

2024 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 may be in an open space. 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 directly for costs.

Each booth will comprise an 8'x30" or 6'x30" skirted table, two chairs, and up to two exhibitor 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 **April 3, 2024**, to ensure your needs are met. **The vendor will be responsible for paying extra services directly to the Hotel.**
- Wireless Internet may be available at no cost.

3. Exhibit Dates/Schedule

Booth Set-up	Wednesday, May 29, 2024: 8:00 – 9:00 am
Exhibits Open	May 29 – June 1, 2024: 9:00 am – 5:00 pm
Booth Tear Down	Saturday, June 1, 2024: 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 coordination of installing, operating, and removing the exhibit. Said representative shall be authorized to enter service contracts as necessary, for which the exhibiting agency/business shall be financially responsible.

5. Cancellation Refund Schedule

- Written notification of cancellation received on or before **April 3, 2024**, will qualify for a 50% refund of the total contract costs;
- Notification after the above date or if Exhibitor fails to occupy the space, ADARA will retain 100% of the contracted costs.
- Cancellations should be made to ADARA via e-mail to: office@adara.org.

6. Non-Discrimination

The Exhibitor represents and warrants that it is an equal opportunity organization and that it does not discriminate against 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 nor Omni Atlanta Hotel at CNN Center maintains insurance covering the Exhibitor's property or lost revenue. It is the sole responsibility of the Exhibitor to obtain such insurance. ADARA and the Omni Atlanta Hotel at CNN Center 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 from injury to person(s) or damages to the Exhibitor's displays, equipment, and other property brought upon the premises of Omni Atlanta Hotel at CNN Center. The Exhibitor agrees to indemnify and hold harmless ADARA and Omni Atlanta Hotel at CNN Center and its owners, servers, 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 Omni Atlanta Hotel at CNN Center or its owners and/or employees.

2024 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)

____ 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 2024 ADARA Conference Planning Committee.

Mail or e-mail this contract with payment to:

ADARA
PO Box 675
Lakeville, MN 55044
office@adara.org

Signature: _____ Title: _____

Printed Name: _____ Date: _____

ADARA Conference Use Only:

Date Received: _____

Amount Received: _____

Check/MO/PO Number: _____

Date Confirmation Sent: _____

Exhibit Space Number: _____