

**CONDITIONS FOR EXHIBITORS**

**2014 ANNUAL MEETING  
NATIONAL CONFERENCE OF BANKRUPTCY JUDGES®  
Hyatt Regency Chicago**

**EXHIBITOR PRICES:**

\$3500.00 for One (1) 6 Foot Table Top Display (up to three (3) persons registration)  
\$ 650.00 per additional person staffing the exhibit table

Exhibitors DO NOT qualify for CLE. No Daily Substitutions of exhibit staff.

**LOCATION:** Exhibits are located in the Grand Ballroom Foyer. The location of all exhibits is highly visible adjacent to the Grand Ballroom where the Plenary Sessions are held. Coffee Breaks, NCBJ provided Breakfasts and Huddles with the Grand Ballroom speakers post-presentation will be held in the same location as the exhibits.

**Availability of space is limited to the following:**

Table Style: NCBJ will provide one 6-foot draped table with 2 chairs. Electrical and phone will be available upon request. Please make request in writing when completing your contract. 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.

- **SET UP:**                      **Wednesday, October 8, 2014**                      **12:00 Noon to 3:00pm**
- **SHOW:**                      **Thursday, October 9, 2014**                      **7:30am to 5:00pm**  
   **Friday, October 10, 2014**                      **7:30am to 1:00pm**
- **TEAR DOWN:**              **Friday, October 10, 2014**                      **1:00pm to 3:00pm**

**✘TABLE DISPLAYS MUST BE REMOVED BY THIS TIME, NO EXCEPTIONS✘**

**Spouse Fee: \$175 for badge, NCBJ Attendee Continental Breakfasts and AIRA Welcome Reception.** Spouses may separately purchase CLLA Breakfast, ABI Luncheon, Tours and Final Night Dinner tickets from NCBJ. ABA luncheon tickets are purchased direct from ABA. See [www.ncjb.org](http://www.ncjb.org) or [www.NCBJmeeting.org](http://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 9/1/2014.
3. Exhibitors may not provide food or beverages. Novelty and Souvenir premiums must be approved in advance by NCBJ. No souvenirs may have a retail value in excess of \$25.00.
4. Exhibitor will be held responsible for any and all damage to the hotel caused by erection or dismantling of the exhibit.
5. Exhibitor's working personnel **MUST display identification badges at all times** while they are working the exhibit.

**OVER**

**OVER**

**OVER**

**OVER**

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 insist upon the removal of any exhibit that does not conform to the dignity of NCBJ.
10. All exhibitors shall comply with all Federal, State, County, City and Hotel fire and safety regulations.
11. No shipments by the Exhibitor may be made to the hotel without express prior approval by both the hotel and NCBJ. Freeman, the general services contractor will be available to accept and store advance freight, deliver it to the hotel and to ship outbound freight.
12. Electrical services will be available for a charge from Freeman or the Hyatt as required depending on your needs and table location.
13. Any additional exhibitor decoration needs will be provided by the NCBJ contracted decorator for rental fees.
14. Checking in with NCBJ registration is required prior to exhibit set up.
15. Any matters not covered by these rules are subject to the sole discretion of NCBJ.
16. Exhibitors agree to protect and hold harmless the NCBJ and JBS & Associates, 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.
18. 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.
19. Exhibitors who wish to receive CLE credits MUST be registered as a registrant and pay the registration fee.
20. **Cancellation Policy:** Exhibitors canceling contract prior to 30 days from conference start date of 10/8/2014 will be refunded paid amount less \$1000.00. No refunds will be issued for cancellations after 10/8/2014. All cancellation requests for refunding must be submitted in writing and faxed to the NCBJ Office 949.497.2623 or emailed to Jeanne Sleeper, JSleeper@JBSassociates.ws