

General Information, Terms and Conditions

Booth size and prices

The exhibit fee is \$500 per space and \$450 for each additional space. Each space is 8 ft X 10 ft with one skirted 6 foot-table, 2 side chairs and an identification sign. Should the exhibitor require electrical outlets, an additional fee of \$15 will be added.

Payment Terms

Full payment must accompany the application and signed contract. Once the application and contract are received, the exhibitor will receive an exhibitor packet that contains information regarding space assignment, shipping and storage.

Assignments

Booth spaces are assigned on a first-come, first served basis. NN2 will consider all exhibitor booth-space preferences, but reserves that right to adjust space assignments should conditions necessitate such action.

Local Regulation

All materials and equipment must conform to applicable local building, electrical, fire and related safety regulations.

Prizes

Prizes are encouraged. Floor prizes may be given from private drawings or can be arranged by the conference chair. Door prizes will be given out after the annual business meeting between 1 and 3 pm.

Installation and Removal

A packet will be mailed to you with information needed for installation and removal of exhibit.

Headquarter Hotel (307-638-3311)-make sure the hotel knows you are with NN2

The Historic Plains Hotel is the headquarters for NN2's September 21-23, 2011 Annual Conference. Special room rates for the hotel are available to exhibitors. To obtain these room rates, reservations must be made directly with the Plains Hotel by Aug 1, 2011. Hotel reservations information will be included in the exhibitor packet that will be forthcoming. Hotel address: 1600 Central Avenue, Cheyenne, WY 82001

Contract Cancellations

Notification for cancellation of exhibit space must be submitted in writing and postmarked no later than July 1, 2011. A refund less 50% per space will be issued. No refunds will be made for cancellations postmarked after July 1, 2011.

Liability

NN2, the meeting coordinator, the convention hotel and the employees or representatives thereof, are not responsible for injury, loss or damage that may occur to the exhibit or employees of the exhibitor's property from any cause whatsoever before, during or after the period covered by the exhibit contract.

The exhibitor agrees to indemnify those listed above against any claims for such loss, damage or injury. Upon signing the contract, the exhibitor expressly releases the foregoing institutions, individuals and communities from any and all claims for loss, damage or injury. This also includes the period of shipping and storage prior to and following the conference.

In addition, the exhibitor agrees to hold harmless and indemnify NN2, its officers, director, and agents from any and all claims, demands, or actions arising out of or as a result of any act or omission on the part of the exhibitor, its officers, director, agents or invitees, as a result of its exhibit or otherwise related to the conference.

Small or easily portable articles of value should be properly secured or removed for safekeeping during the time the exhibit is not supervised.

Should a situation beyond the control of NN2 arise to prevent the opening of the conference or exhibits, NN2 may not be held liable for any expenses incurred except for rental cost of the assigned space.

EXHIBITOR BENEFITS

Your investment for exhibit space includes more than just the physical dimensions of a table. NN2's 24th Annual Conference will provide a wide range of additional opportunities and services to help make this meeting the most productive exposition possible for you.

- Booth size: A single table area will be 8 ft. X 10 ft. and will be furnished with a six foot skirted table, 2 side chairs and an identification sign
- A single table is \$500.00. Exhibitors purchasing multiple tables will receive a 10% discount off the base price for each additional space
- Free listing in Conference program
- To insure interaction of convention attendees and exhibitors, all breaks are scheduled in the exhibit area. Special activities such as door prize drawings and T-shirt exchange are also scheduled for the exhibit area. Of course, the Conference allows "Exhibitor time" as part of the agenda
- Additional Marketing Opportunities: Exhibitors may attain additional exposure by sponsoring breaks, lunches, speakers or events. (See Sponsorship categories)
- Invitation to Opening Reception
- An exhibitor who is a Sponsor of NN2 will get exhibit table free