

CONDITIONS FOR EXHIBITORS

2015 ANNUAL MEETING NATIONAL CONFERENCE OF BANKRUPTCY JUDGES® Fontainebleu Miami Beach

EXHIBITOR PRICES:

Option #1: \$4,000.00 for One (1) 6 Foot Table Top Display and two (2) chairs, chairs behind table away from the wall (up to three (3) persons registration)

Option #2: \$3,500.00 for One (1) 6 Foot Table Top Display and one (1) chair, both against wall (up to three (3) persons registration)

Additional Exhibitors: \$600.00 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 Luster Gallerie. The location of all exhibits is highly visible in the same hallway as Registration and adjacent to the Sparkle Ballroom where the Plenary Sessions are held. Coffee Breaks, NCBJ provided Breakfasts and Huddles with the Sparkle 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 1 or 2 chairs. Electrical and phone will be available for purchase from the hotel's providers. 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. There are limited (3) spaces which will accommodate this, so if such is desired please reserve your space early, and request this on your contract.

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|---------------------|------------------------------------|-----------------------------|
| • SET UP: | Sunday, September 27, 2015 | 12:00 Noon to 3:00pm |
| • SHOW: | Sunday, September 27, 2015 | 3:00pm to 5:30pm |
| • | Monday, September 28, 2015 | 8:00am to 5:00pm |
| | Tuesday, September 29, 2015 | 8:00am to 2:00pm |
| • TEAR DOWN: | Tuesday, September 29, 2015 | 2:00pm to 3:00pm |

※TABLE DISPLAYS MUST BE REMOVED BY THIS TIME, NO EXCEPTIONS※

Spouse Fee: \$200 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 or 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 9/1/2015.
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.

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5. Exhibitor's working personnel **MUST display identification badges at all times** while they are working the exhibit.
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. Vista Convention Services South, the general services contractor will be available to accept and store advance freight, deliver it to the hotel and to ship outbound freight. Any shipments to the hotel must arrive no earlier than 3 days before the conference. The hotel charges a package service charge per package.
12. Electrical services will be available for a charge from Edlen Electrical Exhibition Services (**305-623-5335**) as required depending on your needs and table location.
13. Audio visual equipment and services will be available for a charge from Southern Audio Visual as required depending on your needs and table location.
14. We are planning to have low speed public WiFi available in the exhibit area for e-mail use, but if you require a more reliable or faster service at an additional charge, contact Encore.
15. Any additional exhibitor decoration needs will be provided by the NCBJ contracted decorator for rental fees.
16. Checking in with NCBJ registration is required prior to exhibit set up.
17. Any matters not covered by these rules are subject to the sole discretion of NCBJ.
18. Exhibitors agree to protect and hold harmless the Fontainebleau Miami Beach, 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.
19. 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.
20. Exhibitors who wish to receive CLE credits **MUST** be registered as a registrant and pay the registration fee.
21. **Cancellation Policy:** Exhibitors canceling contract prior to 8/30/2015 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellations on or after 8/30/2015. 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@jbsmgmt.com.

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Shipping Options

There are a number of different shipping options for getting your materials to and from the conference. They all entail different pricing, deadlines, and minimums. We cannot advise you as to the best option in your particular circumstances, but you may wish to consider the following information. The page number refers to the exhibitor information PDF sent as a separate attachment.

Options:

1. **Vista Material Handling Service** (Page 15): Two hundred (200) pounds minimum. Includes warehouse storage in South Miami up to 30 days before the show, delivery to and from booth, and removal and storage of empty containers/crates during the show. Deadline for receipt of material at warehouse September 18, 2015, 3:30 pm, else a surcharge of 25% incurred. Rates differ for (a) crated and/or skidded shipments versus (b) unconsolidated shipments, including FedEx or UPS shipments:

(a) Warehouse \$94.75/100 lbs, Show site rate \$99.25/100 lbs

(b) Warehouse \$131.75/100 lbs, Show site rate \$138.00/100 lbs

Small package shipments (FedEx, etc) are \$40 for the first package, and \$30 for each additional package, if not consolidated into a larger delivery. 50 lbs per package maximum.

2. **UPS Freight** (Page 31-32): UPS provides a range of services, including freight, small package ground, and air freight or expedited (urgent) handling. They can deliver to either Vista or the hotel. Both Vista and the Hotel will charge additional handling fees for these deliveries.

3. **Fontainebleau Hotel Package Handling** (Page 30): Fees vary based on package size. They will only accept items up to two (2) days in advance and one (1) day post-show, or else each item is subject to additional storage fees. Package service hours are from 7am to 6:30pm. Any afterhours service is subject to a surcharge. General fee schedule:

(a) Handling fee for letter/envelope: \$5.00

(b) Handling fee for small box (<20 lbs): \$20.00

(c) Handling fee for large box (≥20 lbs): \$50.00

(d) Handling fee for pallet: \$95.00

(e) Storage fee per box per day: \$50.00

(f) Storage fee per pallet per day: \$100.00

Note that this summary is provided as a service, and may not be correct at time of shipment/delivery. Exhibitors are urged to confirm pricing directly with the service provider before utilizing any shipping service. Neither NCBJ nor JBS & Associates will be responsible for any decisions or costs associated with shipping services made based on this summary.