# Exhibitor Application & Contract

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| **Contact Information** |
| Company:  |   |
| Address: |  |
| City/State/Zip |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |
| Website: |  |
| Contact Name: |  |
| Title: |  |
| **Company Representatives** *(Names for badges)***:** |
| Two badges are included for each vendor. Badges do not include meals.  |
| Name #1: |  |
| Name #2: |  |
| **Product or Service Listing:** |
| Please describe the product(s) and/or service(s) to be exhibited. This description be used in determining final space assignments and will appear in the Expo Program, on the PTL website. *Maximum: 25 words.* (May be accompanied by brochure, catalogue or photos of products or previous exhibits.) |
| Description:*(25 words or less)* |  |
| Will your exhibit include the playing of instruments?  | [ ]  Yes [ ]  No |

**Please Note:** Pre-payment is required to reserve your space.

**Exhibit Space** AHNA Member Non- Member

* One standard unskirted table (standard 6’) with two (2) chairs
* Name badges for staff two (2).
* Access to conference attendees

**Exhibit Assignment**

Exhibit area is filled on a first-come first-served basis as of the date payment is received in full. PTL reserves the right to assign tables according to the specific needs of the conference. Submission of an application does not guarantee acceptance as an exhibitor. **Full payment must accompany the Application & Contract.**

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| **Exhibit Fees:** |
| Exhibit Table: $150.00 ea. | Quantity:  |  | Exhibit Total: | $ |
| **Total Cost:** | $ |
| **Payment Information**  |
| Credit Card: Visa [ ]  M/C [ ]  Discover [ ]  American Express |
| Card#: |  |
| Exp. Date: |  |
| Security Code: |  |
| Name as it appears on card: |  |
| Billing address (if different than above) |  |
| Cardholder Signature: |  |
| To pay via PayPal: |  |

*I, the undersigned, as authorized agent of the above-named company, agree to adhere to the specified terms and conditions of this contract (as described on the next page of this application) and understand I am responsible for ensuring all other company representatives in my booth do the same. I acknowledge that PTL reserves the right to accept or reject this application. I have read and understand the cancellation policy.*

|  |  |
| --- | --- |
| Authorized Signature: |  |
| Date: |  |
| Print Name: |  |
| Print Title: |  |
| **Application Submission:** |
| Please send the completed, signed Exhibitor Application & Contract to: |
|  |  |
| Via E-mail: | info@pathwaystolight.org |

**Exhibitor Terms & Conditions**

1. **Exhibit Specifications:** Each exhibit space will include one table (standard 6’), and two chairs. **This is an outdoor event any tents must be 10x10 no exceptions.** No Booth sharing one vendor per booth.
2. **Displays/Signs:** All displays are to be professional and attractive. Any space that does not meet the standards of PTL will not be invited back. Music or other audio/visual sound without earphones is not allowed. Open flames are strictly prohibited. Diffusion of aromatherapy must be monitored at all times. All banners and signs must be within the specifications of the space configurations. (Banners allowed on table front and table top only). Exhibits should be installed so they do not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.
3. **Show Hours:** The exhibits will be open during the following hours:
	1. Saturday, August 24th and 25th, 2013 : 9:00 a.m. to 8:00 p.m. and 9:00 -7:00pm
	2. Event set-up is same-day, Friday August 23 2013 from 3:00 p.m. to 8:pm a.m. Exhibitors are required to check in at PTL Exhibitor Registration by 8:30 a.m. Late check-ins require prior approval. PTL reserves the right to reassign the table space if the check-in is missed. Exhibit set-up must be completed by 9:00 a.m. If at any time during show hours the booth is left unattended, exhibitors must secure all valuables and attempt to give PTL staff notification prior to leaving. Neither PTL nor the **Holiday Inn** will be held responsible for any loss or damage incurred to exhibits left unattended. Break-down is Sunday, after the event from 8:00 p.m. to 9:30 p.m.
4. **Registration/Name Badges:** Exhibitors are issued two (2) badges for personnel staffing the exhibit. All other guests of the exhibitor are required to register as attendees.
5. **Lodging & Meals:** Meals and lodging are not included in the cost of exhibit space.
6. **Eligibility to Exhibit:** PTL reserves the right to determine acceptability of applications for exhibit space based on criteria including, but not limited to: overall benefit of product/service to attendees; congruency of product/service with the mission, philosophy and intentions of PTL and objectives of conference; overall variation of products/services exhibited; space constraint of exhibit area.
7. **Contents/Usage of Exhibit Space:** All products/services available for sale must be detailed on the Exhibitor Application & Contract. If not, PTL reserves the right to demand products/services information be removed from the exhibit. This is to protect the interest of all exhibitors and maintain the product mix of the show. Exhibit space is to be used solely by the exhibitor whose name appears on the contract. The subletting or assignment of space is prohibited. All business and sales activities must be conducted within the confines of the exhibit, during the times specified. Scheduled set-up, exhibit and breakdown times are subject to change. No advertising/sales/marketing materials may be displayed or distributed in any other part of the exhibit hall or hotel premises. Infraction will be considered cause for dismissal of exhibitor without refund. Interfering in any way with the business or exhibit space of another exhibitor is strictly prohibited and will be considered cause for dismissal of said exhibitor without refund.
	1. PTL also reserves the right to dismiss any exhibitor from the exhibit hall at it’s discretion for improper conduct. PTL will not refund any fees paid by the exhibitor in these cases.
8. **Fire & Safety:** Exhibitors must comply with all rules, regulations and codes relating to fire and safety. This conference is designated a non-smoking event. Smoking is not permitted in meeting rooms, exhibit hall or any other PTL-sponsored activity.
9. **Security:** It is the responsibility of the exhibitor to secure all valuables before retiring for the evening. Exhibitors acknowledge that space is **not** locked at night. All goods and/ or equipment are solely the responsibility of the exhibitor. Neither PTL nor the hotel is responsible for the replacement of lost or stolen goods.
10. **Cancellations:** All cancellations must be submitted in writing. A cancellation fee of $50 will be retained for all cancellations prior to August 14, 2013. After August 14, 2013, no refunds will be given. All cancellation fees retained by PTL under this contract are deemed fully earned and made in consideration for expense incurred by PTL for lost or deferred opportunity to provide exhibit space to others. In the event the conference facility becomes unusable due to acts of GOD, strikes, fire, terrorism or any other cause not within the control of PTL, the exhibitor releases PTL from all claims, damages, etc. which may be consequences thereof.
11. **Indemnification:** The exhibitor assumes complete responsibility and agrees to hold PTL and the **Holiday Inn** harmless from any and all claims, suits, liabilities, demands, damages, or other costs of any kind which might result from any action or failure to act of the exhibitor or any agent, representative, personnel, etc. during or related to exhibition at this event, including but not limited to claims of damage or loss, harm or injury to the person or property of the exhibitor or any of its agents employees or other agents. PTL or **Holiday Inn** will not maintain insurance covering exhibitor property and therefore it is the sole responsibility of the exhibitor to obtain insurance for such purpose.
	1. Exhibitors are encouraged to carry All Risk Insurance. PTL shall not be responsible for any damage or loss of exhibitors’ material.
12. **Photo Consent:** The exhibitor agrees to grant PTL privileges to photograph the exhibit setup and any interaction between exhibit staff and conference attendees. The exhibitor grants PTL permission to use any photographs obtained from the conference in future promotions and print advertising.
13. **General Services:** Please contact Ellie Stewart: info@pathwaystolight.org or call
(773) 216-9882 for information or questions.

**For more information, contact:** Ellie Stewart: (773) 216-9882 | info@pathwaystolight.org