



18th ANNUAL NAMRC TRAINING CONFERENCE
JULY 28-30, 2011 ♦ Hyatt Regency Atlanta ♦ Atlanta, GA

Dear Rehabilitation Supporter:

NAMRC, a division of the National Rehabilitation Association, is pleased to announce its 18th Annual National Training Conference, “*Transforming Rehabilitation Through Diversity, Equity & Justice*”. The conference will convene from July 28-30 at the Hyatt Regency Atlanta. We are extending an invitation to the members of the rehabilitation community and to all those who support equity, access, and full participation for all persons with disabilities to participate and support this national event. More information on the conference and NAMRC can be found on our website at www.namrc.org

Each year our national conference draws upon a nationwide membership base of about two hundred attendees. We are inviting your involvement as participants, sponsors, advertisers, and exhibitors.

Conference attendees either make final purchasing decisions or evaluate and make recommendations for the use or purchase /lease/rental of health care and rehabilitation services, programs and equipment. Develop hundreds of leads, demonstrate your products, and promote your services among decisions makers in rehabilitation.

Enclosed is the *Exhibitor Reservation Form and the Exhibit Contract*. Please send your reservation form on or before **Monday, May 30, 2011** to:

Tyra Hawkins
2820 Pribes Mill Road
Munford, AL 36268
(256) 239-7640
tjr111855@aol.com



2011 National Association of Multicultural Rehabilitation Concerns
Annual Training Conference
Exhibit Reservation Form and Contract Acceptance

Please complete this contract and return with your payment to:

NAMRC c/o Tyra Hawkins
2820 Priebe Mill Road
Munford, AL 36268

Phone: 256-239-7640

E-mail: tjr111855@aol.com

Please submit full payment with reservation on or before Monday, May 30, 2011.

Exhibit space will not be held without full payment.

Tabletop Exhibit Space @ \$450 _____

Additional Registrants @ \$175 each _____

One 500 watt electrical outlet @ \$50 _____

PLEASE PRINT CLEARLY, PLEASE FILL OUT THIS FORM COMPLETELY.

Company name (as printed on booth sign)

Primary Representative

Name _____ Title _____

Second Representative

Name _____ Title _____

Main Contact Name (if different from above):

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Additional needs or Requirements: _____

Check one: () check enclosed for \$ _____ () VISA () MC () AmEx

Cardholder name _____ Card number _____

Credit card signature _____ Expiration date _____

CANCELLATION POLICY: Written notice of cancellation of exhibit space must be received in writing by NAMRC by **June 24, 2011**, to qualify for a refund, less 50% of the rental amount.

Cancellation after June 24, 2011, obligates the exhibitor to full payment of the exhibit space and no refund will be given.

Exhibitor Schedule

Exposition Dates: July 28-30, 2011

Exhibitor Set-up: July 28, 2011

Exhibitor Tear Down: July 30, 2011



Contract Acceptance

A. SPACE RENTAL

1. **STANDARD BOOTH:** This contract for use of space provides tabletop exhibit space, a six-foot draped table, and two chairs.
2. **FLOOR PLAN:** All dimensions and locations are believed, but not warranted, to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program. NAMRC reserves the right to reassign exhibit space, if necessary, to consolidate the final floor plan.
3. **CANCELLATION OF SHOW:** In the event of fire, strike, or other circumstances beyond the control of the Exhibit Management cause the exhibit to be cancelled, full refund of exhibit rental fees will be made.
4. **FURNISHINGS:** Furniture, accessories, signs, additional electrical outlets, etc., are the sole responsibility of the exhibitor. Table coverings as well as all booth equipment must be of non-flammable material. All decorative materials must be fire-resistant.

