:00 pm Exhibit Hall Closes

Friday, April 30

7:00 am Exhibit Hall Open for Set Up

8:00 am Exhibit Hall Open
Continental Breakfast

5:00 pm Exhibit Hall Closes

Saturday, May 1

8:00 am Exhibit Hall Open
Continental Breakfast

6:00 pm Exhibit Hall Closes

Shipping & Storage

Shipments should be addressed as follows:

Walt Disney World Swan Hotel
Attn: Adrienne Flecca (NAPPS)*
HOLD FOR ARRIVAL: (YOUR NAME)
1200 Epcot Resorts Blvd.
Orlando, FL 32830

*Please contact the hotel to arrange storage prior to sending any packages.

Telephone / Electric

Exhibitors are responsible for the arrangement and payment of all their telephone, electrical and AV needs. Exhibitors must contact the hotel prior to arrival to arrange internet, phone lines, electricity or any other services (please see attached AV rental information). To order these services please contact our Event Manager at The Walt Disney World Swan Hotel:

Adrienne Flecca (407) 934-1314
Fax: (407) 934-4355

Attending Meal Events

Registration as an exhibitor includes admittance into the Friday Night Cocktail Party ONLY. Exhibitors wishing to attend other conference meal events must fill out a regular conference registration form and return it along with correct payment to the NAPPS Administrative Office or onsite at the registration desk during regular registration hours only.

Free Advertising

We will include a business card size ad free of charge in our Conference booklet for exhibitors who submit their ad to the NAPPS Office by **April 9, 2010**. Please submit either an electronic or camera-ready copy of your advertisement to the NAPPS Office or you can send an email to claire@napps.org



PRESENTATION SERVICES

Event Technology Providers For: 2010 NAPPS

Deadline Date: **April 22, 2010**

Walt Disney World Swan and Dolphin Hotel

1500 Epcot Resorts Boulevard

Lake Buena Vista, Florida 32830

Sales: 407.939.5787 Fax: 407.939.5799

TECHNICAL ASSISTANCE: 321.251.0477

Meeting Dates: April 29, 2010 to May 1, 2010

ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT. CHARGES ARE **PER DAY**

Video Equipment						Projection Equipment										
<i>VIDEO MONITORS WILL NOT HANDLE A COMPUTER SIGNAL - SEE DATA MONITORS</i>																
	Advance Daily Rate	On-Site Rate	Qty	Days	Total		Advance Daily Rate	On-Site Rate	Qty	Days	Total					
VHS-VCR-DVD Monitor Package	\$245.00	\$270.00				Standard Overhead Projector	\$50.00	\$75.00								
BluRay Disc Player	\$150.00	\$175.00				5'-8" Tripod Screen	\$65.00	\$85.00								
DVD Player	\$75.00	\$100.00				White Board with Markers	\$44.00	\$54.00								
International 1/2" VHS () Pal () SECAM	\$200.00	\$250.00				Flipchart w/Pad and Markers	\$40.00	\$50.00								
25"/27" Color Video Monitor	\$110.00	\$135.00				34" Skirted A/V Cart	\$35.00	\$45.00								
32" Flat Screen HD Monitor	\$350.00	\$375.00				54" Skirted A/V Cart	\$40.00	\$50.00								
DVCam Deck	\$500.00	\$550.00				Safelock Stand	\$35.00	\$45.00								
Handheld DV Camcorder	\$300.00	\$350.00				Multi Outlet Power Strip	\$10.00	\$15.00								
Camera Tripod	\$75.00	\$100.00				25' Extension Cord	\$10.00	\$15.00								
Computer Display Equipment																
What computers are you using? (Manufacturer & Model) _____																
What is the resolution you are running? _____																
What software are you using? _____																
RGB Distribution Amplifier	\$100.00	\$125.00				Audio Equipment										
VGA Distribution Amplifier	\$80.00	\$105.00				Powered Speaker with Tripod	\$100.00	\$125.00								
17" LCD Flat Screen Monitor	\$125.00	\$150.00				Wired Hand Held Microphone	\$50.00	\$65.00								
19" LCD Flat Screen Monitor	\$200.00	\$225.00				Wired Lavalier Microphone	\$50.00	\$65.00								
32" Flat Screen Monitor	\$350.00	\$375.00				Wireless Handheld/Lavalier Microphone	\$175.00	\$195.00								
42" Flat Screen Monitor	\$450.00	\$500.00				Microphone (PLEASE CIRCLE ONE)										
50" Plasma Screen w/Stand and Cables	\$600.00	\$650.00				Cassette Player/Recorder (Mono)	\$45.00	\$70.00								
60" Plasma Screen w/Stand and Cables	\$800.00	\$900.00				CD Player	\$75.00	\$100.00								
*Cobra Stands For Plasma Screens	\$100.00	\$150.00				Sound System with (2) Powered Speakers on Tripods & (1) "Wired" Microphone	\$395.00	\$425.00								
Desktop Computer w/Standard Software	\$200.00	\$225.00				Sound System with (2) Powered Speakers on Tripods & (1) "Wireless" Microphone	\$520.00	\$550.00								
Laptop Computer w/Standard Software	\$175.00	\$200.00				Custom Audio Packages are available. Please call our office for individual design and pricing.	Call for pricing									
LCD Data Projector	\$450.00	\$500.00				<p>Please call our office at 407.939.5787 for your custom meeting specifications and pricing. pvieira@psav.com</p> <p>For Technical Assistance Please Call The PSAV Manager On Duty 321.251.0477</p> <p>Thank you for your business!</p>										
Wireless Mouse	\$50.00	\$75.00														
25' VGA Cable	\$30.00	\$40.00														
Total Equipment Rental																
23% Service Charge <i>includes set-up & removal of Presentation Services Equipment</i>																
6.5% Sales Tax <i>On Equipment and Service Charge</i>																
GRAND TOTAL =																

THE ATTACHED RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. CHARGES ARE **PER DAY**.

RENTAL RESERVATION

Name of Event _____ Location of Event: Walt Disney World Swan and Dolphin

Exhibitor / Client _____ Booth # / Room # _____

Address _____ Contact Name _____

Address _____ Phone # _____ Fax # _____

City _____ State _____ Zip _____ e-mail: _____

*Delivery Date _____

*Exhibitor / Client must be present to sign for the order at time of delivery. Please contact the Audiovisual Services Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. Presentation Services is unable to guarantee a delivery time.

*Pick up Date _____

*Exhibitor / Client is responsible for equipment until a Presentation Services representative removes the equipment. Equipment removal will be at close of the event unless otherwise specified. No removal of equipment will take place during event hours.

Cancellation Policy

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.
- B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

Any Equipment or Technician cancelled within 24 hours of a function's start time will be billed for at full price.

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR FLORIDA TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment on page three of this form. This section must be completed before your order can be processed.

A credit authorization is requested as a deposit against additional services and/or labor (please see page three). Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.

Please do not ask us to bill you.



Credit Card Consent Form

Payment: Please Post Charges To My Room Check Enclosed*

Room # _____

***Please make checks payable to : PRESENTATION SERVICES**

I authorize Presentation Services to charge my card in the amount of \$ _____

Type of card: AMEX Visa - MC - Diners Club Discover

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO (if required or Purchase card used #): _____

Cardholder's Name: _____

Cardholder Name (please print) _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Invoice/Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature _____ Date _____

Authorized Signature (If different from above): _____

Please Type or Print Name: _____

******* PLEASE RETURN ALL THREE PAGES WITH YOUR ORDER! *******