

CONDITIONS FOR EXHIBITORS

2018 ANNUAL MEETING NATIONAL CONFERENCE OF BANKRUPTCY JUDGES® Marriott Rivercenter San Antonio

EXHIBITOR PRICES:

All Exhibitor Packages Include: One (1) 6-Foot Table Top Display and two (2) chairs, chairs behind table (up to three (3) persons non-CLE registration)

Location Options: This year NCBJ is being hosted in two separate venues:

Option #1: Marriott Rivercenter (22 available)	\$3,250
Option #2: Lila Cockrell Foyer (Gonzalez Convention Center) (23 available)	\$3,250
Option #3: Joint package with both locations	\$3,750

Henry B. Gonzalez Convention Center: The morning plenary sessions, attendee breakfast, and morning educational programs will be situated at the convention center, about a block from the conference hotel. Plenary sessions will be upstairs in the Lila Cockrell Theatre, and other programs will be downstairs in meeting room space. The exhibitor tables will be in the theater foyer, where attendees will pass by to enter or leave from 8am to 1pm. There are limited spaces with electrical power available. These are first-come, first served for exhibitors using large display monitors.

Marriott Rivercenter: ABA meetings, affiliate breakfast and luncheons educational programs, NCBJ and affiliate committee meetings, and special afternoon educational programs are being conducted at the hotel. Exhibit tables will be located in the registration area and ballroom foyers.

Dual Site Package: If you want to display at both locations, a special package price is available. A small additional fee secures two locations, one in each venue. NCBJ will provide wagons and staff support to move any supplies that will fit in a wagon (no tall banners or monitors) between the two locations. Electrical service (if desired) will be included in the package price at the convention center location, if your company contracts for electrical service at the Marriott, based on availability.

Additional Exhibitor Staff: \$600 per additional non-CLE person staffing the exhibit table, or \$750 with NCBJ coordinated CLE credit. ABA charges \$160 for CLE credit for their luncheons and education programs. NO Daily Substitutions of exhibit staff.

Hosted Beverages. Two specific exhibitor tables have an adjacent space for a 2nd table for the exhibitor to host beverages ordered from the hotel/convention center. No outside beverages are permitted and will be removed. The exhibitor is financially responsible for the beverages ordered and payment to the hotel/convention center caterer.

EXHIBITOR'S SPACE IS LIMITED

Table Style: NCBJ will provide one 6-foot draped table with 2 chairs. Electrical (hotel), hardwire or WiFi Internet, and phone service will be available for purchase from the venue providers. Contact with each of the providers to place your orders. You may only use the space on the 6' table for your display. An exception is a TV monitor stand, which may be placed next to the table for the express use of a TV monitor. There are limited spaces that will accommodate a monitor, so if a floor stand with monitor is planned, please reserve your space early, and request this on your contract.

SET UP: Sun, Oct. 28, 2018 12:00pm to 2:00pm

SHOW: Sun, Oct. 28, 2018 2:00pm to 6:30pm

Mon, Oct 29, 2018 8:00am to 5:00pm

Tues, Oct 30, 2018 8:00am to 4:00pm

TEAR DOWN: Tues, Oct 30, 2018 4:00pm to 5:00pm

Spouse Fee: \$225 Early Bird price thru July 29th for badge, NCBJ Attendee Continental Breakfasts and Welcome Reception. Spouses may separately purchase ABA, CLLA or ABI Luncheon, and Tour tickets. See www.NCBJmeeting.org for complete annual meeting information, registration and hotel reservations.

