

# 2022 ADARA Conference

## Application and Contract for Exhibit Space

This Exhibit Contract is between ADARA and \_\_\_\_\_ (hereon, known as Exhibitor). The terms and this agreement are as follows:

### 1. Exhibit Rental Rates and Terms of Payment:

**Exhibit Only: \$500.00**  
**Conference Sponsor: No charge**

### 2. Exhibit Facility

- Exhibitors will be located in an area that is near conference activities. The tables are based on first come, first served. Please note that the exhibit area will be in an open area. Valuable items will need to be removed during “off hours” (e.g., overnight). Security will be limited.
- The conference hotel can receive and store packages shipped to the hotel ahead of time. Please contact the hotel for costs.

Each booth will comprise an 8'x30" or 6'x30" skirted table, two chairs, and up to two exhibitor name badges.

- There are electrical outlets in the exhibit hall. Placement near an electrical outlet should be marked on the form if needed. Requests for additional electric outlets, telephone, and Internet service will have an additional charge (**Note: conference sponsorships do not cover additional services**). Charges for electricity, extension cords and Internet vary, depending on specific needs. Requests must be made known to the Exhibit Chair no later than **February 28, 2022**, to ensure your needs are met. **The vendor will be responsible for the payment of extra services directly to the Hotel.**
- Wireless Internet may be available at no cost.

### 3. Exhibit Dates/Schedule

<b>Booth Set-up</b>	Sunday, March 13, 2022: 8:00 – 9:00 am
<b>Exhibits Open</b>	March 13-16, 2022: 9:00 am – 5:00 pm
<b>Booth Tear Down</b>	Thursday, March 17, 2022: After 12:00 pm

### 4. Agency/Business Representative

The exhibitor will name one individual as its duly authorized representative in charge of the exhibit. It is expected that this individual will accept and assume responsibility for being in attendance at the exhibit for the days and time periods indicated above. This individual will also be responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter service contracts as may be necessary for which the exhibiting agency/business shall be financially responsible.

### 5. Cancellation Refund Schedule

- a) Written notification of cancellation received on or before **March 1, 2022** will qualify for a 50% refund of the total contract costs;
- b) Notification after the above date or if Exhibitor fails to occupy the space, ADARA will retain 100% of the contracted costs.
- c) Cancellations should be made to ADARA via email to: [office@adara.org](mailto:office@adara.org).

### 6. Non-Discrimination

The Exhibitor represents and warrants that it is an equal opportunity organization and that it does not discriminate employment, facility services or accommodations based on race, gender, religion, age, ancestry, national origin, physical/mental disability, personal appearance, sexual orientation, marital status or any other basis prohibited by applicable law.

### 7. Liability Insurance

ADARA will take reasonable precautions to safeguard the Exhibitor's property; however, the Exhibitor understands neither ADARA or Hotel Albuquerque at Old Town maintain insurance covering the Exhibitor's property or lost revenue. It is the sole responsibility of the Exhibitor to obtain such insurance. ADARA and the Hotel Albuquerque at Old Town do not assume any obligation or duty with respect to the protection of said property.

### 8. Hold Harmless Clause

Exhibitor assumes responsibility and liability for losses, damages, and claims arising out of injury to person(s) or damages to the Exhibitor's displays, equipment, and other property brought upon the premises of Hotel Albuquerque at Old Town. The Exhibitor agrees to indemnify and hold harmless ADARA and Hotel Albuquerque at Old Town and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney fees arising out of the use of the premises, excluding any liability caused by the negligence of ADARA or Hotel Albuquerque at Old Town or its owners and/or employees.

## 2022 ADARA Conference Exhibitor Information

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Exhibit Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_/\_\_\_\_ V \_\_\_\_VP

**Indicate your selection(s) with an 'X'**

### Exhibit Only

### Sponsor

Exhibit Booth \_\_\_\_\_ \$ 500.00 \_\_\_\_\_ No Charge

Form of Payment: \_\_\_\_ Check (enclosed) \_\_\_\_ PO (enclosed) \_\_\_\_ PayPal (pay to [finance@adara.org](mailto:finance@adara.org))

\_\_\_\_ Credit Card (via electronic invoice)

**Please print the following exactly as you wish it to appear:**

Organization Name: \_\_\_\_\_

City/State: \_\_\_\_\_

*The undersigned has read and agrees to the above exhibit regulations and understands that these regulations are incorporated into this contract by reference and further understands that these regulations become a contract when accepted and confirmed by the 2022 ADARA Conference Planning Committee.*

**Mail or e-mail this contract with payment to:**

ADARA  
PO Box 675  
Lakeville, MN 55044  
[office@adara.org](mailto:office@adara.org)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADARA Conference Use Only:**

Date Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Check/MO/PO Number: \_\_\_\_\_

Date Confirmation Sent: \_\_\_\_\_

Exhibit Space Number: \_\_\_\_\_