

2011 CONVENTION EXPO CONTRACT

Company Name (as it will appear in convention literature)

Exhibiting/Recruiting Primary Contact
 (not necessarily attending convention)

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

Exhibiting/Recruiting Primary Contact (must be attending convention)

Same contact as above

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

Please indicate how many workers will assist you with set-up on Wednesday, June 15, 2011 ONLY. These workers will receive a one-day pass just for access to the Expo. The passes will be given to the primary booth registrant for distribution.

Number of Set-up Workers _____

First Additional Recruiter

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

Second Additional Recruiter

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

Additional Recruiter/Exhibitor Registration Fees

The full registration package includes access to sessions, plenaries, receptions, special events, workshops and the Career Expo, the Newsmaker Luncheon and Hall of Fame Gala y El Gran Baile. A \$10 reservation fee is required to hold a space at the Hall of Fame Gala y El Gran Baile.

*Important info regarding additional registrations for the Media & Career Expo: Please note that all convention attendees must be registered. This includes those staffers or vendors who will only be staffing your booth. If you have additional staffers for your booth (beyond those using the complimentary registrations) then you must pay the additional registration fee in order for them to access the Expo Hall.

	Early-Bird (by 2/28/11)	Pre-Registration (by 5/1/11)	On-Site (after 5/1/11)
Member	\$325	\$395	\$495
Non-Member	\$425	\$530	\$630

Hall of Fame Gala Reservation Fee - \$10 x _____ = _____

Membership Dues

*Membership status will be verified and new members must be enrolled by 5/15/2011 to receive membership discount. NAHJ's membership runs on a calendar-year system. Memberships are valid through December 31, 2011.

Regular/Academic/Associate - \$75 x _____ = \$ _____

Booth Fees

Tech Demo - \$3,000.00 x _____ booths = \$ _____
 Financial Corner - \$2,000.00 x _____ booths = \$ _____
 Corporate Non-Media - \$1,500.00 x _____ booths = \$ _____
 Corporate Media - \$1,250.00 x _____ booths = \$ _____
 Non-Profit/Gov't - \$800.00 x _____ booths = \$ _____

Payment Information

- Check payable to:
 National Association of Hispanic Journalists
- Send invoice
- Please charge my:
 Visa MasterCard American Express

Total Amount: \$ _____
 Credit Card #: _____
 Exp. Date: _____
 Authorized Signature: _____

*NAHJ is unable to process charges over \$2,500. For larger amounts, please pay by company check.



NAHJ CAREER EXPO RULES AND REGULATIONS

NOTHING SHALL BE CONSTRUCTED, BUILT, INSTALLED OR USED AS PART OF OR IN CONNECTION WITH ANY EXHIBIT, WHICH DOES NOT CONFORM WITH THE REQUIREMENT OF FEDERAL, STATE AND MUNICIPAL LAWS, ORDINANCES, FIRE CODES AND REGULATIONS.

1. EXHIBIT SPACE—THE SPACE CONTRACTED FOR HEREIN IS TO BE USED STRICTLY FOR THE EXHIBITOR WHOSE NAME APPEARS ON THE CONTRACT FOR THE SPACE. IT IS SPECIFICALLY UNDERSTOOD AND AGREED THAT THE EXHIBITOR WILL NEITHER SUBMIT NOR ASSIGN ANY PORTION OF THE SPACE CONTRACTED FOR HEREIN. EXHIBITORS WHO RESELL OR SUBLET SPACE OR RENDER THEIR BADGES TO UNAUTHORIZED PERSONS WILL FORFEIT THEIR EXHIBIT SPACE AND/ OR FUTURE PRIVILEGES. EXHIBITORS MUST SHOW ONLY GOODS MANUFACTURED AND/ OR DISTRIBUTED, OR SERVICES PROVIDED BY THEM IN THE REGULAR COURSE OF BUSINESS. NO FIRM OR ORGANIZATION NOT ASSIGNED EXHIBIT SPACE WILL BE PERMITTED TO SOLICIT BUSINESS WITHIN THE EXHIBIT AREA. NO EXHIBITS OR DISPLAYS OF ANY KIND ARE PERMITTED IN ROOMS OR SUITES.

2. CANCELLATION POLICY—CANCELLATION REQUESTS RECEIVED IN WRITING PRIOR TO MAY 2, 2011 WILL BE SUBJECT TO A \$200.00 PROCESSING FEE. ABSOLUTELY NO REFUNDS WILL BE MADE AFTER THIS DATE. NO REFUNDS WILL BE MADE IF EXHIBITOR CANCELS IMMEDIATELY PRIOR TO THE OPENING OF THE SHOW, AND EXHIBITOR WILL BE RESPONSIBLE FOR TOTAL AMOUNT OF SPACE CONTRACTED, AND WILL BE BILLED FOR ANY BALANCES OUTSTANDING AT TIME OF CANCELLATION.