RULES & REGULATIONS:

1. Subletting of Contracted Exhibit Space is not permitted.
2. No exhibitor may have more than one 6-foot table, unless NCBJ determines space is available after September 15, 2018 or a “beverage host” table location is reserved (see next paragraph).
3. Novelty and Souvenir premiums must be approved in advance by NCBJ. No souvenirs may have a retail value in excess of \$25. **Beverage Hosting:** Exhibitors may purchase beverages from the hotel or convention center banquet/catering services and provide complimentary to attendees. Outside beverages are not permitted and will be removed.
4. Exhibitor will be held responsible for any and all damage to the venue premises caused by erection or dismantling of the exhibit.
5. Exhibitor's working personnel **MUST display NCBJ provided name badge identification badges at all times** while they are working the exhibit or within the restricted conference area.
6. Exhibitors are strictly prohibited from entering or standing in the doorway of any meeting room whether for purposes of solicitation, handing out of materials, or any other reason.
7. Neither NCBJ nor the host hotel shall be held responsible to the exhibitor or its personnel or guests for any loss or damage that may result from robbery, theft, fire, strikes, accidents or other calamity.
8. Failure of Exhibitor to fulfill terms of this agreement shall result in forfeiture of any moneys paid to NCBJ.
9. NCBJ reserves the right to deny or refuse any space application or require the removal of any exhibit that does not conform to the dignity of NCBJ. All exhibits must be related to insolvency law.
10. All exhibitors shall comply with all Federal, State, County, City and building fire and safety regulations.
11. Electrical services will be available for a charge from PSAV at the Marriott. Electrical service is limited at the Convention Center. We believe we have service covered, but will notify exhibitors requesting service if this changes.

12. The UPS franchise at the Marriott Rivercenter is the best option for shipping and storing advance freight. Freight should only be shipped directly to the UPS franchise located at the Marriott Rivercenter. The Marriott UPS Store also handles outbound freight. Do not ship anything to the convention center as it will be returned to you by the shipping company.
13. Audio visual equipment and services will be available for a fee from PSAV, the in house AV company, as required depending on your needs and table location. Note that there is a different PSAV division at each venue. They are not operated as one company, and if you want AV support in each location, you will be working with both divisions independently.
14. NCBJ is planning to have basic public Wi-Fi in the general session room. There is no public Wi-Fi in the corridors where exhibit tables are located. Exhibitors may order Wi-Fi for a daily fee from PSAV at the Marriott, or Smart City at the Convention Center.
15. Any additional exhibitor decoration needs will be provided by Capers, the DMC (Destination Management Company) for rental fees.
16. Checking in with NCBJ registration is required prior to exhibit set up.
17. No hand written signs or posters are permitted anywhere on venue properties. Signage must be professional in appearance. The hotel reserves the right to approve all signage and graphics to be displayed in the hotel's public space and ballroom foyers. Banners are not allowed to be hung anywhere in either venue without approval from the venue event manager.
18. Cellular phone coverage is limited at both venues. Relative efficacy seems to be Verizon, AT&T, T-Mobile, and Sprint in order of decreasing effectiveness. NCBJ, JBS & Associates, Marriott Rivercenter, and the Henry B. Gonzalez Convention Center will not accept responsibility for any signal strength issues.
19. Any matters not covered by these rules are subject to the sole discretion of NCBJ Executive Director.
20. Exhibitors agree to protect and hold harmless the Marriott Rivercenter, Henry B. Gonzalez Convention Center, City of San Antonio, NCBJ and JBS & Business Development, Inc., their agents, employees, assigns and successors against all claims for damages, suits, costs, expenses and attorneys fees by any and all persons which may result on account of injury, loss or damage sustained upon the space occupied by the Exhibitors. Provide Acord Additional Insured certificates to Jeff Bozanic at jbozanic@gmail.com by Oct 1st.
21. The term "exhibitor(s)" shall be construed to mean the signatory and the attending personnel from their company to the agreement with the NCBJ, its employees, agents, or guests.
22. "Additional" Exhibitor Staff who wish to receive CLE credits MUST be registered at the Exhibitor CLE fee rate. CLE registrations are not available as one of the three included free exhibitor registrations.
23. **Cancellation Policy:** Exhibitors canceling contract prior to 8/1/2018 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellations on or after 8/1/2018. All cancellation requests for refunding must be submitted in writing and faxed to the NCBJ Office 949.497.2623 or emailed to Jeanne Sleeper at JSleeper@JBSmgmt.com