

CONDITIONS FOR EXHIBITORS

2019 ANNUAL MEETING NATIONAL CONFERENCE OF BANKRUPTCY JUDGES® Marriott Marquis, Washington, D.C.

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: All exhibitors will be in the Marquis Ballroom Foyer. The cost is \$3,750.

Additional Exhibitor Staff: \$600 per additional non-CLE person staffing the exhibit table. Any exhibitor personnel who wish to receive CLE credit will incur an additional fee of \$150 for 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 (one opportunity for cold beverages, another for hot beverages). No outside beverages are permitted and will be removed. The exhibitor is financially responsible for the beverages ordered and payment directly to the hotel.

EXHIBITOR'S SPACE IS LIMITED

Table Style: NCBJ will provide one 6-foot draped table with 2 chairs. Electrical, hardwire or WiFi Internet, and phone service will be available for purchase from the venue providers. Contact 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: Wed, Oct. 30, 2019 12:00pm to 4:00pm

SHOW: Wed, Oct. 30, 2019 4:00pm to 5:30pm
Thur, Oct 31, 2019 8:00am to 5:00pm
Fri, Nov 1, 2019 8:00am to 5:00pm
Sat, Nov 2, 2019 8:00am to 12:00pm

TEAR DOWN: Sat, Nov 2, 2019 12:00pm to 1:00pm

Spouse Fee: \$225 Early Bird price thru July 28th 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. Sub-letting 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, 2019 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 catering services and provide complimentary to attendees. Outside beverages are not permitted and will be removed. Two exhibitors may contract to provide beverages, one for hot drinks and one for cold drinks. Please contact NCBJ if you would like to offer this as part of your exhibit.
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, and City building fire and safety regulations.
11. Electrical services will be available for a fee from PSAV at the Marriott Marquis.
12. The FedEx franchise center at the Marriott Marquis is the best option for shipping and storing advance freight. FedEx also handles outbound freight.
13. Audio visual equipment and services will be available for a fee from PSAV.
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.
15. If desired printers and/or copiers must be rented from the on-site FedEx franchise. Monitors may be rented from PSAV.
16. Checking in with NCBJ registration is required prior to exhibit set up.
17. No hand written signs or posters are permitted. 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 without approval from NCBJ and the hotel.

18. Cellular phone coverage varies throughout the hotel. Relative efficacy seems to be Verizon and AT&T, which have few issues in the hotel. T-Mobile and Sprint are less effective, especially in the lower portions of the hotel. We have no information on other carriers. NCBJ, JBS & Associates, and Marriott Marquis 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 Marquis, 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. Exhibitor Staff who wish to receive CLE credits MUST be registered for CLE and have paid the appropriate NCBJ and/or ABA CLE fees.

23. Exhibitor registrations, exhibitor guest registrations, and additional exhibitor registrations no not include any luncheons as part of the registration. To attend a luncheon or affiliate breakfast program, please register for the affiliate program as specified on the www.ncbjmeeting.org website.

24. **Cancellation Policy:** Exhibitors canceling contract prior to 8/30/2019 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellations on or after 8/30/2019. 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