

Association of Rehabilitation Nurses

38th Annual Educational Conference • October 3–6, 2012

Application for Exhibit Space Exhibit Dates: October 3–5, 2012 • Nashville, TN

We understand that space will be rented at the following rates:

10' x 10' (100 sq ft) = \$1,600

10' x 20' (200 sq ft) = \$3,200

10' x 10' institutional = \$1,850

Corner booths (additional per corner) = \$100

*Exhibit Hall is not carpeted. Ceiling height is 27'.

We understand further that all space must be paid for in full by **August 1, 2012**. If the assigned space is not paid for in full by the specified date, it may be reassigned to another exhibitor at the option of the Association of Rehabilitation Nurses (ARN).

We agree to abide by the terms and conditions printed on the reverse side of this application form, which are made part of this contract. This is not a binding contract until signed by the ARN Sales Department on behalf of ARN.

Exhibit Booth Space _____ Booth Cost \$ _____

Corporate Member Discount _____ *less \$* 500

Total Amount Due ARN \$ _____

Firm name _____
(exactly as you wish it to appear in printed guide and on exhibit sign)

Street Address _____

City, State, ZIP _____

Phone (____) _____

Fax* (____) _____

E-mail Address _____

Website Address _____

Signature _____

Name _____

Title _____

*I understand that by providing the fax number(s) listed above, on behalf of the company specified above, I am authorized and hereby consent for the company to receive faxes sent by or on behalf of ARN.

This contract and related future mailings will be addressed to the signer (or designee indicated below, **if different**).

Name _____
(First) (Last)

Title _____

Firm Name _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____

Fax (____) _____

E-mail _____

Technical Exhibitors

(Check the categories that best describe your company's products. Maximum: 4)

<input type="checkbox"/> Assistive devices	<input type="checkbox"/> Orthotics/prosthetics	<input type="checkbox"/> Spasticity/seizure care products
<input type="checkbox"/> Communication aids	<input type="checkbox"/> Pain management	<input type="checkbox"/> Teaching materials
<input type="checkbox"/> Home health care	<input type="checkbox"/> Pharmaceuticals	<input type="checkbox"/> Urological supplies
<input type="checkbox"/> Incontinence products	<input type="checkbox"/> Pressure-relief devices	<input type="checkbox"/> Wound care products
<input type="checkbox"/> Managed care	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Other _____
<input type="checkbox"/> Medical equipment	<input type="checkbox"/> Skin care products	
<input type="checkbox"/> Mobility devices	<input type="checkbox"/> Software	

Facilities

(Check the categories that best describe your facility. Maximum: 4)

<input type="checkbox"/> Arthritis	<input type="checkbox"/> Long-term care	<input type="checkbox"/> Respiratory therapy
<input type="checkbox"/> Behavior modification	<input type="checkbox"/> Occupational therapy	<input type="checkbox"/> Speech therapy
<input type="checkbox"/> Brain injury	<input type="checkbox"/> Orthopedic disorders	<input type="checkbox"/> Spinal cord injury
<input type="checkbox"/> Chronic pain	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Stroke
<input type="checkbox"/> Community care	<input type="checkbox"/> Pulmonary	<input type="checkbox"/> Subacute care
<input type="checkbox"/> Geriatric care	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Transitional living
<input type="checkbox"/> Home health care		

After referring to the floor plan, indicate preferred booth location.

1st choice _____ 2nd choice _____

3rd choice _____ 4th choice _____

List companies that you would prefer not to be near.

(Please print or type.)

OFFICIAL PROGRAM INFORMATION

Describe in 50 words or fewer the products or services to be exhibited, exactly as you want the information to appear in the official conference guide. This information must be submitted electronically to tberkowitz@connect2amc.com at ARN no later than **July 2, 2012**. For a fillable form, visit www.rehabnurse.org.

Please complete all three steps:

1. Fax to 847.375.6461.
2. Make a copy of this form for your records.
3. Return the original, with a 50% deposit per booth, to

Association of Rehabilitation Nurses

Attn: Sales Department
PO Box 3781, Oak Brook, IL 60522
800.229.7530 or 847.375.4840, fax 847.375.6461
E-mail tcalvin@rehabnurse.org

Make checks payable to **Association of Rehabilitation Nurses**.

FOR ARN USE ONLY:

Booth number(s) assigned _____

Total cost \$ _____

Amount paid \$ _____

Accepted: ARN, by _____

Check # _____ Amount \$ _____ Date _____

Check # _____ Amount \$ _____ Date _____



Association of Rehabilitation Nurses Terms and Conditions

1. APPLICATION AND ELIGIBILITY. Application for booth space must be made on the printed form provided by ARN (hereinafter, "the Association"), contain the information as requested, and be executed by an individual who has authority to act for the applicant.

