

**The Curators of the University of Missouri
for
University of Missouri – Kansas City School of Nursing
Clinical Training Center for Family Planning (UMKC/CTCFP)
National Clinical Conference
August 3-5, 2008 * Omni Interlocken Resort * Broomfield, CO**

Application and Contract for Exhibit Space

PLEASE PRINT OR TYPE

Date _____

Name of Exhibitor (Company Name) _____

Company Name for table identification sign _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ Company web address _____

Contact person _____ Title _____

E-mail _____

(confirmation letters and notices will be sent to the contact person via e-mail)

Please provide a brief description of your business and what will be displayed _____

Contract for Space

This application for exhibit space, the formal notice of space assigned by UMKC/CTCFP staff and full payment of rental charges of \$750 for the 6 foot table, 2 chairs and floor space together constitute a contract for the right to use the same. The UMKC/CTCFP reserves the right to refuse rental of display space to any company whose display of goods or services is not in the opinion of the UMKC/CTCFP, likely to be compatible with the general character and objectives of the conference. Food and beverage are not included in the exhibit fee. Requests for power, Ethernet connection, audio-visual equipment and other amenities must be made directly to the hotel using the Omni Interlocken Resport Exhibitor Request Form or contacting Sara Edwards at (303) 438-6600.

Assignment of Space

Whenever possible, space assignments will be made by UMKC/CTCFP staff in keeping with location preferences requested by the exhibitor. The UMKC/CTCFP reserves the right to make the final determination of all space assignments in the best interest of the Title X National Clinical Conference. The UMKC/CTCFP reserves the right to rearrange the floor plan or relocate any exhibit at any time prior to or during the event. Where feasible, the changes will be discussed with the exhibitor in advance.

Space Preferences

Referencing the NCC Exhibits floor plan with tables numbered, indicate three table choices. While every effort will be made to grant one of your space preferences, we cannot guarantee it.

First choice _____; Second Choice _____; Third Choice _____

List companies/organizations you would rather not be near _____.

To assign you the best possible booth location, please list any special requirements for your exhibit (electrical, phone/internet, extra chairs, etc.) _____

Subletting of Space

No exhibitor shall exhibit or permit in the space allotted to her/him any goods other than those of its company as specified in the application. Subletting of space by Exhibitor is prohibited.

Installation and Dismantling of Exhibits

1. Exhibitors will make their own arrangements for delivery and receipt of shipments and storage of crates before set-up/move-in time and will be responsible to the hotel for any charges. Contact Sara Edwards at the Omni at (303) 464-3249.
2. Displays must be in position prior to 4:00 pm on Sunday 8/3/08 and remain in position and staffed during designated exhibit times. Set-up time is scheduled between 10:30 am and 3:30 pm on Sunday 8/3/08. Exhibit time is designated on Sunday 8/3/08 from 4 pm to 7:00 pm; Monday 8/4/08 from 7:00 am – 5:00 pm; and Tuesday 8/5/08 from 7:00 am – 3:00 pm. Exhibitors can commence dismantling/packing only during the scheduled times of 5:00-7:00 pm Monday 8/4/08 or after 3:00 pm on Tuesday, 8/5/08.
3. Crates will not be delivered to the exhibit booths prior to scheduled dismantling times. All property is to be shipped prepaid to and from the Omni Interlocken Resort by each exhibitor. It is explicitly agreed by the exhibitor that in the event they fail to install their product in their exhibit space within the time limit set for opening exhibits or fails to comply with other provisions concerning their use of exhibit space, UMKC/CTCFP shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper and exhibitor shall forfeit all payments made to UMKC School of Nursing.

Rules and Responsibilities

1. It is the individual exhibitor’s responsibility to safeguard equipment and material from the time it is brought into the facility until it has been removed. Exhibitors are expected to remove any dangerous materials from their displays when their staff isn’t present to supervise its use.
2. All promotional activities must be contained within the assigned table space and audiovisual or other devices may not interfere with other exhibitors.
3. Exhibitors will obtain and pay for any necessary permits and licenses. Exhibitors agree to maintain such insurance that will fully protect University of Missouri – Kansas City from any and all claims of any nature, including claims under the Worker's Compensation Act, and for damages for personal injury, including death, which may arise in connection with the operation of exhibitor's display. Exhibitor agrees to indemnify, protect, defend and hold harmless University and its officers and agents and employees from any and all liability including claims, demands, losses, costs, damages, and expenses of every kind and description (including death) or damage to persons or property arising out of Exhibitor's use of facilities and services provided hereunder. Damage to inadequately packed property is exhibitor's own responsibility. The UMKC/CTCFP may cancel the conference or exhibition for any reason. UMKC and the conference facility shall not be liable for any expenses incurred by the exhibitor except for an exhibit fee refund.
4. Exhibitor agrees at the conclusion of the exhibit program that Exhibitor will surrender the space occupied in the same condition it was in at the commencement of move-in. In the event the exhibitor damages the building, he/she agrees to reimburse the owner of the building for the cost of repairing such damages. The exhibitor expressly agrees to protect, save and hold harmless UMKC/CTCFP from all losses and/or damage or injuries whatsoever caused by exhibitor to said building or any part thereof and persons directly or indirectly.
5. Registered Exhibitors are entitled to one copy of the conference syllabus per booth and entrance to conference sessions as an observer, space permitting, for booth personnel. Exhibit staff may register as participants and pay the requisite fees to receive CE credit.

**Please sign and return this contract with full payment to: UMKC School of Nursing
Attn: Susie Miller, 2464 Charlotte Street – HSB 2424, Kansas City, MO 64108 or fax to 816-235-6512.**

REPRESENTATIVE(S) ATTENDING EXHIBIT: _____

AUTHORIZED SIGNATURE _____ DATE _____

UMKC School of Nursing - **Clinical Training Center for Family Planning**
2464 Charlotte – HSB 2424, Kansas City, MO 64108 * Toll-free 866-912-8237 * Fax 816-235-6512