3. INDEMNITY— EXHIBITOR AGREES TO INDEMNIFY AND HOLD HARMLESS NAHJ FROM ANY AND ALL LIABILITY TO ANY PERSON OR PERSONS OF ANY CONDITIONS OF THE RULES AND REGULATIONS, OR BY REASON OF ANY CONDITION, DEFECTIVE OR OTHERWISE, OF ANY APPARATUS, EQUIPMENT OR FIXTURES FURNISHED BY EXHIBITOR IN CONNECTION WITH ITS EXHIBIT. EXHIBITOR FURTHER AGREES TO HOLD HARMLESS NAHJ, ITS OFFICERS, EMPLOYEES AND MEMBERS FROM ANY AND ALL LIABILITY TO ANY PERSON OR PERSONS FOR OR BY ANY REASON OR ANY ACT OR OMISSION OF SAID EXHIBITOR, OR ANY OF ITS AGENTS, SERVANTS OR EMPLOYEES. INDEMNITY INCLUDES, BUT IS NOT LIMITED TO, CLAIMS OR COPYRIGHT, TRADEMARK OR PATENT INFRINGEMENT, UNFAIR COMPETITION AND PRODUCT LIABILITY. THE EXHIBITOR, ON SIGNING THE CONTRACT, EXPRESSLY RELEASES THE FORENAMED ASSOCIATION AND INDIVIDUALS FROM ANY AND ALL CLAIM FOR SUCH LOSS, DAMAGE OR INJURY. FURTHER, EXHIBITOR ASSUMES THE ENTIRE RESPONSIBILITY AND LIABILITY FOR LOSSES, DAMAGES AND CLAIMS ARISING OUT OF INJURY OR DAMAGE TO EXHIBITOR'S DISPLAYS, EQUIPMENT AND OTHER PROPERTY BROUGHT UPON THE PREMISES.

4. USE OF AISLES, OVERHEAD SPACES, ETC—THE AISLES, PASSAGeways AND OVERHEAD SPACES REMAIN STRICTLY UNDER CONTROL OF NAHJ AND NO SIGNS, DECORATIONS, BANNERS, ADVERTISING MATTER OR SPECIAL EXHIBITS WILL BE PERMITTED IN THE AISLES OR PASSAGeways OR HANGING FROM THE CEILING. ALL EXHIBITS MUST REMAIN WITHIN THE CONFINES OF THEIR OWN SPACES.

5. SECURITY—NON-LIABILITY OF NAHJ. NAHJ WILL PROVIDE SECURITY DURING THE HOURS THE EXHIBIT AREA IS CLOSED, BUT WILL HAVE NO LIABILITY FOR ANY LOSS OR DAMAGE SUSTAINED BY EXHIBITOR DURING SUCH HOURS OR ANY OTHER TIME, WHATEVER THE CAUSE.

6. SET-UP OF EXHIBITS—SET-UP TIME WILL BE 8AM-5PM WEDNESDAY 6/15/2011. OFFICIAL OPENING OF THE SHOW IS 9AM, 6/16/2011. IT IS INCUMBENT UPON THE EXHIBITOR TO COORDINATE WITH THE OFFICIAL SHOW CONTRACTOR SO THAT

THE EXHIBITOR'S MATERIAL IS SCHEDULED IN THE EXHIBIT HALL IN AMPLE TIME TO BE ERECTED AND READY WHEN THE SHOW OFFICIALLY OPENS. NO SET-UP WILL BE PERMITTED ONCE THE SHOW IS OPEN. IF AN EXHIBITOR IS A "NO SHOW" WHEN SET-UP HOURS CLOSE, HIS SPACE IS AUTOMATICALLY FORFEITED AND NO REFUNDS WILL BE MADE.

7. OPERATING EXHIBITS—EXHIBITS MUST BE OPERATED DURING ALL SHOW HOURS. THE EXHIBIT HALL IS OPEN THURSDAY-6/16/11, 9 AM - 5 PM AND FRIDAY- 6/17/11, 9 AM- 5 PM

8. TEAR-DOWN EXHIBITS—NO TEAR-DOWN OF EXHIBITS WILL BE PERMITTED UNTIL AFTER THE CLOSING HOUR OF THE FINAL DAY OF THE SHOW (5 PM FRIDAY, 6/17/11). THE SHOW CONTRACTOR HAS BEEN INSTRUCTED BY THE EXHIBITS MANAGER THAT THERE ARE TO BE NO EXCEPTIONS TO THIS RULE WITHOUT PRIOR APPROVAL.

9. CHANGE IN FLOOR PLAN—NAHJ RESERVES THE RIGHT TO CHANGE THE BOOTH FLOOR AND BOOTH LOCATION.

10. CONFLICT WITH OFFICIAL NAHJ FUNCTIONS—EXHIBITOR AGREES TO NOT CONDUCT ACTIVITIES OUTSIDE OF THE EXHIBIT HALL THAT ARE IN DIRECT CONFLICT WITH OFFICIAL FUNCTIONS OF THE NAHJ. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO MEETINGS, MEAL FUNCTIONS, SEMINARS OR ANY OTHER ACTIVITY IN CONFLICT WITH THE OFFICIAL PROGRAM OF NAHJ. NAHJ WILL ADVISE EXHIBITORS OF OFFICIAL HOURS IN AMPLE TIME FOR EXHIBITORS TO SCHEDULE ANY OUTSIDE ACTIVITIES SO AS NOT TO BE IN CONFLICT.

