

GENERAL INFORMATION

CONFERENCE LOCATION

The 6th Annual NAMA Conference will be held at The Westin O'Hare Hotel. Exhibit Hall, 6100 River Road, Rosemont, IL 60018. For additional information visit www.westinohare.com

PAYMENTS

Payments for booths and advertising must be paid in full at the time the booth is reserved, or the advertisement is placed.

SCHEDULE OF EVENTS

See attachment

EXHIBITOR MOVE-IN

Thursday, October 16 -- 4:00 pm – 6:00 pm

All exhibitors must be moved in by midnight unless prior arrangements have been made. Let us know if you have any special move-in needs. The back entrance/dock is for loading and unloading only. Please move your vehicles as soon as you unload your materials.

Any booth not occupied as of 9:00 am on Friday, October 16, will be considered cancelled and may be re-rented by NAMA, without compensation to Exhibitor, unless exhibitor has had prior approval from the NAMA conference team.

EXHIBITOR MOVE-OUT

Sunday, October 19 -- 3:00 pm – 6:00 pm

The conference closes Sunday at 3 pm. As soon as all attendees have left the building, you may begin to move-out. Please do not attempt to move out while there are still attendees on the floor. Any injury or damage caused by your attempt to move-out early will pose a liability to your company. All items must be removed from the building by 6 pm. Only hand carried items should be taken in and out of the main front entrance. All loading should be done through the rear doors. We appreciate your cooperation in this matter.

After this time, NAMA, has the authority to remove and dispose of Exhibitor's property that is not removed from the Hotel premises, and Exhibitor agrees to pay the cost incurred by NAMA, in connection with such removal and disposal.

CLEAN-UP

At move-in and move-out, exhibitor agrees to clean up and deposit in waste-baskets all trash including, but not limited to boxes, paper, plastic wrap and Styrofoam peanuts so that the area may be vacuumed. Exhibitor agrees to pay a cleaning fee if their booth is left with trash.

LOCATION OF EXHIBIT BOOTH

All measurements and exhibit space layouts conference on the floor plan are as accurate as possible. Conference Management reserves the right to make modifications and change exhibit space assignments as may be necessary; and to adjust the floor plan at anytime to meet the needs of safety requirements, sponsors, exhibitors, exhibits and traffic flow. Each 8' x 10' exhibit booth will be equipped with one (1) 8' draped and skirted table and two (2) chairs.

EXHIBITOR BADGES

Each exhibitor will receive two (2) name badges per booth. Badges may be picked up at the NAMA Registration Desk on the day of set-up. Additional badges may be requested in advance. Replacements for lost badges can be requested at the registration desk at the conference. Exhibitor badges are valid for all three (3) days of the conference. To maintain conference security, we ask that you wear your exhibitor badge at all times.

The Exhibitor badges provide privileges only to the Exhibitor floor and do not entitle the bearer to enter breakout sessions, meals or banquets. Separate tickets will be provided to exhibitors to attend sessions. Meals may be purchased for an additional cost.

SPECIAL SERVICES

Exhibitors are responsible for their own electrical needs. Electrical service must be ordered through the Westin Hotel prior to the conference. Please contact the hotel directly to arrange special services.

Go to: [ELECTRICAL SERVICE ORDER FORM](#).

The Westin O'Hare offers EVED Services as their Catering and Convention Services partner. EVED provides additional products and services not provided by the hotel that may be important to your exhibit. For more information on their services email eauge@eved.com or call direct to 847-698-6000 x 1436. For your convenience, most contracted services can be billed onto your account.

EXHIBITOR BANNERS

Exhibitor banners must be hung from the ceiling in the foyer. The hotel must hang the banners and there is a \$90 charge to have them hung.

PARKING

Group is subject to the prevailing rates at the time of event. You are responsible for your own charges. Rates are: \$15 per day. \$20 overnight, \$27 valet.

SECURITY

Security is provided from 10 PM – 6 AM Thursday, Friday and Saturday nights. Neither NAMA nor the Westin Hotel is responsible for theft. We recommend that you not leave valuable items in your booth overnight. If you experience a theft, please contact Conference Management as soon as possible.

Fire and theft Insurance, if desired, must be taken out by the Exhibitor at his own expense. Exhibitor shall be responsible for insuring any property brought on the Westin O'Hare premises. NAMA, shall not be required to furnish content insurance for Exhibitor's property, or for any other person brought on the Hotel premises in conjunction with NAMA.

SMOKING RESTRICTIONS

Smoking is prohibited in all areas of the Hotel premises.

ANIMALS

Exhibitors shall not allow any animals on the Westin O'Hare premises without the prior written consent of NAMA

BOOTH CANCELLATION

Booth rentals cancelled by August 18, 2008 will receive a 50% refund. No refund will be issued for booths cancelled after August 18, 2008.

OTHER

Any matter not specifically covered shall be subject solely to the decision of NAMA.

SHOW REGULATIONS

PLEASE ENSURE YOUR BOOTH STAFF HAS THIS INFORMATION.

1. A representative must staff your exhibit booth- throughout show hours. Please arrive no later than 30 minutes prior to the opening of the show.
2. Please ensure your booth is staffed at all times. Upon request, volunteers may be available to fill in gaps for no longer than 30 min.
3. Microphones, music or VCRs used in your booth must not interfere with your neighbors. Sound equipment may not project sound beyond the confines of the booth area. Provide headphones as appropriate.
4. Event Management Team reserves the right to request exhibitors to turn down their audio equipment if they feel necessary.
5. Exhibit space must be large enough to contain a reasonable audience if demonstrations are planned. The aisles cannot be blocked.
6. Promotional materials may be distributed only in the exhibitor's booth and must directly relate to the exhibit.
7. Books and CDs may be sold only through Nataraj Books.
8. Shows or demonstrations using services of a non-exhibiting company must have prior written approval from the Chicago conference team.
9. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3' side drape of exhibit booths may not come out past 5' from the back drape (see diagram).

