

CONDITIONS FOR EXHIBITORS

2021 ANNUAL MEETING NATIONAL CONFERENCE OF BANKRUPTCY JUDGES® JW Marriott Indianapolis, Indiana

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 JW Marriott Grand 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 usually charges \$160 for CLE credit for their luncheons and education programs (2021 rate not yet set). 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 Internet, and phone service will be available for purchase from the venue's 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. 6, 2021 12:00pm to 1:00pm

SHOW: Wed, Oct. 6, 2021 1:00pm to 3:45pm

Thur, Oct. 7, 2021 8:00am to 5:00pm

Fri, Oct. 8, 2021 8:00am to 4:00pm

TEAR DOWN: Fri, Oct 8, 2021 4:00pm to 5:00pm

Spouse/Guest Fee: \$225 Early Bird price thru June 30th 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 6, 2021 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 the JW Marriott Indianapolis. Details TBA.
12. The Business Center at the JW Marriott Indianapolis is the best option for shipping and storing advance freight. The UPS Store franchise center also handles outbound freight.
13. Audio visual equipment and services will be available for a fee from the Marriott in-house AV company.
14. NCBJ is planning to have basic public Wi-Fi in the general session room and in the foyers where exhibit tables are located. Exhibitors may order hardwire Internet access for a daily fee from the JW Marriott Indianapolis in-house AV company.
15. If desired printers and/or copiers or computer monitors may be rented from the in-house AV company.
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 and meeting space. In general, cell reception is limited in the major ballrooms. The Marriott Grand Ballroom Foyer (where the exhibit tables are located) is

generally better, and most cellular service providers work reasonably well. NCBJ, JBS & Associates, and JW Marriott Indianapolis 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 JW Marriott Indianapolis, NCBJ, and JBS Business Development, Inc., their agents, employees, assigns and successors against all claims for damages, suits, costs, expenses and attorney 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 August 23, 2021.

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 do 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 8/5/2021 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellations on or after 8/5/2021. 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