11. RIGHT AND NON-LIABILITY OF NAHJ IN EVENT EXHIBITION IS NOT HELD— SHOULD ANY EMERGENCY ARISE PRIOR TO THE OPENING OF THE EXHIBIT THAT WOULD PREVENT ITS SCHEDULED OPENING, SUCH AS DESTRUCTION OR DAMAGE TO EXHIBIT AREA BY FIRE, WINDSTORM, STRIKES OR ACTS OF GOD, ETC. OR DECLARATION OF EMERGENCY BY THE PRESIDENT, IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT NAHJ MAY RESCHEDULE THE EVENT AS NEAR TO THE ORIGINAL DATE AND SITE AS POSSIBLE. NAHJ MAY RETAIN AS MUCH OF THE PRE-PAYMENT FOR EXHIBIT SPACE AS IT DEEMS NECESSARY TO COVER EXPENSES INCURRED SHOULD IT BE IMPOSSIBLE TO RESCHEDULE THE CONFERENCE. REGARDLESS OF THE REASON FOR CANCELLATION OR POSTPONEMENT OF THE CONFERENCE, NAHJ WILL NOT BE LIABLE FOR ANY LOSS BY EXHIBITOR RESULTING THEREFROM.

12. NON-ENDORSEMENT—THE EXHIBITING OF PRODUCTS AND SERVICES AT THE NAHJ CONFERENCE DOES NOT CONSTITUTE AN ENDORSEMENT BY NAHJ OR ANY PRODUCT SERVICE EXHIBITED. AN EXHIBITOR IS NOT PERMITTED TO REPRESENT IN ANY MANNER THAT ITS GOODS OR SERVICES HAVE BEEN ENDORSED BY NAHJ.

13. SALES—NO SALE OF ARTICLES OF ANY NATURE WHATSOEVER SHALL BE MADE BY EXHIBITORS IN THE EXHIBIT AREA, UNLESS PERMISSION TO TAKE ORDERS (NO DIRECT SALES) IS GRANTED BY NAHJ'S CONVENTION MANAGER.

14. OFFICIAL CONTRACTOR—EXHIBITORS MUST USE EXPOSITION MANAGEMENT APPOINTED CONTRACTORS FOR ELECTRICAL WORK, PLUMBING, MATERIAL HANDLING, RIGGING, CLEANING, STANDARD SHOW RENTAL, FURNITURE AND FLOOR COVERING, AND TELEPHONES. OFFICIAL SHOW CONTRACTORS ARE RECOMMENDED FOR OTHER SERVICES. ORDER FORMS ARE PROVIDED IN THE EXHIBITOR KIT.

15. DISCLAIMER—NAHJ RESERVES THE RIGHT TO ASSESS THE VALUE OF ALL INKIND CONTRIBUTIONS. SOME SPONSORED EVENTS ARE HELD CONCURRENTLY. AS A RESULT, BRANDING OPPORTUNITIES MAY OVERLAP. SPONSORSHIPS WILL BE FACILITATED IN A MANNER TO PREVENT CONFLICT INTEREST AND THE APPEARANCE OF CONFLICT OF INTEREST.

DATES: Thursday, June 16 and Friday, June 17

LOCATION: Disney's Coronado Springs Resort Convention Center - Veracruz Exhibit Hall

EXPO HOURS: 9 AM - 5 PM

Terms

Exhibit space assignment is based on total support to NAHJ, level of convention sponsorship, tenure of recruiting, timeliness of receiving payment and contract, and size and configuration of exhibit. NAHJ reserves the right to reassign exhibit space so as to ensure the safety and/or convenience of convention participants as well as to avoid conflict of products and/or exhibitors. Exhibit(s) must be confined to-and-within the space(s) leased.

All convention attendees must be registered. This includes those individuals who will only be staffing your booth. If you have additional staffers for your booth (beyond those using the complimentary registrations) then you must pay the additional registration fee in order for them to access the Expo Hall.

This signed contract and full payment must be received by NAHJ no later than May 15, 2011. Cancellation requests received in writing prior to May 15, 2011 will be subject to a \$200.00 processing fee. Absolutely no refunds will be made after this date.

We, the undersigned, agree to abide by the rules and regulations of NAHJ's to 29th Annual NAHJ Multimedia Convention & Career Expo as set forth in the information on Rules and Regulations section of the Career Expo contract.

Authorized Signature _____

Printed Name _____

Title _____

Date _____

Please return payment and this portion of the contract to:

NAHJ Career Expo
1000 National Press Building
529 14th Street, NW
Washington, DC 20045-2001

For more information, please contact NAHJ Convention Operations and Professional Development Director, Michele Gonzalez, at (512) 506-9991 or mgonzalez@nahj.org.

