

COME JOIN US IN ANCHORAGE!

2009 Annual Conference NCPAA



TRADE SHOW EXHIBITOR APPLICATION

Hosted by:

Anchorage Police Citizens Academy Alumni Association



May 5 – 8, 2009

Hilton Anchorage Hotel
Anchorage, Alaska

Exhibitor Registration Deadline: April 3, 2009

CONTRACT FOR EXHIBIT SPACE
2009 Annual National Citizens Police Academy Association

May 5-8, 2009
Alaska Destination Specialists

Application to exhibit, dated this _____ day of _____, 2009, by and between
Alaska Destination Specialists (Trade Show Managers), and _____
_____(Exhibitor).

At the following address, _____(Exhibitor)
_____.

Telephone: (____) _____ - _____ Fax: (____) _____ - _____

E-Mail: _____

I. In accordance with the following terms, conditions, and regulations governing exhibits at the 2009 Annual NCPAA Conference at the Hilton Anchorage Hotel in Anchorage, Alaska, May 5-8, 2009 the undersigned hereby makes application for exhibit space, which when accepted by Alaska Destination Specialists, becomes a contract. Terms and conditions included with this sheet are a part of the contract. Space will be open for set up on Tuesday May 5th from 10:00 am to 3:00 pm. Exhibit Space will be open from 9:00 am to 4:00 pm on Wednesday, May 6th, 8:30 am to 4:00 pm on Thursday, May 7th and 8:00 am to 11:30 am on Friday, May 8th. Exhibit break down will be Friday, May 8th, 2009 from 12:00 pm to 4:00 pm. All exhibit booths must be removed by 4:00 pm, Friday, May 8th, 2009.

II. For general information and floor plan of exhibits see the attached "Exhibitor Terms and Conditions".

III. So we can accurately list your booth in the exhibitor section of the program, please fill in the information below:

Company Name City/State

Product/Service being exhibited

Special Needs (if applicable – not published) Email Address

IV. Name of contact person responsible for this booth.

Name Title Phone

Authorized Signature Date

PLEASE SELECT ONE:
8 x 10 Exhibit Booth: _____ \$750 FOR PROFIT business _____ \$500 NON PROFIT business

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Exhibitor Fee Includes:

- 1) One 8 x 10 Exhibit Booth
- 2) One Exhibitor ID Sign
- 3) One Wastebasket
- 4) Two Chairs and one 6' rectangular table with linens

Additional Services (OPTIONAL): *(additional fees apply as indicated below)*

___ 500 Watt Outlets -	\$10.00	___ 1000 Watt Outlet -	\$75.00
<small>(price applicable to advance orders only)</small>		___ 25' Electrical Cord -	\$ 8.50
___ 500 Watt Outlets -	\$65.00	___ Power Strip -	\$ 6.00
<small>(price applicable to requests on site)</small>			

Additional Equipment required that is not listed above:

This contract must be accompanied by a check for full payment of the total amount due.

EXHIBITOR: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

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- 1) Alaska Destination Specialists reserves the right to exercise its discretion in the acceptance or refusal of exhibitor applications. Applications received will be recorded in order of receipt, and insofar as possible, space will be assigned on a first-come, first-served basis.

- 2) Set up will begin: Tuesday May 5th 10:00 am to 3:00 pm

Exhibits open: Wednesday, May 6th 9:00 am – 4:00 pm
 Thursday, May 7th 8:30 am – 4:00 pm
 Friday, May 8th 8:00am – 11:30 am

Breakdown of exhibits will begin Friday at 12:00pm, and must be completed by 4:00pm.

- 3) It is agreed that Alaska Destination Specialists or the Conference are not liable to the Exhibitor for any loss or damage or injury to his/her property contained in such exhibits or injuries to his/her person, his/her agents, employees, or others, no matter how sustained from fire, theft, accident or other causes. The Ballroom in the Hilton Anchorage Hotel will be locked for security purposes each day at Closing. The Exhibitor is hereby waiving all claims for loss, damage, and/or injury.

- 4) Exhibitors or their agents may not allow any articles to be brought into the exposition or any act done on the premise which will invalidate the insurance or increase the premium on the policies held by the management of the Hilton Anchorage Hotel nor permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc. Likewise, no attachments can be made to the floors by nails, screws, or any other devices that would damage them. All space is leased subject to these restrictions. Violations of these rules will annul the Exhibitor's contract, and he/she will be held liable for any damage resulting from such violation.

- 5) The Exhibitor agrees that Alaska Destination Specialists and the management of the Hilton Anchorage Hotel shall have the right to make such rules and regulations or changes in the floor plan arrangement of booths for said exhibition as it is deemed necessary and to amend same from time to time. Alaska Destination Specialists and the management of the Hilton Anchorage Hotel shall have the final determination and enforcement of all rules, regulations, and conditions.

