

## Terms and Conditions

The following terms and conditions comprise the Exhibitor Application. Please read carefully before signing. Signature on this form constitutes acceptance of an agreement with all regulations written herein. After completing the application, give a copy of the rules and regulations to the person(s) responsible for the set-up and staffing of your exhibit space.

### ASSIGNMENT OF EXHIBIT SPACE:

Space will be assigned on a 'first come, first served' basis based on sponsorship level. Exhibiting companies will be notified of table assignment. NASW-WY will provide an identification sign with exhibitor's name, two side chairs and name badges.

### PAYMENT FOR SPACE:

Applications will not be processed, nor space assigned without the required payment and signatures. If the required payment is not received with the application, it will be held until the fee is paid. Checks should be made payable to NASW-WY. Credit card payments may be made by phone or mail (please provide all information requested on the application). Complimentary registrations must be used for employees of the exhibitor, and will not be processed until full payment is received.

### CANCELLATION POLICY:

In order to process a refund, NASW-WY must receive a written notice of cancellation from the sponsor. If NASW-WY receives notice of a cancellation more than 45 days prior to the conference dates, a refund minus an administrative fee of \$25.00 per table will be issued. No refund will be given for cancellations made less than 45 days prior to the conference. In case of acts of God or war, and any other causes beyond the control of NASW-WY that may prevent the holding of the conference, this contract will not be binding.

### EXHIBITOR REGISTRATION, SET-UP AND BREAKDOWN:

Exhibitors must check in at the conference registration table before set-up. Set-up must be completed by 8:00 a.m. on Thursday, September 22<sup>nd</sup> and take-down will begin at 2:30 pm on Friday, September 23<sup>rd</sup>. *\*\*\* We strongly encourage you to remain in the exhibit hall until after the prize drawing on Friday. Some conference goers are not able to attend on Thursday, and they will miss the opportunity to connect with you (and you with them) if you leave early.*

### GIVEAWAYS:

NASW-WY encourages the distribution of product literature, and small give-away items at your exhibit table. Other items may be distributed or sold only with prior written approval from NASW-WY. Requests should be submitted in writing to the chapter office no later than September 1, 2011. Unapproved items may not be distributed. Any exhibitor found distributing unapproved materials will be prohibited from doing so, and may risk expulsion.

### USE OF SPACE:

Exhibitors shall not assign, share, or sublet any space without written consent of NASW-WY. Care must be taken so that no display extends more than 3 feet from the front of the table. Loud or distracting noise produced from the operation of any equipment or apparatus is not permitted.

### FAILURE TO OCCUPY SPACE:

The exhibitor will forfeit space not occupied by the close of the exhibit set-up period. This space may be resold, reassigned or used by the exhibit management. There will be no refund for space not occupied.

### AMERICANS WITH DISABILITIES ACT:

Exhibiting companies shall be responsible for making their exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold NASW-WY harmless from any consequences of exhibiting organization's failure in this regard.

### SAFETY & SECURITY:

NASW-WY cannot guarantee against loss or damage of any kind, and is not responsible for any loss or damage arising from exhibiting at the conference. Exhibitors must adhere to all municipal, state and federal laws, rules and regulations. No combustible decorations may be used at any time.

### AUTHORIZATION:

I have read and agree to comply with the Exhibitor Terms and Conditions.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT OF THE NASW-WYOMING ANNUAL CONFERENCE!**