10. Exhibitors may not share booth space without the prior written approval of the Event Management Team.
11. Boxes must be stored out of sight.
12. Helium balloons may be used when they are permanently affixed to the physical booth display. Helium tanks must be stored in an approved stand.
13. Fire regulations prohibit the use of an open flame, including candles. Booth decorations must be flame proof and electrical wiring and displays must conform to the National Electrical Code safety rules. Exhibitors shall not bring any flammable liquids, gasoline, fuels, oils, machinery, or smoking materials onto the hotel premises. Also no open flames, lighted candles or lighted incense/sage sticks are allowed.
14. No LP gas, bottled gas or bottled gas tanks are permitted in the building.

PACKAGE HANDLING

Shipping and Receiving - The hotel is pleased to accept and store all boxes and shipments required for scheduled meetings/programs according to the following policies:

- All boxes must be labeled with group name (**NAMA**), date of program (**Oct 16-19**), group on-site contact (**Exhibitor Contact Person**) as well as the Westin Catering or Convention Service Representative (**To Be Announced**) in charge of your meeting/group. (See details below under “Labeling”.)
- The hotel cannot assume responsibility for storage of boxes received more than (3) days prior to the scheduled meeting/program (October 13).
- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date.
- The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded within three business days.
- Meeting Professionals **MUST** notify their Catering or Convention Service representative of any shipments to the hotel.
- All Exhibitors, Vendors, and Attendees of a Convention Trade Show in which an outside drayage company/decorator is utilized **MUST** ship all their freight through their decorator. Please do not ship directly to the hotel, as all packages will be turned over to the drayage/production company assigned to the Trade Show. It is highly recommended that the Meeting Professional is advised of this and communicates this with their Exhibitors.
- Packages should be received during regular business hours: Monday – Friday 7:30 am – 5:00 pm, and Saturday 7:30 am – Noon.
- If third party vendors are used for office equipment such as copy machines, computers, faxes, the hotel cannot be responsible for moving them due to liability. Clients must notify the company of this and ensure that the product is picked up prior to the ending time of their contracted meeting space/office. In addition, these companies must load and unload to final meeting room destination.
- Payment for this service must be established prior to receiving your packages. All packages will be held in the Business Center storage until a payment method as been confirmed.

Service Fees - Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storing, and delivering.

The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added. The weights will be taken off the FedEx, UPS or DHL boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale.

Inbound Package Handling Fees - The fees are as follows:

0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$ 10.00 each
21 to 50 pounds	\$ 15.00 each
Over 50	\$ 25.00 each
Crates	\$ 75.00 each
Pallets	\$ 75.00 each

Outbound Package Handling Fees

\$ 5.00 each box

Labeling – Guest instructions for proper labeling is essential. Improperly labeled packages account for the majority of lost and misplaced packages in our hotels.

The required format is as follows:

Name of Group and On-site Contact – *address to the person from your company that will be looking for your packages when you get there.*

Group Name (NAMA)

Name of Exhibitor Contact Person

c/o The Westin O'Hare

6100 River Road

Rosemont, IL 60018

Hold for NAMA Oct 16, 2008 Conference (Exhibitor Contact Person)

(Multiple boxes MUST be numbered): Box(es) _____ of _____

Name of Hotel Catering/Convention Service Manager (To Be Announced)

- The Shipper's Return Address should include shipper's name, address and telephone number. Multiple packages within a single shipment should be numbered in sequence (i.e. 1 of 3, 2 of 3, 3 of 3); it may be helpful to make note of individual package contents so that careful records of all materials may be maintained and the sender alerted in the even to of damage or non-receipt.
- Guest will be notified upon receipt of package.
- Heavy boxes (over 50 lbs.) should be identified so that staff (either yours or ours) can avoid injury while lifting them.
- If there is more than one on-site delivery location, please label the boxes with their specific delivery destination (e.g. Office/ _____ or Registration / _____)
- We require Exhibitors to ship freight to the designated drayage company, which will deliver boxes to the appropriate exhibit booth location.
- Send shipping information in writing to your Catering and Convention service representative. Be specific regarding the number of boxes shipped, point of origin (company, city), how they were shipped, when they are to arrive, when they should be delivered once they arrive, the size, weight and relative condition of the boxes and any other helpful information in order that we can properly handle your shipment.

AGREEMENT

Violation of the Exhibitor rules shall be cause either for immediate expulsion of Exhibitor without recompense, or rectification by NAMA, at Exhibitor's expense.

NAMA, reserves the right to refuse/revoke any booth rental application without explanation.

Applicable Law: Choice of Law: Venue: Exhibitor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Chicago. In any action, suit or legal dispute arising from this Agreement, Exhibitor agrees that the laws of the State of Illinois as decided by NAMA, shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in Illinois at NAMA's discretion.

Amendment: This Agreement shall not be altered, changed or amended except by an amendment in writing executed by the parties hereto.

Binding Effect: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns and is specifically enforceable.

Force Majeure: NAMA, shall have no liability to Exhibitor, and Exhibitor shall have no claim or action against NAMA, therefore, because of NAMA's failure to perform any of its obligations in the Agreement if the failure is due unforeseen occurrences or to reasons beyond NAMA's reasonable control, including without limitation, strikes or other labor difficulties, war, riot, terrorism, civil insurrection, accidents, acts of God or governmental authorities in connection with a national, state, or local emergency. In such event, Exhibitor's sole remedy shall be limited to cancellation and NAMA, may retain such part of each Exhibitor's rental as shall be required to cover expenditures already made up to such occurrence.