

CONDITIONS FOR EXHIBITORS

2017 ANNUAL MEETING NATIONAL CONFERENCE OF BANKRUPTCY JUDGES® Paris Las Vegas

EXHIBITOR PRICES:

\$3,750, Includes: One (1) 6-Foot Table Top Display and two (2) chairs, chairs behind table (up to three (3) persons non-CLE registration)

Location Options

Option #1: Hall of Mirrors Corridor, part of the Paris Foyer (7 available)

Option #2: Registration Corridor leading to the Speakers' Huddle, attendee breakfast area & meeting rooms (6 available)

Option #3: Concorde B where attendee breakfast is served, lounge seating, speakers' huddle and one of the morning break stations (9 available)

Additional Exhibitor Staff: \$600.00 per additional non-CLE person staffing the exhibit table, or \$750 with CLE credit. NO Daily Substitutions of exhibit staff.

Hosted Beverages. Four specific exhibitor tables have adjacent space for a 2nd table for the exhibitor to host beverages ordered from the hotel. No outside beverages are permitted and will be removed. Exhibitor are financially responsible for the beverages ordered and payment to the hotel.

LOCATION: Exhibits are located in three separate locations. The locations of all exhibits are in high traffic areas. The **Hall of Mirrors Corridor** leads to Rivoli Ballroom, where the Plenary sessions are held, and the Vendome Ballroom, where many of the major educational luncheon programs are staged. The **Registration Corridor** locations are passed as attendees walk from the hotel to both Champagne 1, where Conference Registration and Check-In are located, and Concorde B. The final area is **Concorde B**, a large room holding the Speakers' Huddle, lounge, attendee breakfast area, and morning break service.

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 hotel's 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. 8, 2017 **1:00pm to 3:00pm**

SHOW: Sun, Oct. 8, 2017 **3:00pm to 6:30pm**

Mon, Oct 9, 2017 **8:00am to 5:00pm**

Tues, Oct 10, 2017 **8:00am to 4:00pm**

TEAR DOWN: Tues, Oct 10, 2017 **4:00pm to 5:00pm**

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

Spouse Fee: \$225 Early Bird price thru August 8th for badge, NCBJ Attendee Continental Breakfasts and AIRA Welcome Reception. Spouses may separately purchase CLLA or ABI Luncheon, Tour and Final Night Reception tickets from NCBJ. ABA luncheon tickets are purchased direct from ABA. 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 8, 2017 or a “beverage host” table location is reserved and exhibitor hosts beverages provided by hotel catering.
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 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 hotel 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.
10. All exhibitors shall comply with all Federal, State, County, City and Hotel fire and safety regulations.
11. Freeman, 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 direct to the hotel must arrive **no earlier** than 3 days before the conference. Anything received earlier than that will be subject to storage fees in addition to the hotel package handling fees. **THE HOTEL WILL NOT ACCEPT EXHIBITOR FREIGHT – IT WILL BE FORWARDED TO FREEMAN AND YOU WILL INCUR EXTRA SHIPPING CHARGES.**
12. Electrical services will be available for a charge from Encore Event Technologies as required depending on your needs and table location.
Contact Diana Cobb at Diana.Cobb@encore-us.com

13. Audio visual equipment and services will be available for a fee from Encore Event Technologies, the in house AV company, as required depending on your needs and table location.

Contact Christina Dominguez at Christina.Dominguez@encore-us.com

14. NCBJ is planning to have low bandwidth public Wi-Fi in the general session rooms and in Concorde B, where attendee breakfast, breaks, lounge, speakers huddle and some exhibits are located. There is no Paris public Wi-Fi in the corridors where exhibit tables are located. Exhibitors may order Wi-Fi for a daily fee from Encore Event Technologies, the in-house AV company.

Contact Pamela Waters at Pamela.Waters@encore-us.com

15. Any additional exhibitor decoration needs will be provided by Freeman, the general service contractor for rental fees.

16. Paris bellmen are not allowed to assist with bringing any materials into the ballroom area. Any such assistance should be coordinated through the Package Room. Exhibitors are permitted to utilize their person wheeled suitcases, or small dollies.

17. Checking in with NCBJ registration is required prior to exhibit set up.

18. No hand written signs or posters are permitted anywhere on Hotel property. 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 the hotel without approval from the hotel event manager.

19. The Hotel's large meeting space in the ballroom area is on the ground floor of a large casino and resort complex. Generally most cellular carrier signals work in the ballroom area, but neither NCBJ nor Paris Las Vegas will accept responsibility for any signal strength issues.

20. Any matters not covered by these rules are subject to the sole discretion of NCBJ Executive Director.

21. Exhibitors agree to protect and hold harmless the Paris Las Vegas, 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.

22. 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.

23. "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.

24. **Cancellation Policy:** Exhibitors canceling contract prior to 8/8/2017 will be refunded paid amount less \$1,000.00. No refunds will be issued for cancellations on or after 8/8/2017. 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