- 6) Alaska Destination Specialists reserves the right to decline to permit an Exhibitor to conduct and maintain an exhibit if in the judgment of the show management, said exhibitor or exhibit, or proposed exhibit, shall in any respect be deemed unsuitable. This reservation relates to person, conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other items, without limitation, which affect the character of the exhibit.

- 7) Audio presentations are permitted so long as they do not disrupt neighboring exhibitors. They will need to be turned off during meal services which involve speakers.

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- 8) Exhibitors or their representatives who fail to observe these conditions, or who in Alaska Destination Specialists opinion, conduct themselves unethically, may be dismissed from the Hilton Anchorage Hotel without refund or appeal for redress.
- 9) Exhibitors shall agree to follow the rules and regulations set forth by Alaska Destination Specialists and the management of the Hilton Anchorage Hotel. Copies of these rules may be obtained upon request. SPECIAL DECORATIONS: Alaska Destination Specialists and the Hilton Anchorage Hotel have specific rules regarding decorations:
 - A: Helium balloons are NOT permitted in the building.
 - B: "Glitter" is not allowed in carpeted areas in the building.
 - C: Regarding banners, decorative signs, etc.: method of installation, location and material used are subject to approval.
 - D: UNDER NO CIRCUMSTANCES may decorations be nailed, screwed, taped or attached to ceilings, floors, walls, or painted surfaces without prior *written* approval.
 - E: No "stick-on" decals and/or similar promotional items may be distributed in the hotel.
- 11) All show, exhibitor, service contractor, etc., personnel are subject to inspection of cartons, packages or containers brought in to or taken from the Hotel.
- 12) Food and/or beverages will be served in the vendor area beginning with lunch on Tuesday, and continuing with Coffee Breaks and lunches each day. Food may NOT be part of your booth without prior approval from the Trade Show Manager (Alaska Destination Specialists) and the approval of hotel management.
- 13) All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass on the rights of others exhibitors.
- 14) FIRE REGULATIONS: No combustible oils or bottled gases, open flames of any type, nor corrosives will be permitted in the Exhibit Hall of the Hilton Anchorage Hotel.
- 15) All costs involved with shipping of exhibit materials will be the responsibility of each individual Exhibitor.

COSTS

The cost of each Exhibit Booth is \$750 for a FOR PROFIT business and \$500 for a NON PROFIT entity (501c3). Exhibitor fee includes 8' x 10" exhibit booth, one table and one or two chairs, one exhibitor ID Sign and one wastebasket. If your booth requires additional furniture, modifications, or any electrical outlets or wiring, additional fees will apply. All arrangements for these extra amenities must be made through Alaska Destination Specialists. Individual booth cleaning, shipping, etc., is all the responsibility of the Exhibitor. The Exhibitor will be responsible for all setup and breakdown.

SPACE LIMITATIONS

The Exhibit Space will accommodate up to 10 booths. Space will be allocated on a first-come, first-served basis.

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ADMISSION TO ANNUAL MEETING/GENERAL SESSIONS

NON PROFIT BOOTH SPACE (\$500.00)

Purchase of NON PROFIT booth space DOES NOT include registration to the NCPAA Conference and does not include meals. Meals may be purchased by checking below which meals you wish to attend and pay for. Meals are served in the exhibit hall to offer exhibitors maximum exposure to attendees but in order to offer a lower price to non profit exhibitors, we have not included meals.

FOR PROFIT BOOTH SPACE (\$750.00)

Purchase of the FOR PROFIT booth space **includes one full conference registration with applicable meals for one person.** Meals for additional persons are available for purchase if desired by completing the form below.

EXHIBITOR COMPANY NAME: _____

Contact Name: _____ Email: _____

MEALS:

Opening Ceremony Brunch _____ person(s) @ \$15.00 Total: \$_____

Thursday Lunch _____ person(s) @ \$15.00 Total: \$_____

Iditarod Dinner _____ person(s) @ \$35.00 Total: \$_____

Dinner Cruise _____ person(s) @ \$125.00 Total: \$_____

NCPAA Awards Banquet _____ person(s) @ \$35.00 Total: \$_____

MEALS GRAND TOTAL: \$_____

IF ordering meals for additional persons please fax or mail this form with a check (payable to ADS/NCPAA) for full payment to:

Alaska Destination Specialists/NCPAA
639 W Intl. Airport Rd. #26
Anchorage, AK 99518
Facsimile: (907) 929-5707

CANCELLATION POLICY

Cancellation of exhibit space must be directed in writing to Alaska Destination Specialists. Any cancellation received in writing prior to February 27, 2009, will be assessed a cancellation fee of \$150.00. Effective February 28, 2009, no refund will be made unless NCPAA is able to resell the canceled space. In that instance, the \$150.00 cancellation fee will still apply.