2. EXHIBIT BOOTH PRICE. The price for each 10' x 10' booth is \$1,600. A corner booth is an additional \$100. The price for a not-for-profit organization is \$1,850 and includes the exhibit space; one conference registration; two chairs, a table, and carpet for the booth; and the items listed below.

All exhibitors will receive discounted rates on advertising in the exhibit program book, attendee list, access to conference mailing labels at a discount, a uniformly styled draped booth, an identification sign, a listing in the convention program, and exhibitor badges for four (4) preregistered company representatives per paid booth, which admit them to the exposition area at no charge. Badges for spouses are charged against this four-badges-per-booth allotment.

3. PAYMENT DATES. No booths will be guaranteed until the Association receives full payment of the total booth fee, along with a signed contract. If full payment is not received by August 1, 2012, the Association will have the right to resell the assigned booth space. The exhibitor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the Association by the exhibitor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the Association will have the right to cancel this agreement if the exhibitor is or becomes in arrears with respect to any outstanding obligation due the Association.

4. CANCELLATION OF BOOTH SPACE. In the event that the exhibitor notifies the Association of the exhibitor's intent to repudiate the contract after acceptance but prior to June 1, 2012, a full refund of monies received, minus a \$250 administrative fee per booth, will be made. A penalty of 50% of the cost of the total booth space contracted will be imposed for a written cancellation received between June 1, 2012, and August 1, 2012. No refunds will be made or cancellations accepted after August 1, 2012.

If for any cause beyond the control of the Association—such as, but not limited to, the destruction of the exhibit facilities by an act of God, a public enemy, authority of the law, fire or other *force majeure*—the Association is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor, less expenses incurred by the Association to the date of the termination allocable to the exhibitor after proration thereof among all exhibitors.

5. ASSIGNMENT OF BOOTH SPACE. Space will be assigned beginning January 3, 2012, according to the availability of the requested area, the amount of space requested, special needs, and compatibility of the exhibitor's products with the association's aims and purposes. A 50% deposit of the total amount for the booth space must accompany the contract to reserve space.

The Association reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

6. BOOTH, FURNISHINGS, EQUIPMENT, AND SERVICE. A uniformly styled exhibit booth 10-ft deep and 10-ft wide will be furnished that consists of draped material on aluminum framework with a back wall that is 8-ft high, side rails that are 36-in. high, and an identification sign that is 7 in. x 44 in. Exhibit displays must not project so as to obstruct the view of the adjacent booths. In the rear 4 ft of all booths, display material or equipment can be placed to a height not exceeding 8 ft, unless requested in writing to the Association. In the remainder of the booth, all display material or equipment shall not exceed 42 in. in height. Exhibitors will be required to purchase carpeting for their booth.

7. CONDUCT OF EXHIBITS. The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of nonexhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling on the exhibit floor. However, exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local taxes for sales which occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area. Helium balloons are not allowed in the exhibit facility. No part of the display, including products, is permitted outside the exhibit space. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind.

The character of the exhibits is subject to the approval of the Association. The right is reserved to refuse the applications of companies not meeting the standards required or expected, as is the right to curtail exhibits or parts of exhibits that are not in accord with the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. Booths should be designed to draw attendees into the booths, not to encourage attendees to stand in the aisles.

8. INSTALLATION/DISMANTLING.

Installation. All exhibits must be set up by 4 pm on Wednesday, October 3, 2012, without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. At 4 pm, an inspection will be made, and exhibits that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the exhibitor. Exhibit aisles must be clear by 4 pm.

Dismantling. The official closing time of the exhibits is 11 am on Friday, October 5, 2012. All exhibit material must be packed and ready for removal from the exhibit area no later than 3 pm on October 5, 2012. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time.

Any company violating this regulation will be fined \$100 and may be denied exhibit space at any future Association conferences.

9. ADDITIONAL EXHIBITOR SERVICES. All other services are available to exhibitors at normal charges through the official convention contractor (hereinafter "Official Contractor"). An exhibitor's service kit will be mailed to all exhibitors approximately 60 days in advance with complete details and deadline order dates for rental displays, additional decorating, furniture, carpeting, signs, cleaning, photography, floral, electrical, telephone, audiovisual service, drayage, and labor.

10. CONTRACTOR AND LABOR COORDINATION. The Official Contractor will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Official Contractor will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. It is highly recommended that the labor services of the Official Contractor are used for setup and dismantling. If an outside contractor is used, the following steps **must** be taken:

- The Association and the Official Contractor must be notified, and proof of adequate liability insurance in an amount not less than \$1,000,000 combined single limit for personal injury and property damage must be given, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included.
- Check-in by all labor will be required at the labor service desk prior to the start of setup. No setup will be permitted without the authorization of the Official Contractor.
- All outside contractor personnel shall confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the exhibit hall.

