

**New Mexico Counseling Association  
Conference  
Crowne Plaza Hotel  
Albuquerque, NM  
March 1 & 2, 2012**

**Exhibit Rules and Regulations**

**A. CONTRACT**

This application, properly executed by applicant (Exhibitor) shall upon written acceptance and notification of exhibit table assigned by Exhibit committee constitute a valid and binding contract between Exhibitor and the New Mexico Counseling Association (NMCA). Applications will not be accepted without full payment.

**B. EXHIBIT TABLE RENTAL**

1. Standard Exhibit: (a) Contract for use of exhibit table(s) (at the NMCA Conference) is at the rate of \$75.00 per table. Table will be assigned on first come first serve basis. Exhibitors will provide all necessary items for their exhibit including signage, decoration, equipment, any personnel needed for setting up, taking down, operating the exhibit, and security of their materials. Any decorative materials used should be non-flammable fire resistant and in accordance with standard fire code regulations. (b) If the exhibitor's application is not accepted or table is not available, the exhibitor's payment will be promptly returned by NMCA.

2. Modifications: NMCA reserves the right to make modifications, as necessary, to meet the needs of the conference, exhibitors, exhibit program, hotel, and the Fire Code.

3. Cancellation of Conference: If a natural disaster, or other circumstances beyond the control of NMCA causes the conference to be cancelled, full refund of exhibit rental fees will be made.

4. Cancellation of the Contract by the Exhibitor: (a) In the event that notification of intent to cancel is received by NMCA in writing by January 31, 2012, all sums paid by the exhibitor, less processing fee of \$25.00 per table, will

be refunded.

Late Cancellation: Cancellation after February 1, 2012 obligates the exhibitor to full payment of the exhibit table rental. No refund of any fees will be made after this date.

5. Failure to Occupy Exhibit Table: Table not occupied by 8:30 a.m. on the morning of the conference (March 1, 2012) will be forfeited by the exhibitor and this table may be resold, reassigned or used by the exhibit committee.

**C. EXHIBIT GUIDELINES**

1. Acceptability of Exhibits: Association will provide table(s) for individuals, governmental agencies, as well as profit and not-for-profit organizations to exhibit their materials to members and non-members attending the conference. Only exhibitors whose materials are related to the explicit purposes of the NMCA Conference will be approved. These materials must be directly relevant and be of value to our profession. Exhibit shall be operated in a way that will not detract from other exhibits, the exhibition or conference as a whole. Each exhibitor must agree to abide by the policy of NMCA on non-discrimination.

2. Restriction on Use of Exhibit Table: Solicitations or demonstrations by exhibitors must be confined within the bounds of their own prospective tables. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Tables should be staffed at all times during exhibit hours. Exhibits, signs and displays are prohibited in any of the public space or elsewhere in the conference hotel.

3. Construction of Exhibits: Exhibits shall be constructed and arranged so that they do not obstruct nor hide the exhibits of others, and each exhibitor is responsible for keeping the area around their tables free of trash and any apparatus that would constitute safety hazard. NMCA reserves the right to ensure exhibits are appropriate.

4. Installation and Dismantling of Exhibits: All installation of exhibits should be carried out and exhibitors ready prior to the start of registration of the Conference (8:00 a.m. Thursday, March 1, 2012) and dismantled by the end of the Conference Friday, March 2, 2012. NMCA will not be held responsible for any exhibit materials left in the Conference area at the end of the Conference.

**D. SAFETY/SECURITY REGULATIONS & LIABILITY ISSUES**

The exhibitor hereby agrees to be bound by (a) all applicable fire, utility and building codes and regulations; (b) any rules or regulations of the facility where the exhibition is held; (c) the terms of all leases and agreements between NMCA and the managers or owners of said facility; and (d) the terms of all leases and agreements between NMCA and any other party relating to the exhibition.

Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to comply strictly with applicable terms and conditions contained in the agreement between NMCA and its agents and the Crowne Plaza Hotel. The exhibitor further agrees to assume complete responsibility for any damage arising under this contract by the exhibitor, its agents, employees and business invitees and to indemnify and hold NMCA, its officers, directors, employees, agent and business invitees harmless from and against any and all actions, proceedings, claims, damages, attorney's fees and expenses of whatsoever kind, arising out of or relating to this contract, including any action incident to or arising from exhibitor's occupation of or use of exhibit table(s) any actions brought by the Crowne Plaza Hotel or its agents against NMCA.

I have read, understand and will adhere to the Rules & Regulations set forth on this page \_\_\_\_\_(initials).