B. CANCELLATION OF EXHIBIT CONTRACT

1. An exhibitor may cancel this agreement by giving the Association written notice of cancellation on or before the deadline dates established. In the event of a cancellation by **June 25, 2011**, the Association will retain a sum equal to 50% of the cost of the reserved exhibit space. After **June 25, 2011** the total booth cost will be retained.
2. The Association will not accept any request for cancellation of this agreement by an exhibitor after the cancellation deadline nor will the Association make any refunds of exhibit fees after said date. The Association reserves the right to cancel this contract in any event, on written notice to applicant on or before applicable deadline date if the Association considers it unadvisable to hold the Conference.
3. **FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and this space may be resold, reassigned or used by Exhibit Management.

C. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBITS AND EXHIBIT FACILITIES

1. **ACCEPTABILITY OF EXHIBITS:** All exhibits shall be to serve the interests of the members of NAMRC and its affiliates and shall be operated in a way that will not detract from the other exhibits, the exhibition, or conference as a whole. Exhibit Management reserves the right to require the immediate withdrawal of any exhibit which believes to be injurious to the purpose of the Association.
2. **RESTRICTION ON SELLING:** All over-the-counter sales or sales of any kind that involve the exchange of currency for goods received during the exhibition are prohibited. This prohibition does not preclude the exhibitor from writing orders during the exhibition for delivery at a later date. Promotional giveaways and/or drawings are permitted.
3. **RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the space allocated to him. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material. Exhibits, signs, and displays are also prohibited in any of the public space or elsewhere on the premises of the meeting facilities or in the guestrooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume. Booths must be staffed at all times during exhibit hours.
4. **CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. No side wall higher than 36" may extend forward from the back wall more than one-half the depth of the exhibit space. Exhibitors desiring to use other than standard booth equipment or signs which conflict in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the exposition or before construction is ordered and must receive written approval from the Exhibit Management.
5. **APPEARANCE OF EXHIBITS:** Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. Exhibit Management reserves the right to have such finishing done, and bill the exhibitor for changes incurred.
6. **INSTALLATION AND DISMANTLING EXHIBITS:** All installation and dismantling of exhibits must be carried out during the time indicated in the accompanying exhibit information. No exhibit may be erected after the exhibition opens or be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all his materials are delivered to the Exhibit Hall by the specified deadline. Should he fail to remove his exhibit, this removal will be arranged by the Exhibit Management at the expense of the exhibitor.
7. **SHIPPING:** The hotel is unable to guarantee prompt delivery of improperly labeled packages, therefore, materials being shipped should read:

Attention Stacia L. Robertson
National Association of Multicultural Rehabilitation Concerns (NAMRC)
c/o Jason Bastow
265 Peachtree NE
Atlanta, GA. 30303

Business office

Due to limited space, shipments will be accepted no more than 1 week in advance of the conference date. Shipping, receiving, and storage rates will be the responsibility of the exhibitor. The Hyatt Regency Atlanta charges for the receiving and storage of items at the following rate: \$38 per Case; 0 -20 lb boxes at \$10, 26-50 lb boxes at \$20, 51lbs or more boxes at \$38 per 100 lbs. Receiving and storage of pallets are charged at \$50 per pallet.

8. FIRE AND SAFETY REGULATIONS: All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with all national, state and local regulations. All decorations and booth equipment must be fireproofed and electrical wiring must meet the local safety requirements. For specific requirements please call the Convention Services Manager, Nancy. Affidavits attesting to flameproof compliance with Fire Department Regulations must be submitted when requested. No combustible materials shall be stored in or around exhibit booths.

9. DAMAGE TO EXHIBIT FACILITIES: The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

D. LIABILITY

1. RESPONSIBILITY OF NAMRC AND THE EXHIBIT FACILITY: Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep NAMRC and its agents forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the negligence of the exhibitor or those holding under the exhibitor. The exhibitor shall at all times protect, indemnify, save and defend, and keep harmless NAMRC and its agents against and from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or part thereof.

IN WITNESS WHEREOF, the applicant has caused this contract to be duly executed by an authorized representative of the company.

By (print) _____

Date _____

Signature _____

Company _____

Title _____