11. HOSPITALITY AND ENTERTAINMENT. Hospitality suites or events sponsored by the exhibitors must be approved by the Association. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or exhibit hours. The Association has blocked suites at the Renaissance Nashville that will be available on a first-come, first-served basis. Contact ARN's exhibit manager to reserve these suites.

12. EXHIBIT STAFF REGISTRATION.

Prior to September 28, 2012, registration of four representatives (inclusive of spouses) per paid booth will be complimentary, provided that registrations are received by the Association before September 28, 2012. There will be a \$25 charge for the registration of each additional booth representative who exceeds the 4-per-booth allotment.

After September 28, 2012, an on-site \$25 service fee will be incurred for the following:

- registration of each representative
- each name change
- each lost badge or name substitution

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the exhibit facility. This badge will entitle registered exhibitors admission to the exhibit area only. Exhibitors must wear badges at all times—including during setup times, exhibit hours, and dismantling—in order to enter the exhibit area.

Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Association or the Official Contractor. Exhibitor badges do not give admission to other conference functions, nor are they transferable.

13. GENERAL CONFERENCE REGISTRATION. Any exhibitor who desires to attend the program sessions or any optional activities must register through regular channels. Advance registration forms will be mailed to exhibitors as soon as they are available.

14. SPECIAL VISUAL AND SOUND EFFECTS. Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of the Association does not interfere with the activities of neighboring exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

15. UNACCEPTABLE EXHIBITS. The exhibitor agrees not to use any displays that the Association determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Association to criticism or legal liability, are inconsistent with the stated purposes of the Association and the interest and welfare of its members, are inimical to the property rights of the Association, or violate the booth regulations or any other provision of this contract. In the event the Association determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Association may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Association.

16. INSURING EXHIBITS. Exhibitors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. It is suggested by the Association that the exhibitor contact the exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the exhibitor's existing policy covering same.

Neither the exhibit facility, the Association, nor the Official Contractor will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building or for any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall, even though it may at times be under the temporary control or direction of the Association or the Official Contractor.

17. MUSIC LICENSING. The exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors including, but not limited to, any music performance agreement between the Association and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and present the Association with a copy of such license or grant no less than 30 days prior to the start of the show.

18. INDEMNIFICATION AND RELEASE. The exhibitor shall indemnify, defend, and hold the Association, the exhibiting facility, the Official Contractor, and their respective directors, officers, members, agents, employees and successors, and each of them, forever harmless from and against: (i) any damage or charges resulting from violation of any law or ordinance or violation of the rules and regulations of the Association, the exhibiting facility, or the Official Contractor, except those occasioned by the gross negligence or willful misconduct of the Association, the exhibiting facility, or the Official Contractor; and (ii) any and all other claims, liabilities, losses, damages, or expenses (including, without limitation, attorneys' fees), whether those of the exhibitor or a third party, arising, directly or indirectly, from exhibitor's occupancy and use of the exhibition premises, or any part thereof, except those arising from the gross negligence or willful misconduct of the Association, the exhibiting facility, or the Official Contractor. The exhibitor further waives any and all rights it may have against the Association, the exhibiting facility, or the Official Contractor, and their respective directors, officers, members, agents, employees and successors, and each of them, and releases and discharges them from any claim relating to exhibitor's occupancy and use of the exhibition premises, or any part thereof.

19. SHIPPING INSTRUCTIONS. Information on shipping methods and rates will be sent to each exhibitor by the Official Contractor. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. The Official Contractor will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the exhibitor's name and booth number(s).

Exhibit material cannot be received at the exhibit facility prior to the show setup dates. Such freight will be directed to and stored at the Association's designated freight handling and storage firm at the exhibitor's expense.

The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the Official Contractor.

20. FAILURE TO OCCUPY SPACE. Any space not occupied at the exhibit hall at 4 pm Wednesday, October 3, 2012, shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Association without refund, unless a request for delayed occupancy has received prior approval by the Association.

21. FIRE REGULATIONS. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

22. ADVERTISING MATERIAL. The use or distribution of any souvenirs during the conference shall be subject to prior written approval by the Association. Such material shall be submitted to the Association for approval 60 days prior to the conference. Except as otherwise provided, the Association will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

23. CONVENTION PROGRAM. One (1) copy of the conference program/exhibits directory will be available to each exhibiting company at the exhibitors' registration area.

24. EXHIBIT SPACE FLOOR PLAN. Every effort will be made to maintain the general configuration of the floor plan for this conference. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

25. MISCELLANEOUS. The exhibitor expressly agrees to be bound by all the terms, conditions, and specifications herein listed and by the rules and regulations established by the Association from time to time thereafter modified, and expressly agrees that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersede any prior agreement, written or oral. This contract shall be interpreted under the law of the United States and of the State of Illinois.